

Regular Meeting

Monday, April 16, 2018 6:30 PM

Unit #10 Administrative Annex, 123 W. Clay, Collinsville, IL 62234

1. **Call to Order - President Peccola**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Public Forum**

4.1. Written Correspondence

4.2. Audience Input

5. **Reports/Requests**

5.1. Superintendent's Report - Dr. Robert Green

5.2. Financial Report - Mrs. Uta Robison

5.3. Technology Report - Mr. Derek Turner

CUSD Technology Department

Report to the CUSD Board of Education

Prepared By: Derek Turner, Director of Technology
April 2018

General Information

E-rate Funding

The district's 471 application has been filed with USAC for both Category 1 and Category 2 for funding year 2018. These federal funds will help pay for the district's fiber WAN and Internet access, as well as, a new wireless network for Dorris Intermediate School. Over the past few years, USAC has been slowly phasing out funding for voice services, and as of this year, E-rate will no longer fund any amount of those services.

Internet Safety Month

This year, the technology department recognized February as Internet Safety Month. Over the course of the month, many of our students and teachers around the district participated in a range of various contests and activities that were designed to raise awareness for Internet safety. Threats such as cyberbullying and social media were prominent topics as were online privacy and predators. Overall, participation was excellent at the elementary school levels but somewhat lacking at the middle and high school levels. Next year, we will be looking at new and innovative ways to reach and engage our older students as Internet Safety is important for everyone.

Technical Update

Telephone Service Consolidation

Back in 2016, with the help of SpyGlass, the district was able to eliminate \$25,000 worth of costs associated with unnecessary telephone services. In addition, last year, we also eliminated two digital PRI lines when those contracts expired, saving an additional \$11,000 yearly.

There are still 3 more PRI's that are under contract until June 30, 2018. The PRI or Primary Rate Interface is an antiquated protocol that only exists today as an emulation, meaning there is a conversion that has to take place in order to provide an end user or customer with a "PRI" circuit. Since most major telecoms now use SIP or Session Initiation Protocol for handling voice traffic, and the district's phone systems are capable of processing SIP voice traffic natively, the recommendation from CTS, our phone vendor, is to move to SIP service direct from our

provider. CTS is currently monitoring our system's outgoing calls so that we can select an appropriate number of SIP service lines when those PRI contracts expire in June. I suspect there will be some savings with the transition as well.

The POTS or plain old telephone service consolidation project is scheduled to be completed on April 20th. After conducting an audit back in September, we determined that it would be possible to eliminate an additional 31 service lines from district schools for a total savings of approximately \$20,000 a year. I will not have hard numbers until the entire project is completed, but the goal is to offset, as much as possible, the loss of the 80 percent reimbursement that used to come from E-rate.

New Wireless for DIS

Pending E-rate Category 2 approval, the technology department is planning to install a new wireless network at Dorris Intermediate School this fall. The new Aruba network will run on the latest 802.11ac wave 2 standard and will offer many new management features. Some of those features include Adaptive Radio Management which optimizes wifi behavior to minimize rf interference and AppRF which can perform deep packet inspection and mitigate Internet threats at the WAP level before they ever cross our network. The new system will also provide easier options for managing guest access which has been difficult to administer in the past.

Future Plans and Technology Vision

Web Filtering

Last semester, the CHS administration and the technology department conducted a series of roundtables with the CHS staff and students. Through those discussions, we were able to gain a lot of helpful insight into how the Chromebooks were being used to support instruction at CHS. One of the main, recurring themes that we discussed was Internet filtering. After gathering information from students and staff alike, the technology department began putting together a plan of action to address some of the problems indicated. The plan involves a number of measures that will provide more consistent, less restrictive, filtering for CHS students.

For example, currently, we only have one policy for all district students; however, there are many websites that are appropriate for high school students that are not necessarily appropriate for elementary aged students. One of the options we discussed was breaking that policy out into two groups, one for CHS and one for the rest of the district students. By doing so, we would be able to allow more sites for research at the high school level. In the near future, I will be putting together an Internet advisory committee to discuss what should and should not be allowed additionally for CHS students.

Chromebooks

This year we will be replacing the Dell generation 1 Chromebooks at Dorris, and in 2019, it will be time to replace the Dell generation 2 Chromebooks at CMS. While breakage at CMS is much lower than last year, the rate still remains over double the rate of breakage that occurs at CHS. As in year's past, most of that damage occurs while the student is at home. Currently, the accidental damage warranty that we purchased through our supplier is covering most of the cost of the damage; however, it is important to consider just how much that warranty costs.

Assuming that we can obtain the same warranty at the same price when it comes time to replace the 600 Dell generation 2 Chromebooks, that warranty will cost the district almost \$50,000. That means that with 1,200 Chromebooks total at CMS, the warranty cost is close to \$100,000 every four years. I believe that will be an important consideration when the time comes. A gradual, two-year phase out, where year one, 7th graders begin using Chromebooks stored in a classroom cart, could translate into a substantial amount of savings for the district.

5.4. Budget Committee Update - Dr. Dennis Craft

5.5. Freedom of Information Requests

5.5.a. 3/22/18 Request from Nathan Mihelich
(Illinois Retired Teacher Assoc.) for a list of
2018 certified retirees. Complied 3/26/18.

5.5.b. 4/4/18 Request from Donne Schlessinger
for information pertaining to his children.
Complied 4/11/18.

6. **Approval of Minutes**

6.1. Approval of March 19, 2018 Board Minutes

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, March 19, 2018

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence
5. Audience Input
6. Presentation on Entrepreneurship Program
7. Superintendent's Report
8. Financial Report
9. Building and Grounds Report
10. Budget Committee Update
11. Freedom of Information Requests
12. Approval of Minutes of Regular Meeting of 02/26/18
13. Approval of Minutes of Special Meeting of 03/12/18
14. Approval of Board Bills
15. Approval of Monthly Financial Statements
16. Approval of Updated Board Policies
17. Discussion of Transportation Fund Levy (Postponed)
18. Approval of 2018-2019 IHSA Membership
19. Approval of New Wireless Network
20. Approval to Purchase Replacement Chromebooks
21. Approval of Resolution Authorizing Acceptance of a Donation of Certain Property
22. Discussion of First Student Contract
23. Presentation of Handbook Updates
24. Presentation of Board Policy Updates
25. Closed Session
26. Return to Open Session
27. Report on Closed Session Discussion
28. Acceptance of Resignation of Coach
29. Approval of Termination of an At-Will Employee
30. Approval of Additional CNA Days
31. Approval of Employment Contract to Employ a School Security Manager and Officer
32. Approval of Resolution to Non-Renew the Employment of a Probationary Certified Teacher
33. Approval of Employment for the 2017-2018 CHS Summer School
34. Approval of Employment of Non-Certified Employees
35. Approval of Administrator's Voluntary Request for Reclassification
36. Approval of Expulsion of Student
37. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, March 19, 2018
6:30 p.m.

Call to Order	1. The Regular Meeting of the Board of Education of Collinsville Community Unit School District No. 10 was held on the evening of Monday, March 19, 2018, at 6:30 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
Roll Call	2. Those members present were: Gary Peccola, President; Dennis Craft, Treasurer; Tim Hasamear; Jane Soehlke; and Wayne White, Vice President. Absent were Gary Kusmierczak and Gary Clark, Secretary.
Pledge of Allegiance	3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.
Correspondence	4. Dr. Craft said the following correspondence had been received by the Board: (a) Correspondence from Heavena Mitchell.
Audience Input	5. Mr. Peccola provided an opportunity for public input and the following person was recognized: (a) Ms. Katie Stuart, Illinois state representative, addressed the board and said she was excited to let the board know the status of the legislation providing for the evidence-based funding model. The model contains a robust mathematical calculation and there were issues in cleaning up the formula that caused a hold up. Those issues have now been addressed and the revisions were approved by the legislature. She said Unit 10 should receive approximately \$1.5 million in additional funds under this program. She will provide an exact dollar number and payment dates as soon as those are firmed up. She acknowledged the difficulties caused by the uncertainty in funding, but said school districts are not the only ones in this predicament. When sweeping changes in legislation occur, it is not unusual to have a clean-up process to go through before things are final. She thanked the board members for their hard work and acknowledged that serving on a school board is a thankless volunteer position.
 Reports	
Presentation	6. Mrs. Donna Green, Collinsville city councilman and coordinator

**on
Entrepreneurship
Program**

of the C3 Program, shared information regarding an opportunity being provided by the local business community. Local businesses are partnering with the City and the High School administration to offer the Midland Institute for Entrepreneurship's Creating Entrepreneurial Opportunities (CEO) course at CHS. The course will be offered to seniors beginning in the fall of 2019 and any expenses involved will be covered by the business community. The course offers project-based experiences for students with the business community to provide funding, expertise, meeting space, business tours and mentoring. Students will learn to write a business plan and will start and operate their own businesses during the school year. Skills they will develop include problem-solving, teamwork, self motivation, responsibility, communication and inquiry. At the end of the year, there will be a trade show open to the community to showcase what the students have accomplished. Mrs. Green said the ultimate goal is to help the students use the skills they learn to own and operate businesses in the local community. She shared an article from the Illinois Business Journal spotlighting a Granite City teen who has been involved in the CEO and has developed a business that can hopefully be his livelihood. Mr. Peccola thanked her for coming to the meeting and also expressed thanks to everyone who is working on this program.

**Superintendent's
Report**

7. Dr. Green reported that Channel 4 News is doing a feature story on the CHS Band, who leave for New York City tomorrow to play at Carnegie Hall. Dr. Green is very proud of the district's band program, it's students and instructors. He also congratulated the CHS students who recently made an excellent showing at the competition at the Missouri University of Science and Technology in Rolla. DIS students will present a program on Influential Women in History on March 21, and everyone is invited to attend. Dr. Green received notice that the district's financial profile rating from the ISBE has been downgraded from the Recognition to Review category. The downgrade is reflective of funding getting tighter. He said the district will be working to come up with a plan to get the rating turned back around.

**Financial
Report**

8. Mrs. Robison reported on the four operating funds as of the end of February, noting that the district operates on the cash basis. The Education Fund received 78% of budgeted revenue and 63% of the budgeted expenditures have been made. In the O&M Fund, 88% of budgeted revenue has been received and 75% of

expenditures were made. The Transportation Fund received 100% of budgeted revenue and 58% of budgeted expenditures were made. The Working Cash Fund received 91% of the budgeted revenue and no expenditures have been made. Mrs. Robison reported on the ending fund balances for each of those funds, noting that the Transportation Fund has a current negative fund balance of approximately \$124,600.

**Building and
Grounds
Report**

9. Mr. Hollingshead said he is in the process of lining up projects for the summer. Bleachers are scheduled for installation at the track as part of the ADA compliance work. The Caseyville vestibule project is in the process of being put out for bids again, and Mr. Hollingshead will keep the board posted on how it goes.

**Budget
Committee
Update**

10. Dr. Craft reported the Budget Committee met March 12, 2018 and discussed the following:
- (a) Dr. Green provided an update on funding from the state, which is very fluid right now.
 - (b) The administration is looking at possible budget cuts for the upcoming year and hopes to be able to eliminate one elementary position through attrition. Mr. Robinson reported the bumping process has started and should go smoothly.
 - (c) Mr. Turner discussed a proposal to update the wireless network at DIS, with 80% of the cost to be covered by E-Rate Category 2 funds. He also recommends the purchase of 750 replacement Chromebooks for DIS at a cost of \$127,500. Any current devices still in working condition will be repurposed to the elementary buildings.
 - (d) Mrs. Robison reported on new internal controls pertaining to fraud prevention measures that are being recommended by the district's auditors.
 - (e) Mr. Hollingshead reported to the committee on the same items contained in his report above.
 - (f) Mr. Robinson shared information about the certified positions that are currently posted as well as an opening for a secretary in Mr. Hollingshead's office.
 - (g) The next budget committee meeting is scheduled for Monday, April 9, 2018 at 5:30 p.m.

**Freedom of
Information**

11. Mr. Peccola reported that the following Freedom of Information Requests had been received:

Requests	• 2/26/18 Request from Kaylin Rhoads for teacher salary schedules. Complied 2/26/18. • 2/14/18 Request from 44 Blue Productions, LLC for yearbook photos of a few former students. Complied 2/16/18 and 2/26/18. • 2/28/18 Request from 44 Blue Productions for additional yearbook photos. Complied 3/2/18, 3/6/18 and 3/7/18.
Approval of Minutes of Regular Meeting of 02/26/18 (Motion Passed)	12. A motion was made by Craft and seconded by White that the minutes listed below be approved. Motion passed unanimously on voice vote. • Regular Meeting – February 26, 2018 • Closed Session – Regular Meeting – February 26, 2018
Approval of Minutes of Special Meeting of 03/12/18 (Motion Passed)	13. A motion was made by Craft and seconded by White that the minutes listed below be approved. Motion passed unanimously on voice vote. • Special Meeting – March 12, 2018 • Closed Session – Special Meeting – March 12, 2018
Approval of Board Bills (Motion Passed)	14. A motion was made by Craft and seconded by White that the Board bills for the Area Vocational Center Budget and the Unit 10 General Budget presented for payment on March 19, 2018, and attached to these minutes as Exhibit E-7 be approved and that the Treasurer be authorized to sign checks for same. Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, absent; Craft, yes; Hasamear, yes; Soehlke, yes; White, yes; Clark, absent.
Approval of Monthly Financial Statements (Motion Passed)	15. A motion was made by Craft and seconded by White that the monthly financial statements for Collinsville Community Unit School District No. 10 and the Collinsville Area Vocational Center for February, 2018, be approved and attached to these minutes as Exhibit E-8. Motion passed unanimously on voice vote.
Approval of Updated Board Policies (Motion Passed)	16. A motion was made by Craft and seconded by White to approve the updated Board policies, as presented in Exhibit E-9.1. Motion passed unanimously on voice vote.
Discussion of Transportation Fund Levy	17. Mr. Peccola said this item would be postponed until the next regular meeting since Mr. Kusmierczak had requested it be placed on the agenda.

(Postponed)

**Approval of
2018-2019 IHSA
Membership
(Motion Passed)**

18. A motion was made by Craft and seconded by White to approve the renewal of Collinsville High School's membership in the Illinois High School Association for the 2018-2019 school term. Motion passed unanimously on voice vote.

**Approval of
New Wireless
Network
(Motion Passed)**

19. A motion was made by Craft and seconded by White to approve quotes from WJR, as presented in Exhibit E-10.2, for wireless network upgrades. Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, absent; Craft, yes; Hasamear, yes; Soehlke, yes; White, yes; Clark, absent.

**Approval to
Purchase
Replacement
Chromebooks
(Motion Passed)**

20. A motion was made by Craft and seconded by Soehlke to approve the quote from Dell for 750 new Chromebooks for Dorris Intermediate School, for \$127,470.00. Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, absent; Craft, yes; Hasamear, yes; Soehlke, yes; White, yes; Clark, absent.

**Approval of
Resolution
Authorizing
Acceptance of a
Donation of
Certain
Property
(Motion Passed)**

21. A motion was made by Craft and seconded by White to approve the Resolution Authorizing Acceptance of a Donation of Certain Property from Mr. Gary Wild, as presented in Exhibit E-10.4. Dr. Blackard provided information with respect to the nature of the donation and Mr. Wild's desire to help students train for the auto body field. Mr. Peccola said the list of tools was extensive, and he thanked Mr. Wild's family for the very generous donation. Motion passed unanimously on voice vote.

**Discussion of
First Student
Contract**

22. Dr. Green reported the district is in the second year of its three year contract with First Student, and has been approached about the possibility of a two-year extension. They propose a 6% increase for the first year of the extension and a 3% increase for the second year. Dr. Green is aware there are a lot of concerns about the transportation levy and he conveyed those concerns to First Student. He also shared with them concerns about instances of security cameras not working properly. Dr. Green said this is a starting point and something for the Board to think about. The board does not have to extend the contract and has the option to put it out for bids or purchase buses and hire drivers in-house. Mrs. Soehlke said she recently learned that First Student drivers in Troy recently received a 6% pay raise and are getting paid health insurance. A couple of drivers from Collinsville have transferred to Troy. Mr. Mundorf said Belleville District 201

drivers also received a pay raise. Dr. Green said he emphasized to First Student the importance of keeping costs down, so they know where the district is coming from. He will continue to explore some options with them and will report back to the Board.

Presentation of Handbook Updates	23. Mr. Hyre said the handbook updates were received from building principals and have been run through the Board attorney's office. Most of them are recommendations from Press Plus. Mr. Peccola said this is the first reading and asked Board members to contact Mr. Hyre if they have any questions. The updates will be on the agenda for approval at the April regular meeting.
Presentation of Board Policy Updates	24. Dr. Green shared another group of board policy updates that are being recommended for approval at next month's meeting. Mr. Peccola asked that the board members review all of the recommendations and contact Dr. Green with any questions prior to the April regular meeting.
Closed Session (Motion Passed)	25. A motion was made by Craft and seconded by White that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel of the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); and student disciplinary cases, pursuant to 5 ILCS 120/2(c)(9). Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, absent; Craft, yes; Hasamear, yes; Soehlke, yes; White, yes; Clark, absent. (7:05 p.m.)
Return to Open Session	26. The Regular Meeting returned to Open Session at 7:56 p.m. Those members present on roll call were: Peccola, Craft, Hasamear, Soehlke and White. Absent were Kusmierczak and Clark.
Report on Closed Session Discussion	27. Dr. Craft reported that during Closed Session the Board discussed the following: 1. Appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel of the public body, pursuant to 5 ILCS 120/2(c)(1); 2. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); and

3. Student disciplinary cases, pursuant to 5 ILCS 120/2(c)(9).

**Acceptance of
Resignation
of Coach
(Motion Passed)**

28. A motion was made by Craft and seconded by White that the resignation of TaRael Kee, Head Girls' Track coach for Collinsville High School, be accepted effective June 1, 2018. Motion passed unanimously on voice vote.

**Approval of
Termination
of an At-Will
Employee
(Motion Passed)**

29. A motion was made by Craft and seconded by White that the Board terminate the employment of April Fowler, an at-will employee, effective immediately. Motion passed unanimously on voice vote.

**Approval of
Additional
CNA Days
(Motion Passed)**

30. A motion was made by Craft and seconded by White to approve 7 additional CNA days for Mary Fedder of Collinsville Area Vocational Center, as shown in Exhibit E-12.3. Motion passed unanimously on voice vote.

**Approval of
Employment
Contract to
Employ a School
Security
Manager and
Officer
(Motion Passed)**

31. A motion was made by Craft and seconded by White that the Board approve an employment contract to employ Robert Carpenter as the District Security Manager and Officer as shown in Exhibit E-12.4. Motion passed unanimously on voice vote.

**Approval of
Resolution to
Non-Renew the
Employment of
a Probationary
Certified
Teacher
(Motion Passed)**

32. A motion was made by Craft and seconded by White that the Board approve a resolution to dismiss Heather Lindsay, a probationary certified teacher, effective the end of the 2017-2018 school year and non re-employ her for the 2018-2019 school year as shown in Exhibit E-12.5. Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, absent; Craft, yes; Hasamear, yes; Soehlke, yes; White, yes; Clark, absent.

**Approval of
Employment for
the 2017-2018
CHS Summer
School
(Motion Passed)**

33. A motion was made by Craft and seconded by Soehlke to employ the following certified personnel for the 2017-2018 Collinsville High School Summer School, effective June 4, 2018, as shown in Exhibit E-12.6. Motion passed unanimously on voice vote.

**Approval of
Employment of**

34. A motion was made by Craft and seconded by White that Gisela Kibria be approved as a Relief Aide for Kreitner Elementary

**Non-Certified
Employees
(Motion Passed)**

School, effective March 15, 2018, and Kim Hartman be transferred from Relief Aide to Secretary for Building &

Grounds, effective March 26, 2018 pending employment requirements. Motion passed unanimously on voice vote.

**Approval of
Administrator's
Voluntary
Request for
Reclassification
(Motion Passed)**

35. A motion was made by Craft and seconded by White that the Board approve Darrin Houck's voluntary request to be reclassified from his administrative position to a teaching position, effective July 1, 2018 as shown in Exhibit E-12.8. Motion passed unanimously on voice vote.

**Approval of
Expulsion of
Student
(Motion Passed)**

36. A motion was made by Craft and seconded by White that the Board expel the student named in Exhibit E-13.1 (#17-18/27) for two years (March 19, 2018 to March 18, 2020), based on the Board's determination that the student engaged in egregious conduct and that the student's continued presence at school poses a threat to school safety of other students and staff and substantially disrupts the operation of the school. The Board further finds that given the severity of the student's misconduct, there are no other appropriate disciplinary interventions available and that the presence of the student at school will foster a culture that the student's behavior at school is acceptable or tolerated. Further that the student be considered for placement at an alternative school (pending space availability) whereby goals would have to be met in order to return to Collinsville High School on March 19, 2020, under probation as prescribed by the administration. Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, absent; Craft, yes; Hasamear, yes; Soehlke, yes; White, yes; Clark, absent.

Adjournment

37. There being no further business, Mr. Peccola declared the meeting adjourned at 8:02 p.m.

6.2. Approval of March 26, 2018 Board Minutes

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Monday, March 26, 2018

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Audience Input
5. Closed Session
6. Return to Open Session
7. Report on Closed Session Discussion
8. Acceptance of Resignations of Certified Employees
9. Approval of Employment of Title 1 Tutors
10. Acceptance of Resignation of Non-Certified Employee
11. Approval of Expulsion of Student
12. Approval of Expulsion of Student
13. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10

COLLINSVILLE, ILLINOIS

Special Meeting, Monday, March 26, 2018

5:00 p.m.

Call to Order	1. The Special Meeting of the Board of Education of Collinsville Community Unit School District No. 10 was held on the evening of Monday, March 26, 2018, at 5:00 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
Roll Call	2. Those members present were: Gary Peccola, President; Gary Kusmierczak (present after 5:04 p.m.); Dennis Craft, Treasurer; Tim Hasamear; Wayne White, Vice President; and Gary Clark, Secretary. Absent was Jane Soehlke.
Pledge of Allegiance	3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.
Audience Input	4. Mr. Peccola provided an opportunity for public input and no one sought to be recognized.
Closed Session (Motion Passed)	5. A motion was made by Clark and seconded by Craft that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel for the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2); and student disciplinary cases, pursuant to 5 ILCS 120/2(c)(9). Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, absent; Craft, yes; Hasamear, yes; Soehlke, absent; White, yes; Clark, yes. (5:02 p.m.)
Return to Open Session	6. The Special Meeting returned to Open Session at 5:43 p.m. Those members present on roll call were: Peccola, Kusmierczak, Craft, Hasamear, White, and Clark. Absent was Soehlke.
Report on Closed Session Discussion	7. Mr. Clark reported that during Closed Session the Board discussed the following: 1. Appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel for the public body, pursuant to 5 ILCS 120/2(c)(1); 2. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees,

pursuant to 5 ILCS 120/2(c)(2); and

3. Student disciplinary cases, pursuant to 5 ILCS 120/2(c)(9).

Acceptance of Resignations of Certified Employees (Motion Passed)

8. A motion was made by Clark and seconded by White that the resignation, due to retirement, of Ellen Nicholl, Vision teacher for the District, and the resignation of Pete Trapp, Math teacher for Collinsville High School, be accepted effective the end of the 2017-2018 school year. Motion passed unanimously on voice vote.

Approval of Employment of Title 1 Tutors (Motion Passed)

9. A motion was made by Clark and seconded by White that Sharon Teschendorf for Holy Cross Lutheran School and Amy Michiaelis for SS Peter & Paul School, be approved as Title 1 Tutors effective March 1, 2018, at the hourly rate of \$23.67 until funds are expended. Motion passed unanimously on voice vote.

Acceptance of Resignation of Non-Certified Employee (Motion Passed)

10. A motion was made by Clark and seconded by White that the resignation of Michael Moore, Custodian for Collinsville High School, be accepted effective Monday, March 26, 2018. Motion passed unanimously on voice vote.

Approval of Expulsion of Student (Motion Passed)

11. A motion was made by Clark and seconded by White that the Board expel the student named in Exhibit E-7.1 (#17-18/28) for two years (March 26, 2018 to March 25, 2020), based on the Board's determination that the student engaged in egregious conduct and that the student's continued presence at school poses a threat to school safety of other students and staff and substantially disrupts the operation of the school. The Board further finds that given the severity of the student's misconduct, there are no other appropriate disciplinary interventions available and that the presence of the student at school will foster a culture that the student's behavior at school is acceptable or tolerated. Further, that the student be considered for placement at an alternative school (pending space availability) whereby goals would have to be met in order to return to Collinsville High School on March 26, 2020, under probation as prescribed by the administration. Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Soehlke, absent; White, yes; Clark, yes.

Approval of Expulsion of Student

12. A motion was made by Clark and seconded by White that the Board expel the student named in Exhibit E-7.2 (#17-18/29) for the remainder of the 2017-2018 school year and the entire 2018-

(Motion Passed) 2019 school year, based on the Board's determination that the student engaged in egregious conduct and that the student's continued presence at school poses a threat to school safety of other students and staff and substantially disrupts the operation of the school. The Board further finds that given the severity of the student's misconduct, there are no other appropriate disciplinary interventions available and that the presence of the student at school will foster a culture that the student's behavior at school is acceptable or tolerated. Further, that the student be considered for placement at an alternative school (pending space availability) whereby goals would have to be met in order to return to the Collinsville School District for the 2019-2020 school year, under probation as prescribed by the administration. Mr. Kusmierczak believes the term of the expulsion is excessive and said he would be voting against the recommendation. Motion passed on roll call vote as follows: Peccola, yes; Kusmierczak, no; Craft, yes; Hasamear, yes; Soehlke, absent; White, yes; Clark, yes.

Adjournment 13. There being no further business, Mr. Peccola declared the meeting adjourned at 5:47 p.m.

7. Approval of Board Bills for April 2018

Open Accounts Payable List

Printed: 4/12/2018 2:30 PM

COLLINSVILLE 10

Vendor Name						ExOn			
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State	Account #
A & H MECHANICAL									
037763	26082540323K	REP/MAINT SVC KREITNER		450		5,700.00	4/1/18	20-2540-323-08-25	
						5,700.00			
AAA SWING CITY MUSIC									
406179	26012549324U	CHS Audio Visual Support Serve		450		90.00	4/1/18	20-2549-324-01-10	
402175	16932660410U	TECHNOLOGY GENERAL SUPPLIES		450		4.00	4/1/18	10-2660-410-93-10	
406192	16932660410U	TECHNOLOGY GENERAL SUPPLIES		450		409.97	4/1/18	10-2660-410-93-10	
406192	16932660310U	NETWORK ADMIN CONTRACT? School master		450		420.00	4/1/18	10-2660-310-93-10	
407542	26012549324U	CHS Audio Visual Support Serve		450		150.00	4/1/18	20-2549-324-01-10	
						1,073.97			
AGILE SPORTS TECHNOLOGIES, INC.									
INV00211254	16451500412G	HS BOYS FB SUPPLIES		450		1,400.00	4/1/18	10-1500-412-45-22	
						1,400.00			
ALLEN, ZACH									
MILEAGE	16273300332U	NA PRE-K Travel for Home vi		450		26.32	4/1/18	10-3300-332-27-370500-10	
						26.32			
ALLENDALE ASSOCIATION									
201803063107	16924220680U	ELEM 15-16 MEDICAID TUITION		450		4,068.72	4/1/18	10-4220-680-92-10	
						4,068.72			
AMERI-CAN PORTABLES									
A-34799	26082540323N	REP/MAINT SVC MS		450		90.00	4/1/18	20-2540-323-08-27	
A-34805	26082540324G	REP/MAINT HS ATHL		450		90.00	4/1/18	20-2540-324-08-22	
A-34831	10011710016B	VOC HOUSE 115 Courtland		450		90.00	4/1/18	10-171-01	
						270.00			
AMERICAN WATER TREATMENT									
2018-801	26082540323U	BLDGS/GRDS MAINT SVC		450		419.60	4/1/18	20-2540-323-08-10	
						419.60			
ARBOR SCIENTIFIC									
414617	16181130410G	HS SCIENCE SUPPLIES		450	8817181280	428.25	4/1/18	10-1130-410-18-22	
						428.25			
ARNOLD, JERI									
REIMBURSE	16231407410G	Business dept. supplies		450		124.95	4/1/18	10-1407-410-23-22	
REIMBURSE	16721110410U	16-17 PERKINS GRANT SUPPLIES		450		17.49	4/1/18	10-1110-410-72-10	
						142.44			

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ATLAS SUPPLY CO								
S1485225.1	26082540410U	MAINT SUPPLIES UNIT		450		338.05	4/1/18	20-2540-410-08-10
						338.05		
B & H								
139843804	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001578	73.55	4/1/18	10-1110-410-72-10
139741950	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001578	214.25	4/1/18	10-1110-410-72-10
						287.80		
B&K AUTO SALES								
STMT	26492540540U	FORKLIFT		450		85.00	4/1/18	20-2540-540-49-10
						85.00		
BAUGHER, AMANDA								
MILEAGE	16451500332G	HS ATH TRAVEL (FOOD & LODGE)		450		70.58	4/1/18	10-1500-332-45-22
						70.58		
BEDNARA, CYNTHIA								
REIMBURSE	16491130333G	IOWA COMPETITION RENTAL AND GAS		450		1,083.39	4/1/18	10-1130-333-49-22
						1,083.39		
BEVIRT, CATHY								
5316102	16053700332U	15-16 TITLE I NONPUBLIC REGIS		450		129.00	4/1/18	10-3700-332-05-10
						129.00		
BLACKARD, SCOTT								
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		450		139.53	4/1/18	10-2110-332-01-10
						139.53		
BLACKARD, TRICIA								
REIMBURSE	16022210332U	PROF DEVEL TRAVEL		450		82.98	4/1/18	10-2210-332-02-10
						82.98		
BOHLER, SUSAN								
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		7.64	4/1/18	10-1250-410-05-10
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		28.33	4/1/18	10-1250-410-05-10
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		20.00	4/1/18	10-1250-410-05-10
REIMBURSE	16053300410U	15-16 TITLE I SUPPLIES		450		12.00	4/1/18	10-3300-410-05-10
						67.97		
BONEBRAKE, ZACHARY								
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		441.00	4/1/18	10-1250-410-05-10
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		460.00	4/1/18	10-1250-410-05-10

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						901.00			
BOZEMAN, PATTI									
MILEAGE	16032410332G	HS PRIN OFF TRAVEL (6*300)		450		8.72	4/1/18	10-2410-332-03-22	
						8.72			
BROWN SABATINO, LISA									
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		450		14.44	4/1/18	10-2130-332-12-10	
REIMBURSE	16012134410U	NURSES STAFF SUPPLIES DIABETIC SUPPLIES		450		17.76	4/1/18	10-2134-410-01-10	
						32.20			
BSN SPORTS									
901819260	16551110410U	17-18 Preschool Ex.DevSUPPLIES	2	450		421.20	4/1/18	10-1110-410-55-10	
901898040A	16461500424G	HS GIRLS TENNIS SUPPLIES	1	450		630.82	4/1/18	10-1500-424-46-22	
901898040B	16451500424G	HS BOYS TENNIS SUPPLIES	1	450		95.58	4/1/18	10-1500-424-45-22	
						1,147.60			
BURGESS, CHAD									
REIMBURS	16471500332G	BOYS/GIRLS ATH TRAVEL food		450		29.00	4/1/18	10-1500-332-47-22	
REIMBURS	46472550333G	HS ATH TRAVEL OTHER		450		88.37	4/1/18	40-2550-333-47-22	
						117.37			
BUZZS AUTOMOTIVE SERVICES									
15745	16242563323U	LUNCH PROG DIST REP MAINT SERV		450		206.02	4/1/18	10-2563-323-24-10	
15693	26082540323U	BLDGS/GRDS MAINT SVC		450		51.11	4/1/18	20-2540-323-08-10	
15776	26082540323U	BLDGS/GRDS MAINT SVC		450		47.36	4/1/18	20-2540-323-08-10	
IN0011150	16932660410U	TECHNOLOGY GENERAL SUPPLIES		450		315.00	4/1/18	10-2660-410-93-10	
						619.49			
CALVERT, LISA									
REIMBURSE	16052210332U	15-16 TITLE I PROF TRAVEL		450		18.53	4/1/18	10-2210-332-05-10	
						18.53			
CALZA, NICHOLAS									
REIMBURSE	16392210332U	17-18 Title IV SSAE PD TRAVEL		450		95.00	4/1/18	10-2210-332-39-10	
						95.00			
CCS PRESENTATION SYSTEMS									
IN0011150	16932660410U	TECHNOLOGY GENERAL SUPPLIES		450		315.00	4/1/18	10-2660-410-93-10	
						315.00			
CI SELECT									
102746	26082540410I	MAINT SUPPLIES CIS		450		1,152.00	4/1/18	20-2540-410-08-33	

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						1,152.00		
CIOX HEALTH								
0240158551	16922523311U	NA MEDICAID ADM OUTREACH		450		36.72	4/1/18	10-2523-311-92-10
						36.72		
CLEAN THE UNIFORM COMPANY								
32025562	26072540322U	DUST MOP TREATMENT		450		24.14	4/1/18	20-2540-322-07-10
32021499	26072540322U	DUST MOP TREATMENT		450		24.14	4/1/18	20-2540-322-07-10
32017445	26072540322U	DUST MOP TREATMENT		450		24.14	4/1/18	20-2540-322-07-10
						72.42		
COLLINSVILLE UNIT 10 TRUST & AGENCY								
KREITNER 430	16053300410U	REIMB TODD PETTIT MATH NIGHT PIZZAS		450		150.00	4/1/18	10-3300-410-05-10
						150.00		
COMPUTYPE COMPUTER SERVICE								
426118	86932367390U	TECH: Security Camera Mainte & Repair		450		2,958.00	4/1/18	80-2367-390-93-10
						2,958.00		
CONNOR CO.								
S7960657.001	26082540410U	MAINT SUPPLIES UNIT		450		242.02	4/1/18	20-2540-410-08-10
S7995776.001	26082540410I	MAINT SUPPLIES CIS		450		14.07	4/1/18	20-2540-410-08-33
S7992690.001	26082540410G	MAINT SUPPLIES HS		450		125.76	4/1/18	20-2540-410-08-22
S7986447.001	26082540410N	MAINT SUPPLIES CMS		450		49.77	4/1/18	20-2540-410-08-27
						431.62		
COORDINATED YOUTH AND HUMAN SERVICES								
STMT	16924220680U	HS 15-16 MEDICAID TUITION		450		16,012.08	4/1/18	10-4220-680-92-10
STMT	16924220680U	ELEM 15-16 MEDICAID TUITION		450		1,037.82	4/1/18	10-4220-680-92-10
STMT	16924220680U	HS 15-16 MEDICAID TUITION		450		11,860.80	4/1/18	10-4220-680-92-10
						28,910.70		
CORBIN, MELODY								
MILEAGE	160225103321	MISSVIC MEETING		450		11.34	4/1/18	10-2510-332-02-01
MILEAGE	160225103321	MISSVIC MEETING		450		11.34	4/1/18	10-2510-332-02-01
						22.68		
COST LESS COPY CENTER								
18832	16291130410G	HS ENGLISH SUPPLIES		450		228.00	4/1/18	10-1130-410-29-22
18859	16051250410U	15-16 TITLE I INST MATLS		450		291.20	4/1/18	10-1250-410-05-10
						519.20		

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CRESCENT ELECTRIC SUPPLY								
S504864996.00	26082540410G	MAINT SUPPLIES HS		450		361.99	4/1/18	20-2540-410-08-22
						361.99		
CSI								
206062	16242562323U	LUNCH PROG REP MAINT SERV		450		3,284.00	4/1/18	10-2562-323-24-10
						3,284.00		
DELL MARKETING L.P.								
10230346812	16211220410U	15-16 IDEA FLO THRU SUPPLIES		450	19000047	1,249.90	4/1/18	10-1220-410-21-10
10230557459	16932660410U	TECHNOLOGY GENERAL SUPPLIES		450	19000047	1,024.40	4/1/18	10-2660-410-93-10
10230629469	16932660410U	TECHNOLOGY GENERAL SUPPLIES		450	19000047	2,963.88	4/1/18	10-2660-410-93-10
						5,238.18		
DICK, CALEB								
REIMBURSE	16932660410U	TECHNOLOGY GENERAL SUPPLIES		450		50.85	4/1/18	10-2660-410-93-10
						50.85		
DISCOUNT SCHOOL SUPPLY								
W3063032010	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001576	470.56	4/1/18	10-1110-410-72-10
W3066498010	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001581	541.40	4/1/18	10-1110-410-72-10
						1,011.96		
EAI EDUCATION								
INV0865274	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001579	152.06	4/1/18	10-1110-410-72-10
						152.06		
EDUCATORS PUBLISHING SERVICE								
202501528929	16051250410U	15-16 TITLE I INST MATLS		450	05003017	872.00	4/1/18	10-1250-410-05-10
						872.00		
ELECTRICO, INC.								
18135-0316	86012310390U	CROSSWALK WORK		450		272.78	4/1/18	80-2365-390-01-10
						272.78		
ELLIFF, CARLA								
REIMBURSE	16162120410G	HS GUIDANCE TESTING		450		364.93	4/1/18	10-2120-410-16-22
						364.93		
ESGI								
111206	16051250410U	15-16 TITLE I INST MATLS		450		3,657.00	4/1/18	10-1250-410-05-10
						3,657.00		

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ETA HAND2MIND								
60069131	16051250410U	15-16 TITLE I INST MATLS		450	05002099	82.98	4/1/18	10-1250-410-05-10
						82.98		
EXCEL TRANSPORTATION SERVICES								
3394	46122550333B	SPEC ED TRANS NON FIRST STU		450		100.00	4/1/18	40-2550-333-12-20
						100.00		
FACTS4ME								
00007285	16051250410U	15-16 TITLE I INST MATLS		450	05002086	150.00	4/1/18	10-1250-410-05-10
						150.00		
FGM, INC.								
18-2420.01-4	26012533311U	ARCH/ENG SVCS		450		3,193.48	4/1/18	20-2533-311-01-10
						3,193.48		
FILGES, ROMAYNE								
MILEAGE	16273300332U	NA PRE-K Travel for Home vi		450		11.88	4/1/18	10-3300-332-27-370500-10
						11.88		
FILTER SERVICE OF ST LOUIS								
76135	26082540323S	REP/MAINT SVC SUMMIT		450		176.30	4/1/18	20-2540-323-08-29
76135	26082540323H	REP/MAINT SVC HOLLY HGTS		450		188.60	4/1/18	20-2540-323-08-23
75914	26082540323M	REP/MAINT SVC MARYVILLE		450		586.70	4/1/18	20-2540-323-08-26
75914	26082540323R	REP/MAINT SVC RENFRO		450		69.70	4/1/18	20-2540-323-08-28
75913	26082540323N	REP/MAINT SVC MS		450		1,188.10	4/1/18	20-2540-323-08-27
75913	26082540323I	REPAIRS/MAINT DORRIS		450		24.60	4/1/18	20-2540-323-08-33
75783	26082540323G	REP/MAINT SVC HS		450		323.90	4/1/18	20-2540-323-08-22
75783	26082540323T	REP/MAINT SVC TWIN ECHO		450		8.20	4/1/18	20-2540-323-08-30
						2,566.10		
FIRST STUDENT INC								
11454864	46022550464B	GASOLINE FIRST STUDENT		450		(31.07)	4/1/18	40-2550-464-02-20
11454864	46012550332B	REG TRANSP FIRST STUDENT 11% increase		450		230,552.29	4/1/18	40-2550-332-01-20
11454864	46122550332B	SPEC ED TRANSP FIRST STUDENT		450		130,917.72	4/1/18	40-2550-332-12-20
11454864	46122550330B	SPEC ED TRASP Bus monitor		450		39,420.18	4/1/18	40-2550-330-12-20
11454864	460125503321	REG TRANSP Bus Monitor First Student		450		15,257.52	4/1/18	40-2550-332-01-01
11454864	46012550332U	FIELD TRIPS FS (\$9 @ student)		450		362.02	4/1/18	40-2550-332-01-10
11454864	16491130333G	HS CONTEST TRAVEL		450		282.74	4/1/18	10-1130-333-49-22
11454864	46452550332G	HS BOYS ATH TRAVEL FIRST STU		450		405.96	4/1/18	40-2550-332-45-22
11454864	46462550332G	HS GIRLS ATH TRAVL FIRST STU		450		2,212.24	4/1/18	40-2550-332-46-22
11454864	46472550332G	HS ATH TRAVEL FIRST STUDENT		450		2,658.32	4/1/18	40-2550-332-47-22

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11454864	46462550332N	MS GIRLS ATH TRVL FIRST STU		450		660.52	4/1/18	40-2550-332-46-27
11454864	46472550332N	MS ATH TRAVEL FIRST STUDENT		450		1,246.06	4/1/18	40-2550-332-47-27
11454864	46142550332G	HS BAND TRAVEL 10% cut for FY17		450		2,420.48	4/1/18	40-2550-332-14-22
11454864	46012550332U	FIELD TRIPS FS (\$9 @ student)		450		111.76	4/1/18	40-2550-332-01-10
11454864	46012550332U	FIELD TRIPS FS (\$9 @ student)		450		6,826.81	4/1/18	40-2550-332-01-10
11454864	16491130333G	HS CONTEST TRAVEL		450		1,994.46	4/1/18	10-1130-333-49-22
						435,298.01		
FLINN SCIENTIFIC, INC.								
2192755	16181130410G	HS SCIENCE SUPPLIES		451	8817181262	322.53	4/1/18	10-1130-410-18-22
						322.53		
FOHR, DEBBIE								
MARCH2018	16552210310U	17-18 Preschool Expan. Dev.		450		400.00	4/1/18	10-2210-310-55-10
						400.00		
FOLLETT SCHOOL SOLUTIONS INC								
784482A-5	16282220430G	HS MEDIA CENTER MATLS		450	8817181220	2,105.43	4/1/18	10-2220-430-28-22
784482-6	16282220430G	HS MEDIA CENTER MATLS		450	8817181220	659.30	4/1/18	10-2220-430-28-22
784482F-5	16282220430G	HS MEDIA CENTER MATLS		450	8817181220	133.13	4/1/18	10-2220-430-28-22
						2,897.86		
FRANCE MECHANICAL CORPORATION								
14406	26082540323M	REP/MAINT SVC MARYVILLE		450		209.36	4/1/18	20-2540-323-08-26
14402	26082540323I	REPAIRS/MAINT DORRIS		450		832.03	4/1/18	20-2540-323-08-33
14398	66012540540K	Kreitner: waterproof building		450		76,910.00	4/1/18	60-2540-540-01-25
14327	66012540540I	CHS, handrails in gym, stadium compliance		450		20,200.88	4/1/18	60-2540-540-01-01
14334	26082540323K	REP/MAINT SVC KREITNER		450		99.00	4/1/18	20-2540-323-08-25
14335	26082540323N	REP/MAINT SVC MS		450		198.00	4/1/18	20-2540-323-08-27
14346	26082540323I	REPAIRS/MAINT DORRIS		450		3,167.87	4/1/18	20-2540-323-08-33
14347	26082540323I	REPAIRS/MAINT DORRIS		450		1,636.24	4/1/18	20-2540-323-08-33
14349	26082540323J	REP/MAINT SVC JEFFERSON		450		904.50	4/1/18	20-2540-323-08-24
14351	26082540323C	REP/MAINT SVC CASEYVILLE		450		531.68	4/1/18	20-2540-323-08-21
14370	26082540323C	REP/MAINT SVC CASEYVILLE		450		173.63	4/1/18	20-2540-323-08-21
14390	26082540323X	REP/MAINT SVC WEB ELEM		450		624.70	4/1/18	20-2540-323-08-31
14391	26082540323I	REPAIRS/MAINT DORRIS		450		699.13	4/1/18	20-2540-323-08-33
14350	26082540323T	REP/MAINT SVC TWIN ECHO		450		432.81	4/1/18	20-2540-323-08-30
						106,619.83		
FRANCOTYP-POSTALIA								
RI103594917	16492410340G	HS OFFICE POSTAGE/RENTAL		450		252.00	4/1/18	10-2410-340-49-22
RI103594916	16022524340I	POSTAGE & POSTAGE MACH Rental		450		252.00	4/1/18	10-2524-340-02-01

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						504.00			
FRANKLIN, FRANK									
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		450		328.64	4/1/18	10-2110-332-01-10	
						328.64			
FROST ELECTRIC SUPPLY CO.									
S3882334.1	16721110410U	16-17 PERKINS GRANT SUPPLIES		450		1,140.00	4/1/18	10-1110-410-72-10	
S3878939.001	26082540410X	MAINT SUPPLIES WEBSTER		450		28.50	4/1/18	20-2540-410-08-31	
						1,168.50			
GARCIA, LISA									
REIMBURSE	16052330410U	15-16 TITLE I SUPPLIES		450		6.98	4/1/18	10-2330-410-05-10	
						6.98			
GATEWAY OCCUPATIONAL HEALTH SERVICE									
6317	16471500418G	ATHLETIC DRUG TESTING		450		233.00	4/1/18	10-1500-418-47-22	
						233.00			
GOPHER SPORT									
9431741	161311104104	ELEM PE SUPPLIES		450	8817181253	994.15	4/1/18	10-1110-410-13-04	
						994.15			
GRAINGER									
9731750478	26082540410K	MAINT SUPPLIES KREITNER		450		57.06	4/1/18	20-2540-410-08-25	
						57.06			
GRANADOS, LAURA									
REIMBURSE	16762210332U	17-18 TITLE II PROF D, TRAVEL		450		16.90	4/1/18	10-2210-332-76-10	
						16.90			
GUIDRY, JENNIFER									
REIMBURSE	16763700332U	17-18 TITLE II NON PUB TRAVEL		450		164.93	4/1/18	10-3700-332-76-10	
						164.93			
GUIN MUNDORF LLC									
34212	16012310317B	PERSONNEL		450		6,798.75	4/1/18	10-2310-317-01-20	
34213	16022319318B	PTAB		450		2,388.75	4/1/18	10-2319-318-02-20	
34214	16022319318B	RETAINER		450		450.00	4/1/18	10-2319-318-02-20	
34215	16022319318B	STUDENTS		450		18,191.25	4/1/18	10-2319-318-02-20	
34210	16022319318B	BOARD GOVERNANCE		450		4,471.25	4/1/18	10-2319-318-02-20	
34211	16012310317B	LR2017		450		3,736.25	4/1/18	10-2310-317-01-20	
						36,036.25			

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HAAKE, JULIE									
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		255.90	4/1/18	10-1250-410-05-10	
						<u>255.90</u>			
HALL, LYNN									
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		450		50.19	4/1/18	10-2130-332-12-10	
						<u>50.19</u>			
HAYMAN, MICHAEL									
REIMBURSE	16282220410U	EBOOKS AND WEB PAGE BUILDER		450		305.58	4/1/18	10-2220-410-28-10	
						<u>305.58</u>			
HILLYARD									
602941567	26072540410U	CUSTODIAL SUPPLIES UNIT		450		4,988.54	4/1/18	20-2540-410-07-10	
602939567	26072540410G	CUSTODIAL SUPPLIES HS		450		814.62	4/1/18	20-2540-410-07-22	
602949126	26072540410G	CUSTODIAL SUPPLIES HS		450		3,407.29	4/1/18	20-2540-410-07-22	
						<u>9,210.45</u>			
HODAPP, SHERI									
REIMBURSE	16763700332U	17-18 TITLE II NON PUB TRAVEL		450		862.64	4/1/18	10-3700-332-76-10	
						<u>862.64</u>			
HOUBERG, KIMBERLY									
MILEAGE	16553300332U	Pre School Travel		450		79.13	4/1/18	10-3300-332-55-10	
						<u>79.13</u>			
HUGHES, CATHLEEN									
MILEAGE	160411103304	ELEM IN DIST TRAVL		450		30.52	4/1/18	10-1110-330-04-04	
						<u>30.52</u>			
ILLINOIS CENTER FOR AUTISM									
STMT	16124220687U	HS ILLINOIS CENTER FOR AUTISM		450		6,300.80	4/1/18	10-4220-680-12-10	
STMT	16124220687U	ELEM ILLINOIS CENTER FOR AUTISM		450		14,964.48	4/1/18	10-4220-680-12-10	
						<u>21,265.28</u>			
IMEL PEST CONTROL									
48551	26072540321U	TRASH REMOVAL & PEST CONTROL		450		75.00	4/1/18	20-2540-321-07-10	
48869	26072540321U	TRASH REMOVAL & PEST CONTROL		450		65.00	4/1/18	20-2540-321-07-10	
48725	26072540321U	TRASH REMOVAL & PEST CONTROL		450		250.00	4/1/18	20-2540-321-07-10	
						<u>390.00</u>			
INDUSTRIAL SOAP COMPANY									
1136514	26072540410U	CUSTODIAL SUPPLIES UNIT		450		288.50	4/1/18	20-2540-410-07-10	

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1133891	26072540410U	CUSTODIAL SUPPLIES UNIT		450		2,032.43	4/1/18	20-2540-410-07-10
1134682	26072540410U	CUSTODIAL SUPPLIES UNIT		450		3,563.10	4/1/18	20-2540-410-07-10
1136050	26072540410U	CUSTODIAL SUPPLIES UNIT		450		208.90	4/1/18	20-2540-410-07-10
						6,092.93		
ITSABVVY								
01020626	16932660411U	TECHNOLOGY SOFTWARE		450		389.91	4/1/18	10-2660-411-93-10
						389.91		
JAMES, SUSANNE								
STMT	16212210332U	ELEM 15-16 IDEA FLO THRU TRAVEL		450		1,200.00	4/1/18	10-2210-332-21-10
						1,200.00		
JAMRUK, STACEY								
REIMBURSE	16763700332U	17-18 TITLE II NON PUB TRAVEL		450		140.90	4/1/18	10-3700-332-76-10
						140.90		
JOSIAS, CHRISTY								
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		331.82	4/1/18	10-1250-410-05-10
						331.82		
JTC ACADEMY								
MARCH STMT	16924220680U	HS 15-16 MEDICAID TUITION		450		1,880.10	4/1/18	10-4220-680-92-10
						1,880.10		
JW PEPPER & SONS, INC.								
11D53568	16141130410G	HS BAND/MUSIC SUPPLIES		450		295.99	4/1/18	10-1130-410-14-22
11D58333	16141130410G	HS BAND/MUSIC SUPPLIES		450		111.90	4/1/18	10-1130-410-14-22
11D56175	16141120410N	MS BAND/MUSIC SUPPLIES		450		115.99	4/1/18	10-1120-410-14-27
						523.88		
JWEB MEDIA								
20183104	16932660310U	NETWORK ADMIN CONTRACT? School master		450		285.00	4/1/18	10-2660-310-93-10
						285.00		
KARIDIS, KARI								
REIMBURSE	16211220410U	15-16 IDEA FLO THRU SUPPLIES		450		42.00	4/1/18	10-1220-410-21-10
						42.00		
KIRST, DONNA								
REIMBURSE	16053700332U	SMARTIECOM HOLY CROSS		450		129.00	4/1/18	10-3700-332-05-10
						129.00		
KS STATEBANK								

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3349585	36935000505U	NA Chromebook (Kansas State Bank)		450		231,452.10	4/1/18	30-5000-500-93-10		
						231,452.10				
KULUPKA, CATHERINE										
REIMBURSE	16212210332U	15-16 IDEA FLO THRU TRAVEL		450		12.39	4/1/18	10-2210-332-21-10		
REIMBURSE	16212210332U	15-16 IDEA FLO THRU TRAVEL		450		10.70	4/1/18	10-2210-332-21-10		
MILEAGE	16121220332B	SPEC ED HOMEBOUND TRAVEL		450		8.18	4/1/18	10-1220-332-12-20		
						31.27				
LAKESHORE										
3929540318	16051250410U	15-16 TITLE I INST MATLS		450	05003022	1,586.00	4/1/18	10-1250-410-05-10		
3938540318	16051250410U	15-16 TITLE I INST MATLS		450	05003014	2,740.24	4/1/18	10-1250-410-05-10		
3933210318	16051250410U	15-16 TITLE I INST MATLS		450	05003003	218.44	4/1/18	10-1250-410-05-10		
						4,544.68				
LAKESIDE ROOFING CO										
13800	26472542323U	ROOF Maintenance		450		545.32	4/1/18	20-2542-323-47-10		
13799	26472542323U	ROOF Maintenance		450		459.44	4/1/18	20-2542-323-47-10		
13801	26472542323U	ROOF Maintenance		450		1,621.46	4/1/18	20-2542-323-47-10		
13798	26472542323U	ROOF Maintenance		450		480.08	4/1/18	20-2542-323-47-10		
13797	26472542323U	ROOF Maintenance		450		465.88	4/1/18	20-2542-323-47-10		
						3,572.18				
LEES SPORTS										
88263	16451500411G	HS BOYS BSKT SUPPLIES		450		1,329.08	4/1/18	10-1500-411-45-22		
						1,329.08				
LESKERA, KAREN										
MILEAGE	16122113332U	SPEC ED SOC WK TRAVEL		450		45.56	4/1/18	10-2113-332-12-10		
						45.56				
LICKENBROCK & SONS										
045331	16721110410U	16-17 PERKINS GRANT SUPPLIES		450		977.46	4/1/18	10-1110-410-72-10		
						977.46				
LIFETOUCH NSS INC.										
2487531	16491130410G	HS MISC SUPPLIES		450		70.00	4/1/18	10-1130-410-49-22		
						70.00				
LINCOLN PRAIRIE BHC										
2018-10835	16924220680U	ELEM 15-16 MEDICAID TUITION		450		400.00	4/1/18	10-4220-680-92-10		
2018-10834	16924220680U	HS 15-16 MEDICAID TUITION		450		150.00	4/1/18	10-4220-680-92-10		
						550.00				

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LINNEMANN, TERE A									
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		450		17.22	4/1/18	10-2130-332-12-10	
						17.22			
LITTLE FREE LIBRARY									
4012	16053300411U	15-16 TITLE I REFRESHMENTS		450	05002094	3,243.22	4/1/18	10-3300-411-05-10	
						3,243.22			
MADISON COUNTY ROE #41									
02-2018-10	16924220680U	HS 15-16 MEDICAID TUITION		450		1,620.00	4/1/18	10-4220-680-92-10	
						1,620.00			
MADISON COUNTY ROE									
STOP LUNCH	16242560310U	LUNCH PROG CONT FOOD SVC CHGS		450		408.00	4/1/18	10-2560-310-24-10	
						408.00			
MADISON COUNTY ROE									
3-2018-10	16924220680U	HS REG ED 15-16 MEDICAID TUITION		450		1,105.00	4/1/18	10-4220-680-92-10	
						1,105.00			
MADISON COUNTY ROE									
FPMAR2018	160226423101	HR BACKGROUND INVESTIGAT		450		42.00	4/1/18	10-2642-310-02-01	
						42.00			
MAXIM, HEATHER									
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		450		20.55	4/1/18	10-2130-332-12-10	
						20.55			
MAYHEW, ROBERT									
REIMBURSE	16763700332U	17-18 TITLE II NON PUB TRAVEL		450		473.31	4/1/18	10-3700-332-76-10	
						473.31			
MCCLAIN, KATELYNN									
MILEAGE	16793300332U	15-16 Pre In 0-3 Travel PARENT ED		450		53.96	4/1/18	10-3300-332-79-10	
						53.96			
MCGINNIS, ANGIE									
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		450		77.44	4/1/18	10-2130-332-12-10	
						77.44			
MCGRAW HILL SCHOOL EDUCATION HOLDINGS									
102365023001	16051250410U	15-16 TITLE I INST MATLS		450	05003016	180.52	4/1/18	10-1250-410-05-10	
						180.52			

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MCNAMARA, RACHEL								
MILEAGE	16651800332U	Bilingual travel(Local)		450		72.98	4/1/18	10-1800-332-65-10
						72.98		
MERTENS SERVICE INC								
20435	16242562323U	LUNCH PROG REP MAINT SERV		450		2,004.16	4/1/18	10-2562-323-24-10
						2,004.16		
MEYER, MONIQUE								
MILEAGE	16651800332U	Bilingual travel(Local)		450		39.13	4/1/18	10-1800-332-65-10
						39.13		
MODROVSKY, MISTY								
REIMBURSE	16052210332U	15-16 TITLE I PROF TRAVEL		450		17.62	4/1/18	10-2210-332-05-10
						17.62		
MTI DISTRIBUTING INC								
1154854-00	26082540410N	MAINT SUPPLIES CMS		450		1,186.24	4/1/18	20-2540-410-08-27
						1,186.24		
MUA INC.								
STMT	16451501311G	HS BOYS ATH CONT SVC Referees		450		225.00	4/1/18	10-1501-311-45-22
STMT	16461501311G	HS GIRLS ATHL CONT SVC		450		225.00	4/1/18	10-1501-311-46-22
						450.00		
MUSIC & ARTS								
INV010560293	16141120323N	MS BAND/MUSIC REPAIRS		450		174.50	4/1/18	10-1120-323-14-27
INV010630774	161411107004	ELEM MUSIC/BAND EQUI		450		850.21	4/1/18	10-1110-700-14-04
INV010447491	161411107004	ELEM MUSIC/BAND EQUI		450		234.63	4/1/18	10-1110-700-14-04
INV010446980	161411107004	ELEM MUSIC/BAND EQUI		450		1,093.93	4/1/18	10-1110-700-14-04
INV010560291	16141130323G	HS BAND/MUSIC MAINT SVC		450		155.00	4/1/18	10-1130-323-14-22
INV010595856	161411104105	ELEM VOCAL MUSIC SUPPLIES		450		236.58	4/1/18	10-1110-410-14-05
INV010596972	161411107004	ELEM MUSIC/BAND EQUI		450		263.52	4/1/18	10-1110-700-14-04
INV010597298	16141130323G	HS BAND/MUSIC MAINT SVC		450		93.25	4/1/18	10-1130-323-14-22
INV010855329	161411104104	ELEM MUSIC/BAND SUPPLIES		450		21.71	4/1/18	10-1110-410-14-04
INV010844323	161411104104	ELEM MUSIC/BAND SUPPLIES		450		115.44	4/1/18	10-1110-410-14-04
INV010816531	161411103234	ELEM MUSIC/BAND REPAIRS		450		72.25	4/1/18	10-1110-323-14-04
						3,311.02		
NASCO								
906118	16721110410U	16-17 PERKINS GRANT SUPPLIES		450		202.03	4/1/18	10-1110-410-72-10
906218	16721110410U	16-17 PERKINS GRANT SUPPLIES		450		512.97	4/1/18	10-1110-410-72-10

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910569	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001577	11.61	4/1/18	10-1110-410-72-10
910568	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001577	180.30	4/1/18	10-1110-410-72-10
						906.91		
NCS PEARSON INC								
11563342	16371220410U	15-16 IDEA PRESCHOOL SUPPLIES		450	1718232	341.85	4/1/18	10-1220-410-37-10
11541752	16211220314U	15-16 IDEA FLO THRU		450		45.50	4/1/18	10-1220-314-21-10
						387.35		
NEVCO INC.								
0000171987	26082540411G	HS ATH MAINT SUPPLIES		450		228.00	4/1/18	20-2540-411-08-22
						228.00		
NEWS DEMOCRAT								
7080900 W	160225103501	CSBO ADVERTISING		450		510.40	4/1/18	10-2510-350-02-01
						510.40		
NORTHERN SPEECH SERVICES								
1204395	16211220410U	15-16 IDEA FLO THRU SUPPLIES		450	1718242	147.33	4/1/18	10-1220-410-21-10
						147.33		
NU WAY CONCRETE FORMS TROY LLC								
1282961	26082540410G	MAINT SUPPLIES HS		450		157.20	4/1/18	20-2540-410-08-22
						157.20		
ORTHOTECH								
185058	26082540324G	REP/MAINT HS ATHL		450		646.30	4/1/18	20-2540-324-08-22
						646.30		
OSABEN, JENNIFER								
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		450		35.97	4/1/18	10-1210-332-12-10
						35.97		
OTC BRANDS INC.								
688887599-02	16111130410G	HS SOC STUDIES SUPPLIES		450	8817181247	29.99	4/1/18	10-1130-410-11-22
688887599-01	16111130410G	HS SOC STUDIES SUPPLIES		450	8817181247	152.28	4/1/18	10-1130-410-11-22
689022240-01	16211220410U	15-16 IDEA FLO THRU SUPPLIES		450	1718228	40.95	4/1/18	10-1220-410-21-10
						223.22		
PARCIAK, JOHN								
REIMBURSE	16662210332U	15-16 BILINGUAL GRANT SERVICES		450		213.00	4/1/18	10-2210-332-66-10
						213.00		
PARTHASARATHY, DR. T.K.								

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STMT	16922523540U	16-17 Medicaid equipment		450		3,390.00	4/1/18	10-2523-540-92-10
STMT	16922523410U	16-17 MEDICAID SUPPLIES		450		60.00	4/1/18	10-2523-410-92-10
STMT	16922523311U	NA MEDICAID ADM OUTREACH		450		60.00	4/1/18	10-2523-311-92-10
STMT	16922523311U	NA MEDICAID ADM OUTREACH		450		75.00	4/1/18	10-2523-311-92-10
						3,585.00		
PEARSON EDUCATION INC								
4025454481	16051250410U	15-16 TITLE I INST MATLS		450	05003018	1,736.80	4/1/18	10-1250-410-05-10
						1,736.80		
PECCOLA, DEBBIE								
REIMBURSE	16012310410B	MEDIATION SESSION		450		81.81	4/1/18	10-2310-410-01-20
						81.81		
PETTIT, TODD								
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		33.44	4/1/18	10-1250-410-05-10
						33.44		
PETTY, AMELIA								
MILEAGE	16651800332U	Bilingual travel(Local)		450		20.49	4/1/18	10-1800-332-65-10
						20.49		
PLAY WITH A PURPOSE								
9423892	16271125410U	15-16 PRE-K AT RISK SUPPLIES		450	8817181229	157.95	4/1/18	10-1125-410-27-370500-10
						157.95		
POCKET NURSE								
1053389-1	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001583	338.56	4/1/18	10-1110-410-72-10
						338.56		
PONCE, KELLI								
REIMBURSE	16501400410G	COOP SUPPLY		450		197.62	4/1/18	10-1400-410-50-22
						197.62		
POPOVICH, MIKE								
REIMBURSE	16451500412G	SWING CITY SPEAKER		450		1,609.99	4/1/18	10-1500-412-45-22
REIMBURSE	16451500412G	ILLINI COACHING CLINIC		450		85.00	4/1/18	10-1500-412-45-22
						1,694.99		
PRO-ALARM								
129874	26082540323J	REP/MAINT SVC JEFFERSON		450		998.00	4/1/18	20-2540-323-08-24
129875	26082540323M	REP/MAINT SVC MARYVILLE		450		721.00	4/1/18	20-2540-323-08-26
						1,719.00		

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PROJECT LEAD THE WAY INC								
127914	16982210410U	NA ELEM CAREER DEV SUPPLIES		450	99001563	70.00	4/1/18	10-2210-410-98-10
						70.00		
R.P. LUMBER CO								
1802236119	10011710016B	VOC HOUSE 115 Courtland		450		2,824.97	4/1/18	10-171-01
1802236686	10011710016B	VOC HOUSE 115 Courtland		450		(114.95)	4/1/18	10-171-01
						2,710.02		
READ NATURALLY								
222844	16051250410U	15-16 TITLE I INST MATLS		450	05002091	1,485.00	4/1/18	10-1250-410-05-10
223000	16051250410U	15-16 TITLE I INST MATLS		450	05003019	524.70	4/1/18	10-1250-410-05-10
						2,009.70		
REALLY GOOD STUFF								
6359112	16051250410U	15-16 TITLE I INST MATLS		450	05002095	55.86	4/1/18	10-1250-410-05-10
						55.86		
RENNIE, MICHELLE								
REIMBURSE	16762210332U	17-18 TITLE II PROF D, TRAVEL		450		27.32	4/1/18	10-2210-332-76-10
						27.32		
RICHARDSON, MARIA								
REIMBURSE	16051250410U	15-16 TITLE I INST MATLS		450		63.22	4/1/18	10-1250-410-05-10
						63.22		
RODS SERVICE, INC.								
00359358	16721110410U	16-17 PERKINS GRANT SUPPLIES		450		172.20	4/1/18	10-1110-410-72-10
00359103	16721110410U	16-17 PERKINS GRANT SUPPLIES		450		203.24	4/1/18	10-1110-410-72-10
00359102	16721110410U	16-17 PERKINS GRANT SUPPLIES		450		260.16	4/1/18	10-1110-410-72-10
						635.60		
ROYAL PAPER INC								
851175	26072540410U	CUSTODIAL SUPPLIES UNIT		450		1,113.17	4/1/18	20-2540-410-07-10
LS909 18-03	26082540323N	REP/MAINT SVC MS		450		63.00	4/1/18	20-2540-323-08-27
851175-1	26072540410U	CUSTODIAL SUPPLIES UNIT		450		879.49	4/1/18	20-2540-410-07-10
852673	26072540700U	CUSTODIAL EQUIPMENT		450		7,682.50	4/1/18	20-2540-700-07-10
						9,738.16		
RULL, KARA								
REIMBURSE	16053700332U	STLINSTL AT MICDS REG		450		345.00	4/1/18	10-3700-332-05-10
REIMBURSE	16053700332U	SMARTIECON		450		209.00	4/1/18	10-3700-332-05-10

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Vendor Name		Description	Claim #	Batch #	P.O. #	ExOn		State Account #
Invoice #	A.S.N.					Amount	Date	
						554.00		
SCHMIDT, SARAH								
MILEAGE	16793300332U	15-16 Pre In 0-3 Travel		450		29.87	4/1/18	10-3300-332-79-10
REIMBURSE	16792210332U	ASQ SE CONF EXPENSES		450		98.10	4/1/18	10-2210-332-79-10
						127.97		
SCHOLASTIC INC								
M61257960	16282220410U	SCOPE MAGAZINE		450		927.30	4/1/18	10-2220-410-28-10
						927.30		
SCHOOL NURSE SUPPLY INC								
0676968IN	16792330410U	15-16 Prev Initiative		450	8817181260	382.95	4/1/18	10-2300-410-79-10
						382.95		
SCHOOL SPECIALTY SUPPLY								
208120100366	16211220410U	15-16 IDEA FLO THRU SUPPLIES		450	1718229	55.81	4/1/18	10-1220-410-21-10
208120098771	16211220410U	15-16 IDEA FLO THRU SUPPLIES		450	1718230	49.42	4/1/18	10-1220-410-21-10
						105.23		
SCHOOL SPECIALTY/CLASSROOM DIRECT								
208120182433	16051250410U	15-16 TITLE I INST MATLS		450	05003007	490.42	4/1/18	10-1250-410-05-10
						490.42		
SCHWIERJOHN, BRENT								
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		450		31.17	4/1/18	10-2140-332-12-10
						31.17		
SHEPARD BATTERIES PLUS								
P435601	26072540410U	CUSTODIAL SUPPLIES UNIT		450		142.92	4/1/18	20-2540-410-07-10
						142.92		
SHRED-IT								
8124406396	16012310311U	Shredding District (No SP ED)		450		22.40	4/1/18	10-2310-311-01-10
8124406394	16012310311U	Shredding District (No SP ED)		450		33.60	4/1/18	10-2310-311-01-10
8124404618	16212330360U	15-16 IDEA FLO THRU PRINTING		450		30.00	4/1/18	10-2330-360-21-10
						86.00		
SIEMENS INDUSTRY, INC.								
5444947282	26082540323M	REP/MAINT SVC MARYVILLE		450		3,660.20	4/1/18	20-2540-323-08-26
						3,660.20		
SKYWARD INC.								
0000189742	16932660310U	NETWORK ADMIN CONTRACT? School master		450		49,166.55	4/1/18	10-2660-310-93-10

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Invoice #	A.S.N.					Amount	Date	State Account #
						49,166.55		
SMALLWOOD LOCK SUPPLY INC.								
463949	26082540410N	MAINT SUPPLIES CMS		450		32.94	4/1/18	20-2540-410-08-27
463949	26082540410G	MAINT SUPPLIES HS		450		32.94	4/1/18	20-2540-410-08-22
						65.88		
SODEXO INC. & AFFILIATES								
1001220042	16242560310U	LUNCH PROG CONT FOOD SVC CHGS		450		200,982.15	4/1/18	10-2560-310-24-10
						200,982.15		
SOUNDZABOUND MUSIC LIBRARY								
106599	16932660411U	TECHNOLOGY SOFTWARE		450		99.00	4/1/18	10-2660-411-93-10
						99.00		
STARK, CHRISTY								
MILEAGE	16793300332U	15-16 Pre In 0-3 Travel		450		104.10	4/1/18	10-3300-332-79-10
						104.10		
STATE FIRE MARSHAL								
9591685	96022535323U	H/L/S PROJECTS CONTIGENCY		450		70.00	4/1/18	90-2535-323-02-10
						70.00		
STUKENT INC								
2232	16721110410U	16-17 PERKINS GRANT SUPPLIES		450	99001582	800.00	4/1/18	10-1110-410-72-10
						800.00		
SUMMIT FINANCIAL RESOURCES LP								
S206539	16242562410U	LUNCH PROG COMMODITY FREIGHT		450		2,444.07	4/1/18	10-2562-410-24-10
S207505	16242562410U	LUNCH PROG COMMODITY FREIGHT		450		4,506.39	4/1/18	10-2562-410-24-10
						6,950.46		
SUMNERONE								
1727685	16272330410U	15-16 PRE-K AT RISK SUPPLIES		450		112.95	4/1/18	10-2330-410-27-370500-10
1727654	16272330410U	15-16 PRE-K AT RISK SUPPLIES		450		95.14	4/1/18	10-2330-410-27-370500-10
						208.09		
TEACHER SYNERGY								
61890784	16051250410U	15-16 TITLE I INST MATLS		450	05003029	102.98	4/1/18	10-1250-410-05-10
						102.98		
TEACHERS PET PUBLICATION								
1843	16671250410U	15-16 LIPLP SUPPLIES		450	8817181255	59.90	4/1/18	10-1250-410-67-10
						59.90		

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Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
TECH ELECTRONICS INC								
I180404197	26082540323R	REP/MAINT SVC RENFRO		450		72.00	4/1/18	20-2540-323-08-28
I180403398	26082540323N	REP/MAINT SVC MS		450		2,262.00	4/1/18	20-2540-323-08-27
						2,334.00		
TERRACYCLE								
0023587-IN	26492540540U	CONTINGENCY		450		841.50	4/1/18	20-2540-540-49-10
						841.50		
THE FOURCE GROUP								
1096	16051250410U	15-16 TITLE I INST MATLS		450		3,628.00	4/1/18	10-1250-410-05-10
						3,628.00		
THE TSHIRT WORLD								
20180409	16451500424G	HS BOYS TENNIS SUPPLIES		450		530.00	4/1/18	10-1500-424-45-22
						530.00		
THORPE, RAY								
335	66012540540R	Renfro: restroom, floortile, fire alarm		450		2,440.00	4/1/18	60-2540-540-01-28
						2,440.00		
THYSSENKRUPP ELEVATOR CORPORATION								
3003789328	26082540323I	REPAIRS/MAINT DORRIS		450		866.87	4/1/18	20-2540-323-08-33
						866.87		
TOMS TROY GARAGE DOOR INC								
27482	26082540324G	REP/MAINT HS ATHL		450		89.50	4/1/18	20-2540-324-08-22
						89.50		
TONY FRANKLIN COMPANIES LLC								
3061	16451500412G	HS BOYS FB SUPPLIES		450		712.89	4/1/18	10-1500-412-45-22
						712.89		
TRAPP, KRISTIN								
REIMBURSE	16391250410U	17-18 Title IV SSAE SUPPLIES new FY18		450		35.94	4/1/18	10-1250-410-39-10
						35.94		
US GAMES								
901810373	161311104104	ELEM PE SUPPLIES		450	8817181252	711.34	4/1/18	10-1110-410-13-04
						711.34		
VARSITY SPIRIT FASHIONS								
72703693	16461500414G	HS Girls Cheerleading Supplie		450		540.00	4/1/18	10-1500-414-46-22

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Invoice #	A.S.N.					Amount	Date	State Account #
						540.00		
VERNIER SOFTWARE & TECHNOLOGY								
5288005	16181130410G	HS SCIENCE SUPPLIES		450	8817181264	519.33	4/1/18	10-1130-410-18-22
						519.33		
VILLAGE LOCKSMITH								
946300	26082540410R	MAINT SUPPLIES RENFRO		450		8.00	4/1/18	20-2540-410-08-28
						8.00		
WARDS NATURAL SCIENCE								
8081660952	16181130410G	HS SCIENCE SUPPLIES		450	8817181265	1,301.53	4/1/18	10-1130-410-18-22
8081960473	16181130410G	HS SCIENCE SUPPLIES		450	8817181101	312.75	4/1/18	10-1130-410-18-22
						1,614.28		
WATTS COPY SYSTEMS, INC.								
803416	16012310311U	Shredding District (No SP ED)		450		124.00	4/1/18	10-2310-311-01-10
803829	16012310311B	UNIT wide COPY SERV non-lease		450		63.55	4/1/18	10-2310-311-01-20
807819	16012310311B	UNIT wide COPY SERV non-lease		450		174.34	4/1/18	10-2310-311-01-20
807820	16012310311B	UNIT wide COPY SERV non-lease		450		10,841.35	4/1/18	10-2310-311-01-20
						11,203.24		
WEISS, KYLEE								
MILEAGE	16121220332B	SPEC ED HOMEBOUND TRAVEL		450		30.47	4/1/18	10-1220-332-12-20
						30.47		
WHALEY, MARGIE								
61890784	16052210332U	15-16 TITLE I PROF TRAVEL		450		18.53	4/1/18	10-2210-332-05-10
						18.53		
WILKE, JENNIFER								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		450		10.30	4/1/18	10-2130-332-12-10
						10.30		
WILLIAM BEDELL ACHIEVEMENT & RESOURCE CTR								
STMT	16124220681U	HS TUITION WILLIAM BEDELL		450		13,639.32	4/1/18	10-4220-680-12-10
STMT	16124220681U	ELEM TUITION WILLIAM BEDELL		450		13,639.32	4/1/18	10-4220-680-12-10
						27,278.64		
WILLIAMS OFFICE PRODUCTS								
36183-1	160225104101	CSBO SUPPLIES		450		21.56	4/1/18	10-2510-410-02-01
35628-0	160226424101	Dir of HR SUPPLIES		450		334.46	4/1/18	10-2642-410-02-01
35923-1	16212330410U	15-16 IDEA FLO THRU SUPPLIES		450	1718244	117.73	4/1/18	10-2330-410-21-10

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Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
35634	16041110410M	MARYVILLE TEACHER SUPPLIES		450		(39.13)	4/1/18	10-1110-410-04-26
35701-1	16041110410I	DORRIS TEACHER SUPPLIES		450		137.82	4/1/18	10-1110-410-04-33
35729-1	16041110410K	KREITNER TEACHER SUPPLIES		450		125.28	4/1/18	10-1110-410-04-25
35762-1	16041110410I	DORRIS TEACHER SUPPLIES		450		84.15	4/1/18	10-1110-410-04-33
35674-1	16041110410M	MARYVILLE TEACHER SUPPLIES		450		45.89	4/1/18	10-1110-410-04-26
35792-1	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		450		23.91	4/1/18	10-1110-410-04-31
35788-1	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		450		184.19	4/1/18	10-1110-410-04-31
35796-1	16041110410R	RENFRO TEACHER SUPPLIES		450		12.48	4/1/18	10-1110-410-04-28
35587	16212330410U	15-16 IDEA FLO THRU SUPPLIES		450		499.99	4/1/18	10-2330-410-21-10
35832-1	16041110410C	CASEYVILLE TEACHER SUPPLIES		450		624.50	4/1/18	10-1110-410-04-21
35866-1	16041110410K	KREITNER TEACHER SUPPLIES		450		151.39	4/1/18	10-1110-410-04-25
35878-1	16041110410K	KREITNER TEACHER SUPPLIES		450		46.91	4/1/18	10-1110-410-04-25
35932-1	16041110410R	RENFRO TEACHER SUPPLIES		450		355.51	4/1/18	10-1110-410-04-28
35882-1	16041110410S	SUMMIT TEACHER SUPPLIES		450		63.28	4/1/18	10-1110-410-04-29
35924-1	16041110410S	SUMMIT TEACHER SUPPLIES		450		48.92	4/1/18	10-1110-410-04-29
35909-1	16041110410I	DORRIS TEACHER SUPPLIES		450		453.01	4/1/18	10-1110-410-04-33
35931-1	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		450		33.64	4/1/18	10-1110-410-04-31
36097-1	160225104101	CSBO SUPPLIES		450		10.50	4/1/18	10-2510-410-02-01
35989-1	16052330410U	15-16 TITLE I SUPPLIES		450		1,200.21	4/1/18	10-2330-410-05-10
35954-1	16052330410U	15-16 TITLE I SUPPLIES		450		220.46	4/1/18	10-2330-410-05-10
35903-1	16491130412G	HS WAREHOUSE SUPPLIES (paper)		450		244.34	4/1/18	10-1130-412-49-22
36084-1	160223204101	SUPERINTENDENT OFF SUPPLIES		450		17.49	4/1/18	10-2320-410-02-01
36109-1	16041110410M	MARYVILLE TEACHER SUPPLIES		450		367.99	4/1/18	10-1110-410-04-26
36111-1	16041110410X	WEBSTER ELEM TEACHER SUPPLIES		450		80.05	4/1/18	10-1110-410-04-31
316152-1	16041110410R	RENFRO TEACHER SUPPLIES		450		129.08	4/1/18	10-1110-410-04-28
						5,595.61		
WINNING STREAK INC								
83313	16451500417G	HS BOYS BASEBALL SUPPLIES		450	8817181237	1,341.93	4/1/18	10-1500-417-45-22
						1,341.93		
WINTERS, KIMBERLY								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		450		33.57	4/1/18	10-2130-332-12-10
						33.57		
WUEBBELS, ANGIE								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		450		10.74	4/1/18	10-2130-332-12-10
						10.74		
XEROX CORPORATION								
092587602	160225743231	CENT DUPL REPAIR/MAINT()		450		1,300.71	4/1/18	10-2574-323-02-01

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Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
						1,300.71		
YORK, KYLE								
MILEAGE	16651800332U	Bilingual travel(Local)		450		43.49	4/1/18	10-1800-332-65-10
						43.49		
YORK, LEA								
REIMBURSE	16661250410U	BILINGUAL GRANT SUPPLY		450		84.87	4/1/18	10-1250-410-66-10
						84.87		
						<u>\$1,315,372.85</u>	Report Total	

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Fund Code	Description	Batch #	Amount
10	Education Fund	450	482,477.34
20	Oper, Build, & Maint Fund	450	65,382.57
30	Debt Service Fund	450	231,452.10
40	Transportation Fund	450	433,209.18
60	Capital Projects	450	99,550.88
80	Tort Fund	450	3,230.78
90	Fire Prevention and Safety Fund	450	70.00
Report Total			<u>\$1,315,372.85</u>

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Vendor Name							Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
ALS AUTOMOTOVE									
05JZ3442	16762210413A	CTE supply		450		0.00	49.95	4/12/18	10-2210-413-76
05JY6833	16762210413A	CTE supply		450		0.00	278.92	4/12/18	10-2210-413-76
05JZ0355	16762210413A	CTE supply		450		0.00	143.46	4/12/18	10-2210-413-76
05JZ0187	16762210413A	CTE supply		450		0.00	102.95	4/12/18	10-2210-413-76
05JY6953	16762210413A	CTE supply		450		0.00	63.40	4/12/18	10-2210-413-76
05KA0402	16762210413A	CTE supply		450		0.00	41.01	4/12/18	10-2210-413-76
05JZ9840	16762210413A	CTE supply		450		0.00	235.06	4/12/18	10-2210-413-76
05JZ9306	16762210413A	CTE supply		450		0.00	169.00	4/12/18	10-2210-413-76
05JU3862	16762210413A	CTE supply		450		0.00	(31.48)	4/12/18	10-2210-413-76
05JU1270	16762210413A	CTE supply		450		0.00	53.85	4/12/18	10-2210-413-76
05JU3354	16762210413A	CTE supply		450		0.00	102.53	4/12/18	10-2210-413-76
05JX6280	16762210413A	CTE supply		450		0.00	94.71	4/12/18	10-2210-413-76
						0.00	1,303.36		
CERTIFIT									
663700	16762210413A	CTE supply		450		0.00	142.85	4/12/18	10-2210-413-76
						0.00	142.85		
ECOLAB									
8836767	16762210413A	CTE supply		450		0.00	248.08	4/12/18	10-2210-413-76
						0.00	248.08		
FILTER SERVICE OF ST LOUIS									
75783	26952540323A	REPAIRS AND MAINT SVCS		450		0.00	233.70	4/12/18	20-2540-323-95
						0.00	233.70		
FINISHMASTER									
79072672	16762210413A	CTE supply		450		0.00	161.54	4/12/18	10-2210-413-76
79101965	16762210413A	CTE supply		450		0.00	122.96	4/12/18	10-2210-413-76
79094779	16762210413A	CTE supply		450		0.00	86.90	4/12/18	10-2210-413-76
						0.00	371.40		
FIRST STUDENT									
11454864	46952550332A	AVC REG TRANSP First Student		450		0.00	2,503.63	4/12/18	40-2550-332-95
11454864	46952550332A	AVC REG TRANSP First Student		450		0.00	955.20	4/12/18	40-2550-332-95
11454864	46952550331A	AVC FIELD TRIPS First Student		450		0.00	278.44	4/12/18	40-2550-331-95
						0.00	3,737.27		
GLOBAL EQUIPMENT COMPANY INC									
112320998	16951400540A	VOC GENERAL CAPITAL OUTLAY		450	99001580	0.00	302.79	4/12/18	10-1400-540-95
						0.00	302.79		

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Vendor Name							Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #
RODS SERVICE, INC.									
00359356	16762210413A	CTE supply		450		0.00	26.34	4/12/18	10-2210-413-76
00359355	16762210413A	CTE supply		450		0.00	98.12	4/12/18	10-2210-413-76
00359357	16762210413A	CTE supply		450		0.00	172.01	4/12/18	10-2210-413-76
						<u>0.00</u>	<u>296.47</u>		
SWANSEA ELECTRICAL SUPPLY									
18717	16762210413A	CTE supply		450		0.00	80.00	4/12/18	10-2210-413-76
18716	16941448412A	WELDING MAINT SUPPLIES		450		0.00	7.32	4/12/18	10-1448-412-94
						<u>0.00</u>	<u>87.32</u>		
						<u>\$0.00</u>	<u>\$6,723.24</u>	Report Total	

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Fund Code	Description	Batch #	Amount
10	Education Fund	450	2,752.27
20	Oper, Build, & Maint Fund	450	233.70
40	Transportation Fund	450	3,737.27
Report Total			<u>\$6,723.24</u>

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0000201302	16242562323U	CSI	LUNCH PROG REP MAINT SERV	301		3/1/18	3/1/18	106957	544.34	10-2562-323-24-10
0000201307	16242562323U		LUNCH PROG REP MAINT SERV	301		3/1/18	3/1/18	106957	291.19	10-2562-323-24-10
0009469	16242562323U		LUNCH PROG REP MAINT SERV	301		3/1/18	3/1/18	106957	193.29	10-2562-323-24-10
								Total	1,028.82	
JEFF OLLER	16393700332U	IADA	17-18 Title IV NON PUB TRAVEL	301		3/1/18	3/1/18	106958	410.00	10-3700-332-39-10
								Total	410.00	
328789	10011710016B	JM MASONRY	VOC HOUSE 115 Courtland	301		3/1/18	3/1/18	106959	2,870.00	10-171-01
								Total	2,870.00	
6504989082	26072540466G	AMEREN ILLINOIS	ELECTRICITY HS	306		3/6/18	3/1/18	106961	34.95	20-2540-466-07-22
8064511000	26072540466G		ELECTRICITY HS	306		3/6/18	3/1/18	106961	34.91	20-2540-466-07-22
								Total	69.86	
S0-068373	26082540411G	BELLEVILLE SEED HOUSE	HS ATH MAINT SUPPLIES	306		3/6/18	3/1/18	106962	2,212.50	20-2540-411-08-22
								Total	2,212.50	
3057623	26072540465M	CENTERPOINT ENERGY SERVICE	NATURAL GAS MARYVILLE	306		3/6/18	3/1/18	106963	1,253.10	20-2540-465-07-26
3057623	26072540465X		NATURAL GAS WEBSTER	306		3/6/18	3/1/18	106963	3,118.43	20-2540-465-07-31
3057623	26072540465K		NATURAL GAS KREITNER	306		3/6/18	3/1/18	106963	1,220.88	20-2540-465-07-25
3057623	260725404651		NATURAL GAS ADMIN BLDG	306		3/6/18	3/1/18	106963	71.61	20-2540-465-07-01
3057623	26072540465R		NATURAL GAS RENFRO	306		3/6/18	3/1/18	106963	1,324.70	20-2540-465-07-28
3057623	26072540465C		NATURAL GAS CASEYVILLE	306		3/6/18	3/1/18	106963	1,446.44	20-2540-465-07-21
3057623	26072540465S		NATURAL GAS SUMMIT	306		3/6/18	3/1/18	106963	533.46	20-2540-465-07-29
3057623	260725404651		NATURAL GAS ADMIN BLDG	306		3/6/18	3/1/18	106963	397.41	20-2540-465-07-01
3057623	260725404651		NATURAL GAS ADMIN BLDG	306		3/6/18	3/1/18	106963	497.67	20-2540-465-07-01
3057623	26072540465N		NATURAL GAS MS	306		3/6/18	3/1/18	106963	3,218.68	20-2540-465-07-27
3057623	26072540465G		NATURAL GAS HIGH SCHOOL	306		3/6/18	3/1/18	106963	7,017.37	20-2540-465-07-22
3057623	26072540465H		NATURAL GAS HOLLYWOOD HEIGHTS	306		3/6/18	3/1/18	106963	669.51	20-2540-465-07-23
3057623	26072540465I		NATURAL GAS DORRIS	306		3/6/18	3/1/18	106963	2,488.31	20-2540-465-07-33
3057623	26072540465J		NATURAL GAS JEFFERSON	306		3/6/18	3/1/18	106963	558.52	20-2540-465-07-24
3057623	26072540465T		NATURAL GAS TWIN ECHO	306		3/6/18	3/1/18	106963	801.99	20-2540-465-07-30
								Total	24,618.08	
016782102161	26012549323U	CHARTER COMMUNICATIONS	FIBER WAN NETWORK ??	306		3/6/18	3/1/18	106964	58.93	20-2549-323-01-10

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Total									58.93	
5204090000	26072540371G	CITY OF COLLINSVILLE	WATER HS ATHL FIELD	306		3/6/18	3/1/18	106965	22.00	20-2540-371-07-22
Total									22.00	
5516.1	16141120640N	IGSMA	MS BAND/MUSIC DUES AND FEES	306		3/6/18	3/1/18	106966	1,065.00	10-1120-640-14-27
Total									1,065.00	
0110300000	26072540370K	MOUND PUBLIC WATER	WATER & SEWER KREITNER	306		3/6/18	3/1/18	106967	49.21	20-2540-370-07-25
0110200000	26072540370K		WATER & SEWER KREITNER	306		3/6/18	3/1/18	106967	19.91	20-2540-370-07-25
0110100000	26072540370K		WATER & SEWER KREITNER	306		3/6/18	3/1/18	106967	19.91	20-2540-370-07-25
Total									89.03	
CMS BOYS BB	16471500640U	OFALLON DISTRICT #90	BOYS/GIRLS TOURNEY ENTRY FEES	306		3/6/18	3/1/18	106968	140.00	10-1500-640-47-10
Total									140.00	
VOLLEYBALL	16461501311N	RATHERT, CHARLES	CMS VOLLEYBALL OFFICIAL	306		3/6/18	3/1/18	106969	55.00	10-1501-311-46-27
Total									55.00	
7-14	16212130310U	REA, SHERRY	OCCUPATION THERAPY ASST SERV	306		3/6/18	3/1/18	106970	1,449.00	10-2130-310-21-10
Total									1,449.00	
SR OLYMPIAD	16491130333G	SCHOOL IMPROVEMENT SERV	HS CONTEST TRAVEL	306		3/6/18	3/1/18	106971	250.00	10-1130-333-49-22
Total									250.00	
56390	46462551332G	VANDALIA BUS LINES	HS CHEERLEADER TRAVEL	306		3/6/18	3/1/18	106972	1,140.00	40-2551-332-46-22
56341	46452550333G		HS BOYS ATH TRVL OTHER	306		3/6/18	3/1/18	106972	1,140.00	40-2550-333-45-22
Total									2,280.00	
002165	16553000410U	WALMART COMMUNITY BRC	17-18 Preschool Expan. Dev.	306		3/6/18	3/1/18	106973	7.72	10-3000-410-55-10
003882	16551110410U		17-18 Preschool Ex.DevSUPPLIES	306		3/6/18	3/1/18	106973	27.31	10-1110-410-55-10
007806	16212210332U		15-16 IDEA FLO THRU TRAVEL	306		3/6/18	3/1/18	106973	98.84	10-2210-332-21-10
004703	16841220410G		FY14 DORS/STEP Store Supplies	306		3/6/18	3/1/18	106973	520.00	10-1220-410-84-22
004616	16273300410U		NA PRE-K AT RISK SUP (commu	306		3/6/18	3/1/18	106973	7.72	10-3300-410-27-370500-10
008273	16211220410U		HS 15-16 IDEA FLO THRU SUPPLIES	306		3/6/18	3/1/18	106973	76.00	10-1220-410-21-10
007516	16211220410U		ELEM 15-16 IDEA FLO THRU SUPPLIE	306		3/6/18	3/1/18	106973	91.80	10-1220-410-21-10
000199	16721110410U		16-17 PERKINS GRANT SUPPLIES	306		3/6/18	3/1/18	106973	18.42	10-1110-410-72-10
002371	16721110410U		16-17 PERKINS GRANT SUPPLIES	306		3/6/18	3/1/18	106973	17.17	10-1110-410-72-10
002370	16721110410U		16-17 PERKINS GRANT SUPPLIES	306		3/6/18	3/1/18	106973	(18.42)	10-1110-410-72-10

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007299	16793300410U		NA PRe In 0-3 Supply	306		3/6/18	3/1/18	106973	260.23	10-3300-410-79-10
003671	16471500410G		MISC ATH DIR SUPPLIES	306		3/6/18	3/1/18	106973	11.94	10-1500-410-47-22
008187	16491130412G		HS WAREHOUSE SUPPLIES (paper)	306		3/6/18	3/1/18	106973	6.47	10-1130-412-49-22
004973	16091120410N		MS ART SUPPLIES	306		3/6/18	3/1/18	106973	37.91	10-1120-410-09-27
004287	16091120410N		MS ART SUPPLIES	306		3/6/18	3/1/18	106973	15.24	10-1120-410-09-27
005191	26082540410K		MAINT SUPPLIES KREITNER	306		3/6/18	3/1/18	106973	60.64	20-2540-410-08-25
009132	16052330410U		15-16 TITLE I SUPPLIES	306		3/6/18	3/1/18	106973	18.01	10-2330-410-05-10
Total									1,257.00	
3007703591	260725404661	AEP ENERGY	ELECTRICITY ADMIN BLDG & ANNEX	309		3/9/18	3/1/18	106990	563.90	20-2540-466-07-01
3007703580	26072540466S		ELECTRICITY SUMMIT	309		3/9/18	3/1/18	106990	443.31	20-2540-466-07-29
3007703704	26072540466H		ELECTRICITY HOLLY HGTS	309		3/9/18	3/1/18	106990	887.34	20-2540-466-07-23
3007703692	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	309		3/9/18	3/1/18	106990	531.99	20-2540-466-07-01
3007703535	26072540466M		ELECTRICITY MARYVILLE	309		3/9/18	3/1/18	106990	1,179.06	20-2540-466-07-26
3007703670	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	309		3/9/18	3/1/18	106990	69.87	20-2540-466-07-01
3007703647	26072540466J		ELECTRICITY JEFFERSON	309		3/9/18	3/1/18	106990	486.48	20-2540-466-07-24
Total									4,161.95	
4872623023	10011710016B	AMEREN ILLINOIS	VOC HOUSE 115 Courtland	309		3/9/18	3/1/18	106991	13.49	10-171-01
9540416335	26072540466X		ELECTRICITY WEBSTER	309		3/9/18	3/1/18	106991	23.23	20-2540-466-07-31
Total									36.72	
M ROBBINS	16212210332U	EDUCATIONAL OUTREACH	15-16 IDEA FLO THRU TRAVEL	309		3/9/18	3/1/18	106992	65.00	10-2210-332-21-10
Total									65.00	
602890433	26072540410U	HILLYARD	CUSTODIAL SUPPLIES UNIT	309		3/9/18	3/1/18	106993	7,890.22	20-2540-410-07-10
602814704	26072540410U		CUSTODIAL SUPPLIES UNIT	309		3/9/18	3/1/18	106993	2,335.76	20-2540-410-07-10
Total									10,225.98	
R GREEN	160223203321	ILLINOIS PRINCIPALS ASSN	SUPERINTENDENT TRAVEL	309		3/9/18	3/1/18	106994	25.00	10-2320-332-02-01
K COLLINS	16012311332B		Public Relations TRAVEL	309		3/9/18	3/1/18	106994	25.00	10-2311-332-01-20
L COLEMAN	160226403321		Dir OF CURR TRAVEL	309		3/9/18	3/1/18	106994	25.00	10-2640-332-02-01
K ROBINSON	160226423321		Dir of HR TRAVEL	309		3/9/18	3/1/18	106994	25.00	10-2642-332-02-01
B HYRE	160226413321		STUDENT SERV PROF TRAVEL	309		3/9/18	3/1/18	106994	25.00	10-2641-332-02-01

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Total									125.00	
1-12	16212130310U	LINNEMANN, TERE A	15-16 IDEA FLO TH Health Servi	309		3/9/18	3/1/18	106995	752.50	10-2130-310-21-10
Total									752.50	
0624740001	26072540370M	MARYVILLE WATER DEPARTMEI	WATER/SEWER MARYVILLE	309		3/9/18	3/1/18	106996	329.96	20-2540-370-07-26
0624740002	26072540370M		WATER/SEWER MARYVILLE	309		3/9/18	3/1/18	106996	80.20	20-2540-370-07-26
Total									410.16	
77174	160226604101	MOW PRINTING CO.	4 PART DEPOSIT TICKETS	309		3/9/18	3/1/18	106997	1,348.80	10-2660-410-02-01
77269	160226604101		FCB DEPOSIT TICKETS	309		3/9/18	3/1/18	106997	390.00	10-2660-410-02-01
Total									1,738.80	
350-3571575	26072540321U	REPUBLIC SERVICES #350	TRASH REMOVAL & PEST CONTROL	309		3/9/18	3/1/18	106998	4,763.99	20-2540-321-07-10
Total									4,763.99	
574537334683	16211220410U	SYNCHRONY BANK/AMAZON	15-16 IDEA FLO THRU SUPPLIES	309	171819	3/9/18	3/1/18	106999	195.36	10-1220-410-21-10
633685774799	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309	171819	3/9/18	3/1/18	106999	184.91	10-1220-410-21-10
444668849338	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309		3/9/18	3/1/18	106999	(5.00)	10-1220-410-21-10
874689855459	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309	171819	3/9/18	3/1/18	106999	49.21	10-1220-410-21-10
759685888896	16212110410U		NA IDEA FLO THRU SUPPLIES	309	171820	3/9/18	3/1/18	106999	21.75	10-2110-410-21-10
746866566743	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309	171820	3/9/18	3/1/18	106999	38.58	10-1220-410-21-10
469658888689	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309	171820	3/9/18	3/1/18	106999	106.44	10-1220-410-21-10
943396363934	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309	171820	3/9/18	3/1/18	106999	69.99	10-1220-410-21-10
434683655458	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309	171820	3/9/18	3/1/18	106999	79.00	10-1220-410-21-10
543667593877	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309	171820	3/9/18	3/1/18	106999	176.07	10-1220-410-21-10
988688466978	16211220410U		15-16 IDEA FLO THRU SUPPLIES	309	171821	3/9/18	3/1/18	106999	39.99	10-1220-410-21-10
Total									956.30	
020113	16721110410U	CARD SERVICES	16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	63.74	10-1110-410-72-10
020113	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	62.13	10-1110-410-72-10
020213	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	64.40	10-1110-410-72-10
020816	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	103.23	10-1110-410-72-10
021212	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	96.81	10-1110-410-72-10
021412	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	106.77	10-1110-410-72-10
021612	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	61.33	10-1110-410-72-10

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021613	16721110410U	CARD SERVICES	16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	68.68	10-1110-410-72-10
022112	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	175.93	10-1110-410-72-10
022312	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	62.70	10-1110-410-72-10
022312	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	61.55	10-1110-410-72-10
022612	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	30.57	10-1110-410-72-10
020108	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	171.28	10-1110-410-72-10
020608	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	231.77	10-1110-410-72-10
020708	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	205.00	10-1110-410-72-10
021308	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	311.12	10-1110-410-72-10
021508	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	127.98	10-1110-410-72-10
022212	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	149.23	10-1110-410-72-10
022708	16721110410U		16-17 PERKINS GRANT SUPPLIES	313		3/13/18	3/1/18	107000	231.97	10-1110-410-72-10
Total									2,386.19	
V SOFTBALL	16461501311G	CHAPPELL, GREG	CHS V SOFTBALL OFFICIAL	313		3/13/18	3/1/18	107001	60.00	10-1501-311-46-22
Total									60.00	
GIRLS BB	16461500121G	CHURCH, JEFF	HS GIRLS ATHL WORKERS SAL	313		3/13/18	3/1/18	107002	600.00	10-1500-121-46-22
Total									600.00	
V SOCCER	16461501311G	DUMSTROFF, CRAIG	CHS V GIRLS SOCCER OFFICIAL	313		3/13/18	3/1/18	107003	85.00	10-1501-311-46-22
Total									85.00	
V SOCCER	16461501311G	JONES, RILEY	CHS V GIRLS SOCCER OFFICIAL	313		3/13/18	3/1/18	107004	85.00	10-1501-311-46-22
Total									85.00	
V SOCCER	16461501311G	LASLEY, MARK	CHS V SOCCER OFFICIAL	313		3/13/18	3/1/18	107005	55.00	10-1501-311-46-22
Total									55.00	
GIRLS BB	16461500121G	LEDBETTER, DEBRA	HS GIRLS ATHL WORKERS SAL	313		3/13/18	3/1/18	107006	40.00	10-1500-121-46-22
Total									40.00	
V BASEBALL	16451501311G	MATESA, JOE	CHS V BASEBALL OFFICIAL	313		3/13/18	3/1/18	107007	120.00	10-1501-311-45-22
Total									120.00	
IHSA ENTRY F	16141130640G	OFALLON TOWNSHIP HIGH SCH	HS BAND/MUSIC DUES AND FEES	313		3/13/18	3/1/18	107008	200.00	10-1130-640-14-22
Total									200.00	
V BASEBALL	16451501311G	PIERCE, AL	CHS V BASEBALL OFFICIAL	313		3/13/18	3/1/18	107009	120.00	10-1501-311-45-22

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1064823	16012310410B	PURITAN SPRINGS BOTTLED W.	WATER ANNEX	313		3/13/18	3/1/18	107010	120.00	10-2310-410-01-20
								Total	54.35	
V SOFTBALL	16461501311G	RHODES, DARREN	CHS V SOFTBALL OFFICIAL	313		3/13/18	3/1/18	107011	54.35	10-1501-311-46-22
								Total	60.00	
F BASEBALL	16451501311G	SWANK, SHAWN	CHS F BASEBALL OFFICIAL	313		3/13/18	3/1/18	107012	60.00	10-1501-311-45-22
								Total	100.00	
F BASEBALL	16451501311G	WIETHOP, BRIAN	CHS F BASEBALL OFFICIAL	313		3/13/18	3/1/18	107013	100.00	10-1501-311-45-22
								Total	100.00	
VOLLEYBALL	16461501311N	DAVIS, GEORGE	CMS VOLLEYBALL OFFICIAL REGION	314		3/14/18	3/1/18	107014	100.00	10-1501-311-46-27
								Total	90.00	
VOLLEYBALL	16461501311N	DAVIS, GEORGE	CMS VOLLEYBALL OFFICIAL	314		3/14/18	3/1/18	107015	90.00	10-1501-311-46-27
								Total	55.00	
VOLLEYBALL	16461501311N	DEAN, MIKE	CMS VOLLEYBALL OFFICIAL REGION	314		3/14/18	3/1/18	107016	90.00	10-1501-311-46-27
								Total	90.00	
VOLLEYBALL	16461501311N	DEAN, MIKE	CMS VOLLEYBALL OFFICIAL	314		3/14/18	3/1/18	107017	55.00	10-1501-311-46-27
								Total	55.00	
3007703658	26072540466T	AEP ENERGY	ELECTRICITY TWIN ECHO	315		3/15/18	3/1/18	107039	1,426.33	20-2540-466-07-30
3007703614	26072540466G		ELECTRICITY HS	315		3/15/18	3/1/18	107039	8,360.16	20-2540-466-07-22
3007703603	26072540466N		ELECTRICITY MS	315		3/15/18	3/1/18	107039	7,511.79	20-2540-466-07-27
								Total	17,298.28	
618345472347	26072540340U	AT&T	TELEPHONE CHARGES	315		3/15/18	3/1/18	107040	400.59	20-2540-340-07-10
618346087991	26072540340U		TELEPHONE CHARGES	315		3/15/18	3/1/18	107040	34.76	20-2540-340-07-10
618346094216	26072540340U		TELEPHONE CHARGES	315		3/15/18	3/1/18	107040	373.97	20-2540-340-07-10
618346112425	26072540340U		TELEPHONE CHARGES	315		3/15/18	3/1/18	107040	98.57	20-2540-340-07-10
618346139592	26072540340U		TELEPHONE CHARGES	315		3/15/18	3/1/18	107040	109.42	20-2540-340-07-10
618346626547	26072540340U		TELEPHONE CHARGES	315		3/15/18	3/1/18	107040	422.40	20-2540-340-07-10
								Total	1,439.71	
7372100000	26072540370K	CITY OF COLLINSVILLE	WATER & SEWER KREITNER	315		3/15/18	3/1/18	107041	155.20	20-2540-370-07-25
7372000000	26072540370K		WATER & SEWER KREITNER	315		3/15/18	3/1/18	107041	325.22	20-2540-370-07-25

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Total									480.42	
A ANDERSON	16052210332U	ILASCD WARREN	15-16 TITLE I PROF TRAVEL	315		3/15/18	3/1/18	107042	109.00	10-2210-332-05-10
G SCHANTZ	16052210332U		15-16 TITLE I PROF TRAVEL	315		3/15/18	3/1/18	107042	109.00	10-2210-332-05-10
K STIRNAMAN	16052210332U		15-16 TITLE I PROF TRAVEL	315		3/15/18	3/1/18	107042	109.00	10-2210-332-05-10
J LAING	16052210332U		15-16 TITLE I PROF TRAVEL	315		3/15/18	3/1/18	107042	109.00	10-2210-332-05-10
Total									436.00	
ZIMMERMAN	16212210332U	PESI	15-16 IDEA FLO THRU TRAVEL	315		3/15/18	3/1/18	107043	199.99	10-2210-332-21-10
Total									199.99	
BOWLING	16471500640U	ST. CLAIR BOWL	CMS STATE BOWLING ENTRY FEE	315		3/15/18	3/1/18	107044	160.00	10-1500-640-47-10
Total									160.00	
3007703557	26072540466K	AEP ENERGY	ELECTRICITY KREITNER	319		3/19/18	3/1/18	107045	1,809.07	20-2540-466-07-25
3007703579	26072540466C		ELECTRICITY CASEYVILLE	319		3/19/18	3/1/18	107045	1,396.61	20-2540-466-07-21
3007703568	26072540466R		ELECTRICITY RENFRO	319		3/19/18	3/1/18	107045	2,258.42	20-2540-466-07-28
3007703546	26072540466X		ELECTRICITY WEBSTER	319		3/19/18	3/1/18	107045	3,566.37	20-2540-466-07-31
3007703669	26072540466K		ELECTRICITY KREITNER	319		3/19/18	3/1/18	107045	58.98	20-2540-466-07-25
Total									9,089.45	
2883029059	26082540324G	AMEREN ILLINOIS	REP/MAINT HS ATHL	319		3/19/18	3/1/18	107046	1,170.00	20-2540-324-08-22
Total									1,170.00	
5468217450	26072540466M	AMEREN ILLINOIS	ELECTRICITY MARYVILLE	319		3/19/18	3/1/18	107047	61.73	20-2540-466-07-26
0424293295	26072540466T		ELECTRICITY TWIN ECHO	319		3/19/18	3/1/18	107047	93.05	20-2540-466-07-30
2916793131	26072540466I		ELECTRICITY DORRIS	319		3/19/18	3/1/18	107047	38.11	20-2540-466-07-33
Total									192.89	
817117658	26072540340U	AT&T LONG DISTANCE	TELEPHONE CHARGES	319		3/19/18	3/1/18	107048	55.70	20-2540-340-07-10
Total									55.70	
V SOFTBALL	16461501311G	BOLTON, PHILIP	CHS V SOFTBALL OFFICIAL	319		3/19/18	3/1/18	107049	120.00	10-1501-311-46-22
Total									120.00	
V BASEBALL	16451501311G	CANTONWINE, MATT	CHS V BASEBALL OFFICIAL	319		3/19/18	3/1/18	107050	60.00	10-1501-311-45-22
Total									60.00	
3022005000	26072540370C	CASEYVILLE WATER DEPT	WATER & SEWER CASEYVILLE	319		3/19/18	3/1/18	107051	228.53	20-2540-370-07-21

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3022007500	26072540370C	CASEYVILLE WATER DEPT	WATER & SEWER CASEYVILLE	319		3/19/18	3/1/18	107051	231.93	20-2540-370-07-21
4016572100	26072540370H		WATER/SEWER HOLLY HGTS	319		3/19/18	3/1/18	107051	49.13	20-2540-370-07-23
								Total	509.59	
V SOFTBALL	16461501311G	CHAPPELL, GREG	CHS V SOFTBALL OFFICIAL	319		3/19/18	3/1/18	107052	60.00	10-1501-311-46-22
								Total	60.00	
V SOCCER	16461501311G	CHOLEVIK, BRIAN	CHS V GIRLS SOCCER OFFICIAL	319		3/19/18	3/1/18	107053	85.00	10-1501-311-46-22
								Total	85.00	
7601010000	26072540370N	CITY OF COLLINSVILLE	WATER/SEWER MS	319		3/19/18	3/1/18	107054	22.05	20-2540-370-07-27
7601000000	26072540370N		WATER/SEWER MS	319		3/19/18	3/1/18	107054	1,818.30	20-2540-370-07-27
8421000000	26072540370J		WATER & SEWER JEFFERSON	319		3/19/18	3/1/18	107054	191.48	20-2540-370-07-24
								Total	2,031.83	
V SOCCER	16461501311G	CORNELL, RYAN	CHS V GIRLS SOCCER OFFICIAL	319		3/19/18	3/1/18	107055	85.00	10-1501-311-46-22
								Total	85.00	
FR BASEBALL	16451501311G	CRAIN, DAN	CHS FR BASEBALL OFFICIAL	319		3/19/18	3/1/18	107056	50.00	10-1501-311-45-22
								Total	50.00	
JV BASEBALL	16451501311G	DELP, BRIAN	CHS JV BASEBALL OFFICIAL	319		3/19/18	3/1/18	107057	50.00	10-1501-311-45-22
								Total	50.00	
V SOCCER	16461501311G	DUMSTROFF, CRAIG	CHS V GIRLS SOCCER OFFICIAL	319		3/19/18	3/1/18	107058	85.00	10-1501-311-46-22
								Total	85.00	
V BASEBALL	16451501311G	FREY, ANDREW	CHS V BASEBALL OFFICIAL	319		3/19/18	3/1/18	107059	60.00	10-1501-311-45-22
								Total	60.00	
REQUEST	16471500640U	ILLINOIS TOP TIMES	BOYS/GIRLS TOURNEY ENTRY FEES	319		3/19/18	3/1/18	107060	75.00	10-1500-640-47-10
								Total	75.00	
JV BASEBALL	16451501311G	JOYNER, THOMAS	CHS JV BASEBALL OFFICIAL	319		3/19/18	3/1/18	107061	50.00	10-1501-311-45-22
								Total	50.00	
V BASEBALL	16451501311G	KAMP, MARC	CHS V BASEBALL OFFICIAL	319		3/19/18	3/1/18	107062	60.00	10-1501-311-45-22
								Total	60.00	
V SOCCER	16461501311G	LENNON, SCOTT	CHS V GIRLS SOCCER OFFICIAL	319		3/19/18	3/1/18	107063	85.00	10-1501-311-46-22
								Total	85.00	
FR BASEBALL	16451501311G	MARTENS, JACK	CHS FR BASEBALL OFFICIAL	319		3/19/18	3/1/18	107064	50.00	10-1501-311-45-22

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								Total	50.00	
3220050000	26072540370C	METRO EAST SANITARY DIST	WATER & SEWER CASEYVILLE	319		3/19/18	3/1/18	107065	142.87	20-2540-370-07-21
3220075000	26072540370C		WATER & SEWER CASEYVILLE	319		3/19/18	3/1/18	107065	145.40	20-2540-370-07-21
								Total	288.27	
JV BASEBALL	16451501311G	MICHELFELDER, STEVEN	CHS JV BASEBALL OFFICIAL	319		3/19/18	3/1/18	107066	50.00	10-1501-311-45-22
								Total	50.00	
ENTRY FEE	16471500640U	OFALLON HIGH SCHOOL	BOYS V TRACK EVENT	319		3/19/18	3/1/18	107067	225.00	10-1500-640-47-10
								Total	225.00	
JV BASEBALL	16451501311G	PEREZ, ANTONIO	CHS JV BASEBALL OFFICIAL	319		3/19/18	3/1/18	107068	50.00	10-1501-311-45-22
								Total	50.00	
NDC7853	16764190332U	REGIONAL OFFICE OF EDUCATI	17-18 TITLE II PAY OTH GOVT	319		3/19/18	3/1/18	107069	275.00	10-4190-332-76-10
								Total	275.00	
V SOCCER	16461501311G	SCHUMACHER, AARON	CHS V GIRLS SOCCER OFFICIAL	319		3/19/18	3/1/18	107070	55.00	10-1501-311-46-22
								Total	55.00	
V BASEBALL	16451501311G	STRIEKER, JOE	CHS V BASEBALL OFFICIAL	319		3/19/18	3/1/18	107071	60.00	10-1501-311-45-22
								Total	60.00	
JV SOFTBALL	16461501311G	SWANK, SHAWN	CHS JV SOFTBALL OFFICIAL	319		3/19/18	3/1/18	107072	50.00	10-1501-311-46-22
								Total	50.00	
INV-0174	16151700323G	THE SHOP AT 604	HS DR ED CAR REPAIRS	319		3/19/18	3/1/18	107073	1,241.56	10-1700-323-15-22
								Total	1,241.56	
V SOFTBALL	16461501311G	WOOTEN, ORVIN	CHS V SOFTBALL OFFICIAL	319		3/19/18	3/1/18	107074	60.00	10-1501-311-46-22
								Total	60.00	
V SOFTBALL	16461501311G	WOOTEN, ORVIN	CHS V SOFTBALL OFFICIAL	319		3/19/18	3/1/18	107075	120.00	10-1501-311-46-22
								Total	120.00	
JV SOFTBALL	16461501311G	WSZOLEK, THOMAS	CHS JV SOFTBALL OFFICIAL	319		3/19/18	3/1/18	107076	50.00	10-1501-311-46-22
								Total	50.00	
V SOCCER	16461501311G	WUEBBELS, KURT	CHS GIRLS V SOCCER OFFICIAL	319		3/19/18	3/1/18	107077	55.00	10-1501-311-46-22
								Total	55.00	
JV SOFTBALL	16461501311G	BELL, HOWARD	CHS JV SOFTBALL OFFICIAL	321		3/21/18	3/1/18	107247	50.00	10-1501-311-46-22

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Total									50.00	
0000001	16051250410U	BICE, JULIE ANN	15-16 TITLE I INST MATLS	321		3/21/18	3/1/18	107248	758.00	10-1250-410-05-10
Total									758.00	
V SOFTBALL	16461501311G	BROADWAY, JIM	CHS V SOFTBALL OFFICIAL	321		3/21/18	3/1/18	107249	60.00	10-1501-311-46-22
Total									60.00	
REQUEST	26082540323X	CARDMEMBER SERVICES	ECONOLIGHT	321		3/21/18	3/1/18	107250	2,159.73	20-2540-323-08-31
REQUEST	26082540324G		CITY OF COLLINSVILLE	321		3/21/18	3/1/18	107250	35.00	20-2540-324-08-22
REQUEST	16151700464G		DR ED SHELL	321		3/21/18	3/1/18	107250	314.64	10-1700-464-15-22
REQUEST	26082540464U		MAINT SHELL	321		3/21/18	3/1/18	107250	278.08	20-2540-464-08-10
REQUEST	260725404641		DISTRIB TRK GASOLINE SHELL	321		3/21/18	3/1/18	107250	154.00	20-2540-464-07-01
REQUEST	16242563464U		LUNCH PROG DIST GASOLINE SHELL	321		3/21/18	3/1/18	107250	347.55	10-2563-464-24-10
REQUEST	16032410410M		WAYFAIR RETURN	321		3/21/18	3/1/18	107250	(3.56)	10-2410-410-03-26
REQUEST	16041110410T		MAD RIVER LASER	321	881718	3/21/18	3/1/18	107250	200.82	10-1110-410-04-30
REQUEST	16111130410G		WALMART.COM	321	881718	3/21/18	3/1/18	107250	111.72	10-1130-410-11-22
REQUEST	16212210332U		MARCOS PIZZA	321		3/21/18	3/1/18	107250	52.91	10-2210-332-21-10
REQUEST	46472550333G		BOWLING AVIS RENT A CAR	321		3/21/18	3/1/18	107250	279.94	40-2550-333-47-22
REQUEST	46472550333G		BOWLING AVIS RENT A CAR	321		3/21/18	3/1/18	107250	364.22	40-2550-333-47-22
REQUEST	16932660410U		AMAZON RETURN	321		3/21/18	3/1/18	107250	(9.99)	10-2660-410-93-10
REQUEST	16932660410U		AMAZON RETURN	321		3/21/18	3/1/18	107250	(49.97)	10-2660-410-93-10
REQUEST	16932660410U		AMAZON RETURN	321		3/21/18	3/1/18	107250	(15.99)	10-2660-410-93-10
REQUEST	16932660410U		NEWEGG.COM	321		3/21/18	3/1/18	107250	94.99	10-2660-410-93-10
REQUEST	16932660410U		AMAZON MKTPLACE	321		3/21/18	3/1/18	107250	27.97	10-2660-410-93-10
REQUEST	16932660410U		OFFICEMAX	321		3/21/18	3/1/18	107250	187.21	10-2660-410-93-10
REQUEST	16932660410U		AMAZON MKTPLACE	321		3/21/18	3/1/18	107250	15.99	10-2660-410-93-10
REQUEST	16932660410U		AMAZON MKTPLACE	321		3/21/18	3/1/18	107250	42.48	10-2660-410-93-10
REQUEST	16932660410U		AMAZON MKTPLACE	321		3/21/18	3/1/18	107250	159.92	10-2660-410-93-10
REQUEST	16932660410U		AMAZON MKTPLACE	321		3/21/18	3/1/18	107250	49.97	10-2660-410-93-10
REQUEST	16932660410U		WALMART	321		3/21/18	3/1/18	107250	23.88	10-2660-410-93-10
REQUEST	16932660410U		WALMART	321		3/21/18	3/1/18	107250	15.92	10-2660-410-93-10
REQUEST	16932660410U		AMAZON MKTPLACE	321		3/21/18	3/1/18	107250	26.97	10-2660-410-93-10

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Total									4,864.40	
BASEBALL	26472549325U	CITY OF COLLINSVILLE	Lease Baseball Field (CARD)	321		3/21/18	3/1/18	107251	4,000.00	20-2549-325-47-10
Total									4,000.00	
JV SOFTBALL	16461501311G	HOWARD, TERRY	CHS JV SOFTBALL OFFICIAL	321		3/21/18	3/1/18	107252	50.00	10-1501-311-46-22
Total									50.00	
IL060010S	160226423101	ILLINOIS STATE POLICE	HR BACKGROUND INVESTIGAT	321		3/21/18	3/1/18	107253	2,000.00	10-2642-310-02-01
Total									2,000.00	
GIRLS TRACK	16471500640U	JERSEY COMMUNITY DISTRICT	BOYS/GIRLS TOURNEY ENTRY FEES	321		3/21/18	3/1/18	107254	150.00	10-1500-640-47-10
Total									150.00	
G54083	26082540410G	JOHN DEERE FINANCIAL	MAINT SUPPLIES HS	321		3/21/18	3/1/18	107255	19.99	20-2540-410-08-22
G67221	26082540410U		MAINT SUPPLIES UNIT	321		3/21/18	3/1/18	107255	23.97	20-2540-410-08-10
Total									43.96	
V SOFTBALL	16461501311G	LUEHMANN, TIM	CHS V SOFTBALL OFFICIAL	321		3/21/18	3/1/18	107256	60.00	10-1501-311-46-22
Total									60.00	
2084	26082540323C	R. CANN ELECTRIC INC	REP/MAINT SVC CASEYVILLE	321		3/21/18	3/1/18	107257	400.00	20-2540-323-08-21
2091	26082540323G		REP/MAINT SVC HS	321		3/21/18	3/1/18	107257	7,336.00	20-2540-323-08-22
2090	26492540540U		CONTINGENCY	321		3/21/18	3/1/18	107257	2,729.00	20-2540-540-49-10
2085	26082540324G		CHS BASEBALL SERVICE	321		3/21/18	3/1/18	107257	2,855.00	20-2540-324-08-22
2089	26082540324G		CHS FOOTBALL FIELD	321		3/21/18	3/1/18	107257	625.00	20-2540-324-08-22
Total									13,945.00	
7-15	16212130310U	REA, SHERRY	15-16 IDEA FLO TH Health Servi	321		3/21/18	3/1/18	107258	1,449.00	10-2130-310-21-10
Total									1,449.00	
2089	16242562410U	SUMMIT FINANCIAL RESOURCE	LUNCH PROG COMMODITY FREIGHT	321		3/21/18	3/1/18	107259	435.15	10-2562-410-24-10
Total									435.15	
K AUSTIN	16212210332U	BEYOND CONSEQUENCES INST	15-16 IDEA FLO THRU TRAVEL	322		3/22/18	3/1/18	107260	399.00	10-2210-332-21-10
Total									399.00	
S504797045.00	26082540410G	CRESCENT ELECTRIC SUPPLY	MAINT SUPPLIES HS	322		3/22/18	3/1/18	107261	369.12	20-2540-410-08-22
Total									369.12	
M RENNIE	16052210332U	DONNA J. WHYTE-THE SMARTIE	15-16 TITLE I PROF TRAVEL	322		3/22/18	3/1/18	107262	129.00	10-2210-332-05-10
Total									129.00	

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
K MCCLAIN	16792210332U	MEGSI	15-16 Pre In (new)	322		3/22/18	3/1/18	107263	40.00	10-2210-332-79-10
C STARK	16792210332U		15-16 Pre In (new)	322		3/22/18	3/1/18	107263	40.00	10-2210-332-79-10
Total									80.00	
A STAPLETON	16212210332U	ROE #45	15-16 IDEA FLO THRU TRAVEL	322		3/22/18	3/1/18	107264	275.00	10-2210-332-21-10
Total									275.00	
PETTY CASH	160225243401	SIMS, STEPHANIE	POSTAGE & POSTAGE MACH Rental	322		3/22/18	3/1/18	107265	258.67	10-2524-340-02-01
PETTY CASH	16012310410B		BOARD SUPPLIES	322		3/22/18	3/1/18	107265	8.49	10-2310-410-01-20
PETTY CASH	160225234101		AP ACT FD OFF SUPPLIES	322		3/22/18	3/1/18	107265	39.98	10-2523-410-02-01
PETTY CASH	16012310410B		BOARD SUPPLIES	322		3/22/18	3/1/18	107265	5.49	10-2310-410-01-20
Total									312.63	
789568456854	16282220430G	SYNCHRONY BANK/AMAZON	HS MEDIA CENTER MATLS	322	881718	3/22/18	3/1/18	107266	50.85	10-2220-430-28-22
459659849359	16273300410U		NA PRE-K AT RISK SUP (commu	322	881718	3/22/18	3/1/18	107266	79.90	10-3300-410-27-370500-10
693677639453	16032410410M		MARYVILLE PRIN OFF SUPPLIES	322		3/22/18	3/1/18	107266	(2.87)	10-2410-410-03-26
458543586344	160221144101		PUPIL ACCTG AIDE SUPPLIES	322		3/22/18	3/1/18	107266	18.98	10-2114-410-02-01
436474756457	16051250410U		15-16 TITLE I INST MATLS	322	5002078	3/22/18	3/1/18	107266	92.37	10-1250-410-05-10
463796465337	260825404101		MAINT SUPPLIES ADMIN BLDG	322		3/22/18	3/1/18	107266	5.29	20-2540-410-08-01
966438998497	260825404101		MAINT SUPPLIES ADMIN BLDG	322		3/22/18	3/1/18	107266	5.83	20-2540-410-08-01
754978456375	16053700332U		15-16 TITLE I NONPUBLIC REGIS	322	5002088	3/22/18	3/1/18	107266	34.17	10-3700-332-05-10
686543675558	16272330410U		15-16 PRE-K AT RISK SUPPLIES	322	881718	3/22/18	3/1/18	107266	49.99	10-2330-410-27-370500-10
779457573799	16051250410U		15-16 TITLE I INST MATLS	322	5002088	3/22/18	3/1/18	107266	376.60	10-1250-410-05-10
564468455794	16051250410U		15-16 TITLE I INST MATLS	322	5002088	3/22/18	3/1/18	107266	23.78	10-1250-410-05-10
967659345749	16051250410U		15-16 TITLE I INST MATLS	322	5002088	3/22/18	3/1/18	107266	7.99	10-1250-410-05-10
687953995353	16051250410U		15-16 TITLE I INST MATLS	322	5002088	3/22/18	3/1/18	107266	28.72	10-1250-410-05-10
464898557943	16051250410U		15-16 TITLE I INST MATLS	322	5002088	3/22/18	3/1/18	107266	179.88	10-1250-410-05-10
897565375957	16051250410U		15-16 TITLE I INST MATLS	322	5002088	3/22/18	3/1/18	107266	89.94	10-1250-410-05-10
577699796844	16671250410U		15-16 LIPLER SUPPLIES	322	881718	3/22/18	3/1/18	107266	248.85	10-1250-410-67-10
683363779784	16671250410U		15-16 LIPLER SUPPLIES	322	881718	3/22/18	3/1/18	107266	128.31	10-1250-410-67-10
776437666986	16111130410G		HS SOC STUDIES SUPPLIES	322	881718	3/22/18	3/1/18	107266	89.90	10-1130-410-11-22
468595533588	16041110410K		KREITNER TEACHER SUPPLIES	322	881718	3/22/18	3/1/18	107266	24.50	10-1110-410-04-25
978648945498	16671250410U		15-16 LIPLER SUPPLIES	322	881718	3/22/18	3/1/18	107266	425.70	10-1250-410-67-10

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688966866338	16051250410U		15-16 TITLE I INST MATLS	322	500300I	3/22/18	3/1/18	107266	76.62	10-1250-410-05-10
693343994758	16053300410U		15-16 TITLE I SUPPLIES	322	500209I	3/22/18	3/1/18	107266	173.85	10-3300-410-05-10
456578587967	16051250410U		15-16 TITLE I INST MATLS	322	500300I	3/22/18	3/1/18	107266	468.10	10-1250-410-05-10
563499939773	16051250410U		15-16 TITLE I INST MATLS	322	500300I	3/22/18	3/1/18	107266	149.99	10-1250-410-05-10
839574597474	16051250410U		15-16 TITLE I INST MATLS	322	500209I	3/22/18	3/1/18	107266	199.88	10-1250-410-05-10
439773363698	16041110410M		MARYVILLE TEACHER SUPPLIES	322	881718	3/22/18	3/1/18	107266	18.78	10-1110-410-04-26
Total									3,045.90	
004352	16091120410N	WALMART COMMUNITY BRC	MS ART SUPPLIES	322		3/22/18	3/1/18	107267	(2.50)	10-1120-410-09-27
004351	16091120410N		MS ART SUPPLIES	322		3/22/18	3/1/18	107267	(12.50)	10-1120-410-09-27
008246	16793300410U		NA PRe In 0-3 Supply	322		3/22/18	3/1/18	107267	31.90	10-3300-410-79-10
003338	16181130410G		HS SCIENCE SUPPLIES	322		3/22/18	3/1/18	107267	19.92	10-1130-410-18-22
009257	16211220410U		15-16 IDEA FLO THRU SUPPLIES	322		3/22/18	3/1/18	107267	69.58	10-1220-410-21-10
005926	16721110410U		16-17 PERKINS GRANT SUPPLIES	322		3/22/18	3/1/18	107267	133.26	10-1110-410-72-10
001294	16721110410U		16-17 PERKINS GRANT SUPPLIES	322		3/22/18	3/1/18	107267	3.94	10-1110-410-72-10
009008	16211220410U		ELEM IDEA FLO THRU SUPPLIES	322		3/22/18	3/1/18	107267	171.70	10-1220-410-21-10
002382	16793300410U		NA PRe In 0-3 Supply	322		3/22/18	3/1/18	107267	87.74	10-3300-410-79-10
007950	16212210332U		15-16 IDEA FLO THRU TRAVEL	322		3/22/18	3/1/18	107267	43.94	10-2210-332-21-10
007472	160226424101		Dir of HR SUPPLIES	322		3/22/18	3/1/18	107267	59.45	10-2642-410-02-01
3/14/2018	16553000410U		17-18 Preschool Expan. Dev.	322		3/22/18	3/1/18	107267	15.22	10-3000-410-55-10
Total									621.65	
REQUEST	16141130640G	A&M PRODUCTS	HS BAND/MUSIC DUES AND FEES	326		3/26/18	3/1/18	107268	56.10	10-1130-640-14-22
Total									56.10	
GIRLS TRACK	16461501311G	ASHBROOK, ART	CHS GIRLS TRACK OFFICIAL	326		3/26/18	3/1/18	107269	75.00	10-1501-311-46-22
Total									75.00	
V SOFTBALL	16461501311G	BOLTON, PHILIP	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107270	60.00	10-1501-311-46-22
Total									60.00	
V SOFTBALL	16461501311G	BROADWAY, JIM	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107271	60.00	10-1501-311-46-22
Total									60.00	
JV SOFTBALL	16461501311G	BURNS, KEN	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107272	50.00	10-1501-311-46-22

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								Total	50.00	
JV BASEBALL	16451501311G	BURNS, KEN	CHS JV BASEBALL OFFICIAL	326		3/26/18	3/1/18	107273	50.00	10-1501-311-45-22
								Total	50.00	
V SOFTBALL	16461501311G	CHAPPELL, GREG	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107274	60.00	10-1501-311-46-22
								Total	60.00	
JV BASEBALL	16451501311G	CLARK, DAVID	CHS JV BASEBALL OFFICIAL	326		3/26/18	3/1/18	107275	50.00	10-1501-311-45-22
								Total	50.00	
V SOFTBALL	16461501311G	DAWDY, MATT	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107276	60.00	10-1501-311-46-22
								Total	60.00	
GIRLS SOCCE	16461501311G	DELGADO, JOSE	CHS V GIRLS SOCCER OFFICIAL	326		3/26/18	3/1/18	107277	55.00	10-1501-311-46-22
								Total	55.00	
FR BASEBALL	16451501311G	DELP, BRIAN	CHS FR BOYS BASEBALL OFFICIAL	326		3/26/18	3/1/18	107278	50.00	10-1501-311-45-22
								Total	50.00	
V BASEBALL	16451501311G	FREY, ANDREW	CHS V BASEBALL OFFICIAL	326		3/26/18	3/1/18	107279	60.00	10-1501-311-45-22
								Total	60.00	
V BASEBALL	16451501311G	FREY, ANDREW	CHS V BASEBALL OFFICIAL	326		3/26/18	3/1/18	107280	60.00	10-1501-311-45-22
								Total	60.00	
V BASEBALL	16451501311G	FREY, JARROD	CHS V BASEBALL OFFICIAL	326		3/26/18	3/1/18	107281	60.00	10-1501-311-45-22
								Total	60.00	
GIRLS SOCCE	16461501311G	HALDAMAN, GEORGE	CHS V GIRLS SOCCER OFFICIAL	326		3/26/18	3/1/18	107282	45.00	10-1501-311-46-22
								Total	45.00	
V SOFTBALL	16461501311G	HATCHES, JIM	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107283	60.00	10-1501-311-46-22
								Total	60.00	
BOYS TR	16451500641G	HIGHLAND HIGH SCHOOL	FR/SO BOYS TRACK AND FIELD	326		3/26/18	3/1/18	107284	200.00	10-1500-641-45-22
								Total	200.00	
JV BASEBALL	16451501311G	HOLLENKAMP, RONALD	CHS JV BASEBALL OFFICIAL	326		3/26/18	3/1/18	107285	50.00	10-1501-311-45-22
								Total	50.00	
JV SOFTBALL	16461501311G	HOWARD, TERRY	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107286	50.00	10-1501-311-46-22
								Total	50.00	
JV BASEBALL	16451501311G	HURST, WILLIAM	CHS JV BASEBALL OFFICIAL	326		3/26/18	3/1/18	107287	50.00	10-1501-311-45-22

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								Total	50.00	
F BASEBALL	16451501311G	HURST, WILLIAM	CHS F BASEBALL OFFICIAL	326		3/26/18	3/1/18	107288	50.00	10-1501-311-45-22
								Total	50.00	
V BASEBALL	16451501311G	HYDE, ROBERT	CHS V BASEBALL OFFICIAL	326		3/26/18	3/1/18	107289	60.00	10-1501-311-45-22
								Total	60.00	
F BASEBALL	16451501311G	JANSEN, CHRIS	CHS FR BASEBALL OFFICIAL	326		3/26/18	3/1/18	107290	50.00	10-1501-311-45-22
								Total	50.00	
F BASEBALL	16451501311G	JANSEN, CHRIS	CHS FR BASEBALL OFFICIAL	326		3/26/18	3/1/18	107291	50.00	10-1501-311-45-22
								Total	50.00	
F BASEBALL	16451501311G	KLINGSICK, TIM	CHS FR BASEBALL OFFICIAL	326		3/26/18	3/1/18	107292	50.00	10-1501-311-45-22
								Total	50.00	
1-13	16212130310U	LINNEMANN, TERE	15-16 IDEA FLO TH Health Servi	326		3/26/18	3/1/18	107293	903.00	10-2130-310-21-10
								Total	903.00	
V SOFTBALL	16461501311G	LUEHMANN, TIM	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107294	60.00	10-1501-311-46-22
								Total	60.00	
FR BASEBALL	16451501311G	MILLER, JOHN	CHS FR BASEBALL OFFICIAL	326		3/26/18	3/1/18	107295	50.00	10-1501-311-45-22
								Total	50.00	
V SOFTBALL	16461501311G	OTTIS, MARK	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107296	60.00	10-1501-311-46-22
								Total	60.00	
V SOFTBALL	16461501311G	OTTIS, MARK	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107297	60.00	10-1501-311-46-22
								Total	60.00	
V SOFTBALL	16461501311G	OTTIS, MARK	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107298	60.00	10-1501-311-46-22
								Total	60.00	
JV SOFTBALL	16461501311G	POTTS, STEVEN	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107299	50.00	10-1501-311-46-22
								Total	50.00	
JV SOFTBALL	16461501311G	POTTS, STEVEN	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107300	50.00	10-1501-311-46-22
								Total	50.00	
JV SOFTBALL	16461501311G	POTTS, STEVEN	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107301	50.00	10-1501-311-46-22
								Total	50.00	
JV SOFTBALL	16461501311G	POTTS, STEVEN	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107302	50.00	10-1501-311-46-22

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JV SOFTBALL	16461501311G	RAKO, CARL	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107303	50.00	10-1501-311-46-22
								Total	50.00	
JV SOFTBALL	16461501311G	RAKO, CARL	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107304	50.00	10-1501-311-46-22
								Total	50.00	
V BASEBALL	16451501311G	RATHERT, CHARLES	CHS V BASEBALL OFFICIAL	326		3/26/18	3/1/18	107305	60.00	10-1501-311-45-22
								Total	60.00	
JV SOFTBALL	16461501311G	RHODES, DARREN	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107306	50.00	10-1501-311-46-22
								Total	50.00	
V SOCCER	16461501311G	SCHUMACHER, AARON	CHS V SOCCER OFFICIAL	326		3/26/18	3/1/18	107307	85.00	10-1501-311-46-22
								Total	85.00	
GIRLS SOCCE	16461501311G	SCHUTZENHOFER, DENNIS	CHS V GIRLS SOCCER OFFICIAL	326		3/26/18	3/1/18	107308	45.00	10-1501-311-46-22
								Total	45.00	
BOYS TRACK	16451501311G	STINEMETZ, DOUGLAS	CHS BOYS TRACK OFFICIAL	326		3/26/18	3/1/18	107309	50.00	10-1501-311-45-22
								Total	50.00	
V BASEBALL	16451501311G	STRIEKER, JOE	CHS V BASEBALL OFFICIAL	326		3/26/18	3/1/18	107310	60.00	10-1501-311-45-22
								Total	60.00	
JV SOFTBALL	16461501311G	SWANK, SHAWN	CHS JV SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107311	50.00	10-1501-311-46-22
								Total	50.00	
V SOCCER	16461501311G	SWANNER, KAREN	CHS V SOCCER OFFICIAL	326		3/26/18	3/1/18	107312	55.00	10-1501-311-46-22
								Total	55.00	
V SOFTBALL	16461501311G	VETTER, GLENN	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107313	60.00	10-1501-311-46-22
								Total	60.00	
V SOFTBALL	16461501311G	WEBSTER, VINCE	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107314	60.00	10-1501-311-46-22
								Total	60.00	
V SOFTBALL	16461501311G	WIGGAND, LARRY	CHS V SOFTBALL OFFICIAL	326		3/26/18	3/1/18	107315	60.00	10-1501-311-46-22
								Total	60.00	
F BASEBALL	16451501311G	WILFONG, MARTIN	CHS FR BASEBALL OFFICIAL	326		3/26/18	3/1/18	107316	50.00	10-1501-311-45-22
								Total	50.00	
V SOCCER	16461501311G	WILSON, JONAH	CHS V SOCCER OFFICIAL	326		3/26/18	3/1/18	107317	85.00	10-1501-311-46-22

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Total									85.00	
4113114000	26072540465R	AMEREN ILLINOIS	NATURAL GAS RENFRO	327		3/27/18	3/1/18	107318	513.34	20-2540-465-07-28
7944225617	26072540466I		ELECTRICITY DORRIS	327		3/27/18	3/1/18	107318	20.91	20-2540-466-07-33
7944225617	26072540465I		NATURAL GAS DORRIS	327		3/27/18	3/1/18	107318	895.44	20-2540-465-07-33
4866317008	26072540465C		NATURAL GAS CASEYVILLE	327		3/27/18	3/1/18	107318	569.42	20-2540-465-07-21
3864012173	26072540465I		NATURAL GAS ADMIN BLDG	327		3/27/18	3/1/18	107318	73.39	20-2540-465-07-01
5252357001	26072540465S		NATURAL GAS SUMMIT	327		3/27/18	3/1/18	107318	254.04	20-2540-465-07-29
6621334004	26072540465I		NATURAL GAS ADMIN BLDG	327		3/27/18	3/1/18	107318	245.39	20-2540-465-07-01
8808982000	26072540465J		NATURAL GAS JEFFERSON	327		3/27/18	3/1/18	107318	343.95	20-2540-465-07-24
0483929006	26072540465M		NATURAL GAS MARYVILLE	327		3/27/18	3/1/18	107318	491.18	20-2540-465-07-26
7416548493	26072540465H		NATURAL GAS HOLLYWOOD HEIGHTS	327		3/27/18	3/1/18	107318	307.64	20-2540-465-07-23
2756232005	26072540465K		NATURAL GAS KREITNER	327		3/27/18	3/1/18	107318	481.31	20-2540-465-07-25
9567041000	26072540465T		NATURAL GAS TWIN ECHO	327		3/27/18	3/1/18	107318	342.93	20-2540-465-07-30
6860139005	26072540465G		NATURAL GAS HIGH SCHOOL	327		3/27/18	3/1/18	107318	4,565.42	20-2540-465-07-22
2479934005	26072540465X		NATURAL GAS WEBSTER	327		3/27/18	3/1/18	107318	2,328.10	20-2540-465-07-31
6830294009	26072540465N		NATURAL GAS MS	327		3/27/18	3/1/18	107318	1,892.14	20-2540-465-07-27
Total									13,324.60	
618343275614	26072540340U	AT&T	TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	166.30	20-2540-340-07-10
618343276087	26072540340U		TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	589.29	20-2540-340-07-10
618343103706	26072540340U		TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	107.74	20-2540-340-07-10
618343198473	26072540340U		TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	69.90	20-2540-340-07-10
618343259941	26072540340U		TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	379.18	20-2540-340-07-10
618343274012	26072540340U		TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	243.05	20-2540-340-07-10
618343274389	26072540340U		TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	319.43	20-2540-340-07-10
618343274745	26072540340U		TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	168.24	20-2540-340-07-10
618343275041	26072540340U		TELEPHONE CHARGES	327		3/27/18	3/1/18	107319	328.75	20-2540-340-07-10
Total									2,371.88	
9353000000	26072540370T	CITY OF COLLINSVILLE	WATER & SEWER TWIN ECHO	327		3/27/18	3/1/18	107320	708.54	20-2540-370-07-30
9346000000	26072540370G		WATER /SEWER HS	327		3/27/18	3/1/18	107320	4,323.56	20-2540-370-07-22
9346100000	26072540370G		WATER /SEWER HS	327		3/27/18	3/1/18	107320	96.46	20-2540-370-07-22

Specialized Data Systems, Inc.

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Paid Accounts Payable by Check Number

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COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
9346001000	26072540371G		WATER HS ATHL FIELD	327		3/27/18	3/1/18	107320	42.00	20-2540-371-07-22
								Total	5,170.56	
J LARSEN	16052210332U	DONNA J. WHYTE-THE SMARTIE	15-16 TITLE I PROF TRAVEL	327		3/27/18	3/1/18	107321	209.00	10-2210-332-05-10
								Total	209.00	
BOYS TRACK	16451500641G	GRANITE CITY HIGH SCHOOL	CHS FR/SO BOYS TRACK ENTRY FEE	327		3/27/18	3/1/18	107322	100.00	10-1500-641-45-22
								Total	100.00	
ORG-5516.2	16141120640N	IGSMA	MS BAND/MUSIC DUES AND FEES	327		3/27/18	3/1/18	107323	620.00	10-1120-640-14-27
								Total	620.00	
GIRLS SOCCE	16461501311G	SCHUTZENHOFER, RAYMOND	CHS GIRLS SOCCER OFFICIAL	327		3/27/18	3/1/18	107324	45.00	10-1501-311-46-22
								Total	45.00	
1001199188	16242560310U	SODEXO INC. & AFFILIATES	LUNCH PROG CONT FOOD SVC CHG:	327		3/27/18	3/1/18	107325	211,951.85	10-2560-310-24-10
								Total	211,951.85	
9801851830	16932660340U	VERIZON WIRELESS	TO REPLACE CHECK 106955	327		3/27/18	3/1/18	107326	499.72	10-2660-340-93-10
9803685908	16932660340U		TECHNOLOGY TELEPHONE	327		3/27/18	3/1/18	107326	517.10	10-2660-340-93-10
								Total	1,016.82	
3007703625	26072540466G	AEP ENERGY	ELECTRICITY HS	329		3/29/18	3/1/18	107340	15,358.68	20-2540-466-07-22
3007703681	26072540466K		ELECTRICITY KREITNER	329		3/29/18	3/1/18	107340	50.13	20-2540-466-07-25
								Total	15,408.81	
L MANNISI	16763700332U	BUREAU OF EDUC & RESEARCH	17-18 TITLE II NON PUB TRAVEL	329		3/29/18	3/1/18	107341	249.00	10-3700-332-76-10
								Total	249.00	
REQUEST	26082540700U	CAMPER EXCHANGE INC.	TO REPLACE TRAILER	329	881718	3/29/18	3/1/18	107342	2,643.00	20-2540-700-08-10
								Total	2,643.00	
016782103161	26012549323U	CHARTER COMMUNICATIONS	FIBER WAN NETWORK ??	329		3/29/18	3/1/18	107343	58.93	20-2549-323-01-10
								Total	58.93	
JV BASEBALL	16451501311G	DUNSFORD, BRETT	CHS JV BASEBALL OFFICIAL	329		3/29/18	3/1/18	107344	50.00	10-1501-311-45-22
								Total	50.00	
V BASEBALL	16451501311G	FREY, ANDREW	CHS V BASEBALL OFFICIAL	329		3/29/18	3/1/18	107345	60.00	10-1501-311-45-22
								Total	60.00	
JV BASEBALL	16451501311G	JEZEWAK, NORMAN	CHS JV BASEBALL OFFICIAL	329		3/29/18	3/1/18	107346	50.00	10-1501-311-45-22

Specialized Data Systems, Inc.

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Paid Accounts Payable by Check Number

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COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
Total									50.00	
V BASEBALL	16451501311G	MURBARGER, DONALD	CHS V BASEBALL OFFICIAL	329		3/29/18	3/1/18	107347	60.00	10-1501-311-45-22
Total									60.00	
GIRLS TRACK	16461500640G	OFALLON TOWNSHIP HIGH SCH	CHS GIRLS TRACK ENTRY FEE	329		3/29/18	3/1/18	107348	175.00	10-1500-640-46-22
Total									175.00	
NDC7987	16764190332U	REGIONAL OFFICE OF EDUCATI	17-18 TITLE II PAY OTH GOVT RAKOW	329		3/29/18	3/1/18	107349	275.00	10-4190-332-76-10
NDC7985	16764190332U		17-18 TITLE II PAY OTH GOVT C JACK:	329		3/29/18	3/1/18	107349	275.00	10-4190-332-76-10
Total									550.00	
44309	160225104101	SPECIALIZED DATA SYSTEMS	CSBO SUPPLIES	329		3/29/18	3/1/18	107350	397.00	10-2510-410-02-01
Total									397.00	
Report Total									<u><u>\$393,479.21</u></u>	

Paid Accounts Payable (Fund Summary)

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COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	326	251,308.77
20	Oper, Build, & Maint Fund	306	139,246.28
40	Transportation Fund	306	2,924.16
Report Total			<u>\$393,479.21</u>

Paid Accounts Payable by Check Number

Printed: 4/6/2018 8:52 AM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
VOIDED PR	16952540120A	COLLINSVILLE COMM UNIT 10	CUSTODIAL SUB SALARIES	309		3/9/18	3/1/18	13934	131.47	10-2540-120-95
								Total	131.47	
350-357157	26952540321A	REPUBLIC SERVICES #350	TRASH REMOVAL	309		3/9/18	3/1/18	13935	529.40	20-2540-321-95
								Total	529.40	
PR3162018	100001010002	COLLINSVILLE AREA VOCATION	CASH Bank of Edwardsville Prime	313		3/13/18	3/1/18	13936	40,000.00	10-101
								Total	40,000.00	
AHV1026410	16951400411A	MERCER CONSUMER	VOC GENL Student Supplies	327		3/27/18	3/1/18	13964	450.00	10-1400-411-95
								Total	450.00	
								Report Total	<u><u>\$41,110.87</u></u>	

Paid Accounts Payable (Fund Summary)

Printed: 4/6/2018 8:53 AM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	327	40,581.47
20	Oper, Build, & Maint Fund	309	529.40
Report Total			<u>\$41,110.87</u>

8. **Monthly Financial Statements for March 2018**

9. **Unfinished Business**

9.1. Approval of Updated Board Policies

School Board

Uniform Grievance Procedure ¹

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy², or have a complaint regarding any one of the following:³

1. Title II of the Americans with Disabilities Act ⁴
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973 ⁵
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

~~1 State or federal law requires this subject matter be covered by policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy is in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.~~

~~A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. For the sake of consistency and ease of administration, this policy consolidates all board grievance procedures into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to this uniform grievance procedures policy.~~

~~2 Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase and/or to otherwise limit the scope of this policy.~~

~~3 Attorneys disagree whether the Individuals with Disabilities Education Act (IDEA) should be included in the list of statutes that may serve as the basis of a grievance, and attorneys disagree whether it should be. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (State complaints), 226.570 (mediation), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.~~

~~4 The Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325, made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. The ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. The U.S. Equal Employment Opportunity Commission's (EEOC) regulations, 29 C.F.R. Part 1630, at: www.eeoc.gov/laws/types/disability_regulations.cfm.~~

~~Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.~~

~~Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking; however, it is not adopted as the formal legal standard for public accommodation websites. While it is not adopted as the formal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements. See www.w3.org/TR/WCAG20/.~~

~~5 See f/n 3's discussion of website accessibility above. To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines. But see the discussion in f/n 2 of policy 8:70, *Accommodating Individuals with Disabilities*.~~

5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e ~~et seq.~~
6. Sexual harassment (~~State Officials and Employees Ethics Act~~6. Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) 7
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (~~P.A. 100-29, final citation pending~~)⁸
8. Bullying, 105 ILCS 5/27-23.7 9
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children 10

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

~~6 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as policies. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.~~

The policy must include, at a minimum:

- (1) a prohibition on sexual harassment;
- (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights;
- (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and
- (4) the consequences:
 - (a) of a violation of the prohibition on sexual harassment, and
 - (b) for knowingly making a false report.

~~Id. See policy 5-20, Workplace Harassment Prohibited.~~

7 Consult the board attorney to ensure the district's nondiscrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX's sexual harassment umbrella. -In September 2017, the U.S. Dept. of Education (DOE) withdrew its sexual violence Title IX guidance issued in 2011 and 2014, which mandated procedures for processing student-on-student sexual conduct, including using a preponderance of the evidence standard for student discipline. The ~~U.S. Dept. of Education~~DOE has issued interim guidance until new rulemaking is promulgated: *Q&A on Campus Sexual Misconduct* (OCR September 2017) at: www2.ed.gov/about/offices/list/ocr/docs/qa-title-ix-201709.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term= An earlier guidance document also highlights appropriate responses to sexual violence under Title IX. See *Revised Sexual Harassment Guidance: Harassment of Student by School Employees, Other Students, or Third Parties, January 2001* at: www2.ed.gov/offices/OCR/archives/pdf/shguide.pdf.

Consult the board attorney regarding proper filing and storage of these investigation documents, including whether certain student-related investigation documents are *sole possession records*, a Family Policy Compliance Office (FPCO)-created ~~an~~ exemption to the Family Education Rights Privacy Act (FERPA). See *Letter to Ruscio*, 115 LRP 18601 (FPCO 12-17-14).

⁸ 105 ILCS 5/10-20.60 (~~final citation pending~~), added by P.A. 100-29, ~~eff. 1-1-18~~, requires schools to implement the Ill. sex equity grievance procedures when processing student complaints about breastfeeding accommodations. Complainants must be informed that the board's decision may be appealed to the Regional Superintendent and, thereafter, to the State Superintendent. 23 Ill.Admin.Code §-200.40. **Note:** Certain claims brought under Sec. 10-20.60 (~~final citation pending~~) may also be covered by the anti-discrimination protections of Title IX; consult the board attorney for further advice. Guidance from U.S. Dept. of Education on Title IX requirements for pregnant and parenting students (June 2013) is available at: www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf.

⁹ All districts must have a policy on bullying, 105 ILCS 5/27-23.7. See policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/ 11
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq. 12
16. Employee Credit Privacy Act, 820 ILCS 70/ 13

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

10 Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Novola v. Bd. of Educ.*, 171 Ill.2d 121 (Ill. 1997); (affirming the appellate court's conclusion in *Novola v. Bd. of Educ.*, 284 Ill.App.3d 128 (1st Dist. 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

11 The ~~Illinois~~ Whistleblower Act (740 ILCS 174/) includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The ~~Public Act also amends the Illinois~~ Whistleblower Reward and Protection Act (740 ILCS 175/); ~~includes school districts in its~~ definition of ~~State~~ ~~includes school districts~~. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, ~~B~~boards should thoroughly investigate the ramifications of ~~this Public Act~~ ~~these acts~~ in consultation with their attorney and liability insurance carriers.

12 The Genetic Information Nondiscrimination Act (GINA, 42 U.S.C. §2000ff et seq.) is a federal law. Title I addresses the use of genetic information pertaining to health insurance. Title II protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or the individual's family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations are available at 29 C.F.R. Part 1635, and background information on these regulations have been proposed and are available at: www.eeoc.gov/policy/docs/qanda_geneticinfo.html. An FAQ titled, *FAQs on the Genetic Information Nondiscrimination Act* is available at: www.dol.gov/ebsa/faqs/faq-GINA.html.

The Ill. Genetic Information Protection Act (GIPA, 410 ILCS 513/, amended by P.A. 100-396, ~~eff. 1-1-18~~) also prohibits employers from making employment decisions on the basis of any employee's genetic testing information and from penalizing employees who do not want to disclose their genetic information as part of a workplace wellness program. GIPA includes the federal GINA's definition of genetic information and creates more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. GIPA also provides penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board attorney for guidance regarding GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family Medical Leave Act and the ADA, and State laws governing time off for sickness and workers' compensation.

13 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages. 820 ILCS 70/25. The court must award costs and reasonable attorneys' fees to a prevailing plaintiff.

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

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable¹⁴ resolution of a complaint filed ~~hereunder~~ this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender.¹⁵ The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyber-bullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, Uniform Grievance Procedure.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf.¹⁶ The Complaint Manager shall ensure both parties have an equal

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¹⁴ The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(b) which requires schools to "adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints" of sex discrimination.

¹⁵ This is a best practice.

¹⁶ This policy gives complaint managers the flexibility to appoint another individual to conduct an investigation, which may be appropriate in cases where the neutrality or efficacy of the complaint manager is an issue, and/or where the district wishes to have the expertise and related attorney-client and work product privileges that an in-house or outside attorney may afford an investigation. Such alternative appointments are often made in consultation with the superintendent or other district-level administrator (except in cases involving complaints about those individuals).

opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

The Superintendent will keep the Board informed of all complaints.

If a complaint ~~of sexual harassment~~ contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.¹⁷

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

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

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁷ *Preponderance of evidence* is a standard of proof in civil cases. It means "evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not." See *Black's Law Dictionary*, 9th ed. 2009.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.¹⁸

Appointing a Nondiscrimination Coordinator and Complaint Managers ¹⁹

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.²⁰

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

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.²¹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁸ The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40. To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

¹⁹ Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. OCR prefers that school districts make Title IX information and coordinators visible to the community, and it has provided materials designed to remind schools of their obligation to designate a Title IX coordinator. These materials include: (a1) a *Dear Colleague Letter on Title IX Coordinators*; (b2) a *Letter to Title IX Coordinators* that provides them with more information about their role; and (e3) a *Title IX Resource Guide* that includes an overview of Title IX's requirements with respect to several key issues. See www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

²⁰ Best practice is that throughout the ~~district's~~ board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

²¹ The board may include the following option to address publication of such contact information:

"The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District's Nondiscrimination Coordinator and Complaint Managers on an annual basis."

Publicizing the contact information for the Nondiscrimination Coordinator and Complaint Managers through personnel handbooks, student handbooks, and/or on the district's website is a best practice. The Illinois Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

Complaint Managers:

_____ Name	_____ Name
_____ Address	_____ Address
_____ Email	_____ Email
_____ Telephone	_____ Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C.
§2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation
pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code
Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications: Elementary Schools), 7:315 (Restrictions on Publications: High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Commented [MB1]: Added because 2:260 is cross referenced by 7:15.

Commented [MB2]: Added because 2:260 is noted in 7:310-AP as a mechanism to resolve a complaint.

Commented [MB3]: Added because 2:260 is noted in 7:310-AP as a mechanism to resolve a complaint, and 7:310-AP can be renumbered 7:315-AP for use by high school districts in conjunction with 7:315.

Commented [MB4]: Added because 2:260 is noted in 8:95-AP as a policy which provides opportunities for parental involvement.

Operational Services

Incurring Debt ¹

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee² shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates,³ tax anticipation warrants,⁴ working cash fund bonds,⁵ bonds, notes,⁷ and other evidence of indebtedness,⁸ or (2) establish a line of credit with a bank or other financial institution.⁹ The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.¹⁰

Bond Issue Obligations ¹¹

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of

Commented [DJ1]: For continuous improvement purposes, a new, optional section has been added to expressly address districts' obligations to comply with federal securities laws in connection with bond issues, and to authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by a board. See f/n 11 for further detail.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. School districts are subject to a statutory debt limitation (105 ILCS 5/19-1(a)); other provisions in 5/19-1 contain exceptions. Not all forms of indebtedness are subject to the statutory debt limitations. Before incurring any debt, the board must be certain that the debt will be within the district's debt limitation.

² Boards that employ business managers may want to substitute "Business Manager", "Chief School Business Official", or another locally-equivalent title for "Superintendent or designee" and "Superintendent" as they appear throughout this policy; the business manager most commonly performs the duties described in this policy.

³ 50 ILCS 420/1 et seq. and 105 ILCS 5/18-18.

⁴ 105 ILCS 5/17-16.

⁵ 105 ILCS 5/20-2, 5/20-4, and 5/20-5; 30 ILCS 305/2.

⁶ 105 ILCS 5/19-1 et seq.; 30 ILCS 350/.

⁷ 50 ILCS 420/0.01 et seq. A district may borrow money and issue bonds for the purposes stated in 105 ILCS 5/19-3, provided the board properly adopted an election referendum and subsequently the voters approved the proposition ~~(10 ILCS 5/28-2)~~. Districts have the authority to issue bonds for certain purposes without a referendum, e.g., School Fire Prevention and Safety Bonds, Working Cash Fund Bonds, Funding Bonds, and Insurance Reserve Bonds.

⁸ Other types of indebtedness include funding bonds and refunding bonds (105 ILCS 5/19-1 et seq.) as well as debt certificates and alternate bonds authorized by the Local Government Debt Reform Act (30 ILCS 350/).

⁹ 105 ILCS 5/17-17.

¹⁰ 105 ILCS 5/19-1.

¹¹ Optional. This subhead is offered for boards that want to (1) expressly address their obligations to comply with federal securities laws; and (2) authorize the creation of written procedures to protect the status of tax-exempt (or otherwise tax-advantaged) bonds issued by the board. As a matter of best practice and to reduce potential future liabilities, many attorneys recommend that board policy address these obligations. Consult the board attorney and/or bond counsel for guidance.

The Internal Revenue Service strongly encourages, but does not currently require, issuers of tax-exempt bonds to establish written post-issuance compliance monitoring procedures. For guidance regarding the recommended content of such procedures, see IRS Publication 4079, Tax-Exempt Governmental Bonds, at www.irs.gov/pub/irs-pdf/p4079.pdf. Such procedures may be included in a written bond resolution for a specific bond issue, and/or they may be established more generally. Consult the board attorney and/or bond counsel regarding the establishment of such procedures for tax-exempt bonds.

If a board does not accept this subhead, delete the Administrative Procedure Reference and the following Legal References: Securities Act of 1933, 15 U.S.C. §77a et seq.; Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.; and 17 C.F.R. §240.15c2-12.

the Securities Act of 1933, as amended¹² and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.¹³

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from gross income for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.¹⁴

LEGAL REF.: Securities Act of 1933, 15 U.S.C. §77a et seq.
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.
17 C.F.R. §240.15c2-12.
Bond Authorization Act, 30 ILCS 305/2. and
Bond Issue Notification Act, 30 ILCS 352/1 et seq.
Local Government Debt Reform Act, 30 ILCS 350/.
Tax Anticipation Note Act, 50 ILCS 420/.
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

ADMIN. PROC.: 4:40-AP (Preparing and Updating Disclosures)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹² 15 U.S.C. §77a.

¹³ 17 C.F.R. §240.15c2-12. See 4:40-AP, *Preparing and Updating Disclosures*, for a detailed set of sample procedures designed to facilitate a district's compliance with disclosure requirements of federal securities laws.

¹⁴ Delete the last paragraph of this subsection if the board does not want to include a sentence in this policy that addresses the use of outside professionals for assistance with compliance. Boards that regularly utilize outside professionals to assist them in meeting bond disclosure requirements may want to include this language to memorialize their current practice. Contracts for the services of individuals possessing a high degree of professional skill, such as attorneys and financial consultants, are exempt from competitive bidding requirements. 105 ILCS 5/10-20.21(a)(i).

General Personnel

Workplace Harassment Prohibited ¹

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion², national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. Federal law requires districts to take action to prevent sexual harassment and to disseminate a policy regarding its prohibition of sex discrimination. 29 C.F.R. §1604.11(f); 34 C.F.R. §106.9. Harassment based on a protected status is a form of discrimination that violates many State and federal laws (see the policy's Legal References).

Workplace harassment policies have typically focused on *sexual* harassment since it receives the most attention. However, the broad prohibitions against discrimination in State and federal civil rights laws will cover harassing conduct that is motivated by animus against any protected status. See *Porter v. Erie Foods International, Inc.*, 576 F.3d 629 (7th Cir. 2009) (recognizing a cause of action for race harassment). For a list of protected statuses, see policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. This policy prohibiting harassment has a separate section on sexual harassment because of the extensive statutory and case law regarding it.

An employer is liable under Title VII of the Civil Rights Act of 1964 (Title VII) for an employee's harassment of a co-worker if the employer was negligent with respect to the offensive behavior by, for example, failing to take remedial action when it knew or should have known about the harassment. 42 U.S.C. §2000e *et seq.* However, when the perpetrator is the victim's supervisor, the employer will be vicariously liable for the supervisor's actions. Lack of knowledge of a supervisor's misconduct is no defense. *Burlington Industries v. Ellerth*, 524 U.S. 742 (1998); *Faragher v. City of Boca Raton*, 524 U.S. 775 (1998). A *supervisor* is someone who has the authority to demote, discharge, or take other negative job action against the victim. *Vance v. Ball State University*, 133 S.Ct. 2434 (2013). Note that the Ill. Human Rights Act (IHRA, 775 ILCS 5/2-102(D)) imposes strict liability on the employer when an employee has been sexually harassed by supervisory personnel regardless of whether the harasser has any authority over the complainant. *Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n*, 233 Ill.2d 125 (Ill. 2009).

Not all harassing conduct is unlawful discrimination, even if it is disruptive and hurtful. If a board wants to include language in this policy prohibiting employees from engaging in intimidating or offensive conduct that is *not* a civil rights violation, it should consult the board attorney.

² Section 2-102 of the IHRA, amended by P.A. 100-100, contains a new *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. *Id.*

Sexual Harassment Prohibited ³

The School District shall provide a workplace environment free of ~~unwelcome sexual advances, requests for sexual favors, and other verbal, or physical, or other~~ conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.⁴ Sexual harassment prohibited by this policy includes, but is not limited to, verbal, ~~or~~ physical, ~~or other~~ conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint; Enforcement ⁵

Employees are encouraged to promptly report information regarding violations of this policy.⁶ Employees may choose to report to a person of the employee's same gender. Every effort should be

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³ The IHRA (775 ILCS 5/2-102(D)) provides that sexual harassment is a civil rights violation:

For any employer, employee, agent of any employer, employment agency or labor organization to engage in sexual harassment; provided, that an employer shall be responsible for sexual harassment of the employer's employees by non-employees or non-managerial and non-supervisory employees only if the employer becomes aware of the conduct and fails to take reasonable corrective measures.

The State Officials and Employees Ethics Act (5 ILCS 430/70-5(a), amended by P.A. 100-554) requires governmental entities (including school districts) to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment. Unlike the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as policies. 105 ILCS 5/10-20.5. Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. 105 ILCS 5/10-20.

The policy must include, at a minimum: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report. Id.

⁴ This definition is from State and federal law. 775 ILCS 5/2-101(E) and 29 C.F.R. §1604.11. The harassing conduct must be severe or pervasive so as to alter the conditions of the employee's work environment by creating a hostile or abusive situation. Williams v. Waste Management, 361 F.3d 1021 (7th Cir. 2004). The surrounding circumstances, expectations, and relationships will distinguish between teasing or rough-housing and conduct that a reasonable person would find severely hostile or abusive. In addition, while same-sex gender harassment claims are actionable, the victim must show that s/he suffered disadvantageous employment conditions to which members of the other sex were not exposed. Oncale v. Sundown Offshore Services, 535 U.S. 75 (1998).

⁵ ~~See Berry v. Delta Airlines, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")~~

~~In addition to violating other civil rights laws, a school district violates the public accommodations article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.~~

⁶ School districts are not required to train employees regarding workplace harassment, including sexual harassment; however it is best practice. For districts that wish to provide such trainings, best practices suggest annual trainings work best, including on applicable board policies and procedures, what constitutes workplace harassment, complaint and enforcement mechanisms, and employees' legal rights.

made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved ~~employees~~persons, ~~who~~if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

~~Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use Board policy 2:260, *Uniform Grievance Procedure*, and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.~~

Whom to Contact with a Report or Complaint ⁷

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.⁸ Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*.

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

Nondiscrimination Coordinator:

Name

Address

Email

Telephone

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

⁷ Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.

⁸ 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines *ethics officers* as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer.

Complaint Managers:

Name

Name

Address

Address

Email

Email

Telephone

Telephone

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement ⁹

A violation of this policy by an employee may result in discipline, up to and including discharge.¹⁰ A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any ~~employee~~ person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.¹¹

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/). ¹²

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ See *Berry v. Delta Airlines*, 260 F.3d 803, 811 (7th Cir. 2001) ("If an employer takes reasonable steps to discover and rectify the harassment of its employees ... it has discharged its legal duty.")

In addition to violating other civil rights laws, a school district violates the *public accommodations* article in the IHRA if it fails to take corrective action to stop severe or pervasive harassment. 775 ILCS 5/5-102 and 5/5-102.2.

¹⁰ 5 ILCS 430/70-5(a), amended by P.A. 100-554 (consequences of a violation of the prohibition on sexual harassment).

¹¹ Id. (consequences for knowingly making a false report of sexual harassment).

¹² Id. (prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the IHRA (775 ILCS 5/)).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009) (holding the anti-retaliation provision in EEOA protects an employee who spoke out about harassment, not only on his or her own initiative, but also in answering questions during an employer's internal investigation).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies ¹³

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.¹⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹³ 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the Ill. Dept. of Human Rights). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts. 5 ILCS 430/1.

¹⁴ A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX, 34 C.F.R. §§106.8(a). The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.
 Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
 Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.
 56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill.: 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

General Personnel

Copyright ¹

Works Made for Hire ²

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. Creators of original materials, including materials posted on the Internet, are granted exclusive rights, known as *copyrights* (17 U.S.C. §101 *et seq.*). These exclusive rights include reproducing and publicly performing the work. Congress granted some exceptions to exclusive rights for schools, including §107 on fair use, §108 on library reproduction and archiving, §109 on first sale, and §110 on classroom performance and display. If not covered by an exception, the copyright owner's permission must be sought before a work can be copied or performed. The fine for failing to comply with copyright law is steep making the cost of consulting with the board attorney a bargain.

² In evaluating a work made for hire claim, courts consider a non-exhaustive list of factors, including: (1) the hiring party's right to control the manner and means by which the product is accomplished; (2) the skill required to create the material; (3) the location of the work; (4) the duration of the relationship between the parties; (5) whether the hiring party has the right to assign additional projects to the hired party; and (6) the provision of employee benefits. *Shanton v. St. Charles Community Unit Sch. Dist.* 303, 2017 WL 4865536 (N.D.Ill. 2017)(citing *Community for Creative Non-Violence v. Reid*, 490 U.S. 730 (1989)).

Copyright Infringement: Designation of District Digital Millennium Copyright Act (DMCA) Agent ³

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

District DMCA Agent:

Name

Address

Email

Telephone

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ Optional. Before using this text, **consult the board attorney to first identify whether the District is an *online service provider* (OSP) under the DMCA.** The DMCA is an amendment to 17 U.S.C. §101 et seq. The amendment provides limitations on OSP liability for storage, at the direction of a user, of copyrighted material residing on a system or network controlled or operated by or for the OSP. This liability limitation is called the *Safe Harbor Provision* (SHP). **If a district is an OSP, the SHP provision will only not apply if the district ~~does not~~ designates, publicizes, and registers a DMCA Agent with the federal Copyright Office (at publication time, registration was \$~~6405~~).**

Districts that may benefit from the SHP are those which operate or contract to operate the following types of websites: file and information sharing sites; blogs that allow guests to post content; social media sites; and other sites that accept, publish or host content created and submitted by other parties. For further steps to designate a DMCA agent, see 5:170-AP4, *Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process*.

9.2. Approval of 2018-2019 CHS Student and Parent
Handbook

COLLINSVILLE HIGH SCHOOL

STUDENT/PARENT HANDBOOK

PROPOSED CHANGES FOR

2018-2019

ATTENDANCE POLICY Added language as proposed by Mr. Brian Schwartz (IPA Legal Counsel) – from Model Student Handbook.

BULLY PREVENTION POLICY Added language as proposed by Mr. Brian Schwartz (IPA Legal Counsel) – from Model Student Handbook.

DRUG TESTING FOR INTERSCHOLASTIC ATHLETES Revised language about the drug testing policy as proposed by Amanda Baugher (CHS Athletic trainer).

EXAM EXEMPTION POLICY Revised language as proposed by CHS School Improvement Committee.

HEALTH SERVICES Revised language as proposed by Lisa Sabatino (CHS Health Services)

HOME AND HOSPITAL INSTRUCTION Revised language as proposed by Mr. Brian Schwartz (IPA Legal Counsel) – from Model Student Handbook.

PHYSICAL EDUCATION EXEMPTIONS Revised language as proposed by Mr. Brian Schwartz (IPA Legal Counsel) – from Model Student Handbook.

SEAL OF BILITERACY PROGRAM Added language about the state's biliteracy program as proposed by LaToya Berry-Coleman (CUSD Curriculum Director).

STUDENT RECORDS Revised language as proposed by Mr. Brian Schwartz (IPA Legal Counsel) – from Model Student Handbook.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION Revised language as proposed by Mr. Barney Mundorf, Legal counsel for CUSD10.

Collinsville High School



KAHOKS



2018—2019



Student & Parent Handbook

COLLINSVILLE HIGH SCHOOL

The Arrow

STUDENT/PARENT HANDBOOK & PLANNER



2018

2019

Collinsville High School

2201 South Morrison Avenue

Collinsville, Illinois 62234

618 - 346 - 6320

MISSION STATEMENT

*The Kahok family offers and embraces opportunities for everyone
to reach his/her fullest potential.*

CENTRAL OFFICE ADMINISTRATION	CHS ADMINISTRATIVE TEAM
Dr. Robert Green, Superintendent of Schools	Mr. David Snider, Principal
Mr. Bradley Hyre, Assistant Superintendent Student Services	Dr. Tricia Blackard, Assistant Principal/Vocational Director
Mrs. Ali Underwood, Director Special Education and Related Services	Mr. Stevie Brown, Assistant Principal
Ms. LaToya Coleman, Curriculum Director	Ms. Charlotte Fisher, Assistant Principal
Mr. Kevin Robinson, Human Resources Director	Dr. Kari Karidis, Assistant Principal
Mr. Mike Hollingshead, Buildings & Grounds Director	Mr. Darin Lee, Assistant Principal
Mrs. Kimberly Collins, Public Relations Liaison	Mr. Clay Smith, Assistant Principal/Athletic Director
Mrs. Uta Robison, Chief School Business Official	Mr. Daniel Toberman, Assistant Principal
Mr. Derek Turner, Coordinator Technology	

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The Arrow is the handbook published for the students and parents of Collinsville High School. It is intended to provide information that will be helpful in the pursuit of educational goals and general adjustment to the policies and procedures of CHS. This handbook does not equate to an irrevocable contract between students, parents and staff members of CHS. It is however, a reflection of the rules and policies established by the Board of Education in order to guarantee a safe environment for all students, faculty and staff.

Collinsville Unit School District Number Ten (10) is governed by Board policies. Board action may change the current policies at any time during the year without notice, therefore, changing the provisions listed in this handbook. Should you or your child have any questions about this handbook, please contact Collinsville High School at 618-346-6320.

BELL SCHEDULES

FULL DAY SCHEDULE

STUDENTS MAY ENTER BUILDING	7:45
WARNING BELL	7:50
1ST PERIOD	7:55 – 8:55
2ND PERIOD	9:00 – 9:55
3RD PER & LUNCH (3A) (3B)	10:00 – 10:25 10:30 – 10:55
4TH PER & LUNCH (4A) (4B)	11:00 – 11:25 11:30 - 11:55
5TH PER & LUNCH (5A) (5B)	12:00 - 12:25 12:30 - 12:55
6TH PERIOD	1:00 - 1:55
7TH PERIOD	2:00 – 2:55
DISMISSAL	2:55

1/2 HOUR EARLY DISMISS

STUDENTS MAY ENTER BUILDING	7:45
WARNING BELL	7:50
1ST PERIOD	7:55 – 8:46
2ND PERIOD	8:51 – 9:39
3RD PER & LUNCH (3A) (3B)	9:44 – 10:09 10:14 – 10:39
4TH PER & LUNCH (4A) (4B)	10:44 – 11:09 11:14 – 11:39
5TH PER & LUNCH (5A) (5B)	11:44 – 12:09 12:14 – 12:39
6TH PERIOD	12:44 – 1:32
7TH PERIOD	1:37 – 2:25
DISMISSAL	2:25

HALF DAY SCHEDULE

STUDENTS MAY ENTER BUILDING	7:45
WARNING BELL	7:50
1ST PERIOD	7:55 – 8:25
2ND PERIOD	8:30 – 8:55
3RD PERIOD	9:00 – 9:25
4TH PERIOD	9:30 – 9:55
5TH PERIOD	10:00 - 10:25
6TH PERIOD	10:30 – 10:55
7TH PERIOD	11:00 – 11:25
DISMISSAL	11:25

VOCATIONAL SCHEDULE FULL DAY

SECTION A	9:00 – 11:25
SECTION B	11:30 – 1:55

COLLINSVILLE UNIT SCHOOL DISTRICT NO. 10

BOARD OF EDUCATION

Mr. Gary Peccola <i>President</i>	Mr. Wayne White <i>Vice President</i>	Dr. Dennis Craft <i>Treasurer</i>	Mr. Gary Clark <i>Secretary</i>
Mr. Tim Hasamear	Mr. Gary Kusmierczak	Mrs. Jane Soehlke	

August 2018

Dear Parents and Students:

WELCOME TO CHS AND THE START OF A NEW SCHOOL YEAR!

Get ready for the most exciting year of your life! High school is a metamorphosis on a grand scale. Students enter ninth grade as boys and girls and emerge four years later as young men and women, ready to embark on individual journeys of discovery and independence. Collinsville High School is ready to take you there.

As your principal, I would like to welcome you back to CHS or to welcome you for the first time to Collinsville High School. The faculty, staff and administrators are all committed to providing the best possible experiences for you in all facets of school life. High school is the place to experience a wide variety of academic, athletic, and extracurricular opportunities. A student who actively participates in all walks of high school life will find his/her experience rewarding. The more a student puts into the experience, the more future success the student will have.

Collinsville High School has a tradition of excellent academic and extracurricular accomplishments. We expect you to meet the goals, which have been set: to carry on the **Kahok** tradition, and to make our learning institution a better place. Welcome to Collinsville High School!

I look forward to seeing you on campus. If I may be of assistance to you or your family, please feel free to contact me. Your friend in education,

Mr. David Snider

Principal, Collinsville High School

CHS – DEMANDMENTS

1. You give me more than I expect, and I will give you more than you expect. In the game of life, think of raising the stakes if you want to win big.
2. Don't do anything here that hurts your self respect. You have to live with yourself. Being a good kid will never go out of style.
3. Be your own person - do what is right, not what the crowd thinks. People with right on their side can be a majority of one.
4. Be happy. Get involved with school activities - CHS has plenty for everyone. These are the years you will remember. Generate some good times.
5. Don't let your parents down. They want only the best for you. Chances are, any time you let them down you are putting yourself down. Never do that.
6. Be humble. Learning how to take orders is the best preparation for giving them.
7. Choose your friends and companions with care. Your friends should bring out the best in you. If they don't, shop around - there are people who will.
8. Trust people. If you have chosen your friends wisely, you can trust them with your life, not to mention your secret fears and aspirations. If you really trust someone, make him or her your friend.
9. Stand for something. If not, you'll fall for anything and everything. If you don't feel strongly about anything, it is time for some serious soul searching.

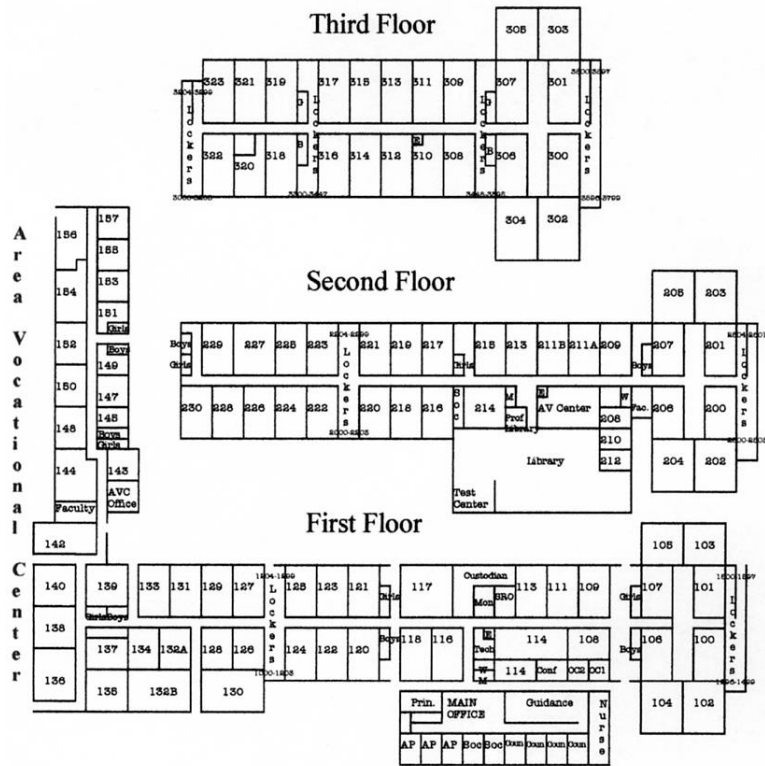
COLLINSVILLE HIGH SCHOOL DIRECTORY 2018-2019

MAIN OFFICE 346-6320 select 0		
<u>Title</u>	<u>Name</u>	<u>Ext.</u>
Principal	Mr. David Snider	x 1110
Principal's Secretary	Ms. Patti Hudak	x 1114
Asst. Principal	Ms. Charlotte Fisher	x 1120
Asst. Principal	Mr. Daniel Toberman	x 1115
Asst. Principal	Mr. Stevie Brown	x 1121
Asst. Principal	Mr. Darin Lee	
Asst Prin. Secretary	Ms. Karen Schemerhorn	x 1122
Asst. Prin. Secretary	Ms. Kathy Verning	x 1112
FAX	Main Office	346-6341
General Information		x 1110
ATTENDANCE		
Absences from School/Late Arrivals - (24 hours)		
		346-6320 x3
Attendance Secretary	Ms. Jan Harmon	x 1113
Attendance Assistant	Ms. Karen Hill	x 1123
AREA VOCATIONAL CENTER		
Director - CAVC	Dr. Tricia Blackard	x 1210
CAVC Secretary	Ms. Shirley Gray	x 1211
Area Vocational Center Fax		343-6121
ATHLETIC DEPARTMENT		
Athletic Director	Mr. Clay Smith	x 1230
BAND		
Mr. Robert Wright		x 1234
Mr. Ryan Stack		
BUSES		
First Student Bus Co.	FAX: 343-6551	PH: 346-8605

CAFETERIA		
Ms. Karen LaCaze		x 1233
Ms. Jamie Russel		
DRIVERS EDUCATION		
Mr. Frank Hollingshead		x 1117
COUNSELING DEPARTMENT 346-6320 ext. 1137		
Registrar	Ms. Cheryl Knutson	x 1129
Registrar Assistant	Ms. Shelley Simpson	x 1136
Counselor for A-D	Mr. TaRael Kee	x 1135
Counselor for E-K	Ms. Carla Elliff	x 1134
Counselor for L-Q	Ms. Karen Olsen	x 1132
Counselor for R-Z	Mr. Jason Corey	x 1131
IEP Case Manager	Ms. Tara Glynn	x 1150
Psychologist	Mr. Brent Schweirjohn	x 1151
Social Worker	Ms. Kristen Trapp	x 1169
Social Worker	Ms. Amy Haerr	x 1170
HEALTH ROOM		
Nurse	Ms. Angie Kimbrell	x 1140
Nurse's Assistant	Ms. Kim Gorka-Smith	x 1141
LIBRARY		
Librarian	Ms. Tracey Schmidt	x 1160
Librarian Assistant	Ms. Nancy Gerstenecker	x 1161
SCHOOL RESOURCE OFFICE		
S.R.O.	Officer Michael Reichert	x 1184
Security Manager	Robert Carpenter	x 1037
DISTRICT TRUANCY OFFICE		
Mr. Scott Blackard	346-6320	x 1142
Mr. Frank Franklin	346-6350	x 4285
CUSD10 WEBSITE.....http://www.kahoks.org		
CUSD10 TWITTER.....http://www.twitter.com/cusd10		



COLLINSVILLE HIGH SCHOOL MAP



GENERAL INFORMATION

ACADEMIC CREDIT

Students may only earn academic credit by successfully completing course work while enrolled at Collinsville High School. Students who drop out before the end of the semester will not receive academic credit. Students who are expelled before the end of the semester may not receive academic credit for classes that were not completed prior to the expulsion.

ACADEMIC ETHICS

During the school year, student learning will be measured by a variety of assessments. The grades received for these efforts should inform students how much has been learned from the course. Academic dishonesty is considered a serious academic offense and will not be tolerated. Academic dishonesty means cheating or plagiarizing. Cheating and plagiarism is dishonest, degrades character and reputation and impedes individual learning. Cheating includes (but is not limited to): using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher. Plagiarism includes (but is not limited to): the intentional or unintentional use of ideas or work from another writer, speaker or artist without giving proper credit. Cheating and plagiarism will be dealt with on an individual basis depending on the severity of the offense and may include: a zero on the academic assignment/evaluation and disciplinary action for academic dishonesty.

ACCREDITATION

Collinsville High School is a fully accredited, approved and recognized four-year comprehensive high school. CHS is approved by the Illinois Office of Education and the Office of Educational Services Region IV, and is recognized by public and private colleges, universities, and technical training schools. All Collinsville Community Unit 10 Board Policies are available on the District web page (www.kahoks.org).

ADMISSION

ADMISSION to the Collinsville High School regular day program will be authorized according to the following regulations: 1) The student must legally reside in the Collinsville Community Unit 10 School District with a parent, legal guardian, or as a legally emancipated student. Those applying for emancipated student status at CHS must have a parent or legal guardian accompany them to the Counseling Department. The parent or guardian must sign the application in the presence of a school official; 2) The student must have been promoted to or placed in high school. Collinsville Community Unit School District No. 10 reserves the right to test or place on probation for thirty (30) days, any student transferring into the Collinsville School District for purposes of grade placement; 3) The student must be under twenty-one (21) years of age; 4) If an enrolling student is age eighteen (18) or older, the student must have enough credits to graduate by age 21; 5) Students should be reasonably accumulating credits that make it possible for them to graduate prior to turning 21 years of age; 6) Students must furnish proof of residency in Collinsville Community Unit School District No. 10 and provide a certified copy of an official birth certificate. Examples of Proof of Residence include: 1) Current monthly utility statement; 2) Closing papers on a recent purchase of residence; 3) Current Illinois Public Medical Aid Card.

READMISSION AND TRANSFER

Students who have dropped out of CHS, and want to re-enroll must complete the following steps: 1) A parent or legal guardian must enroll a student transferring to CHS from another school at the Collinsville Community Unit School District No. 10 Administration Building; 2) The student must provide acceptable proof of residency, an official transcript, and a certified copy of the student's birth certificate. If applicable, an Illinois transfer form must also be provided; 3) The student and or parent/legal guardian must contact the Counseling Department; 4) A parent or legal guardian of the returning student must accompany the student to the office to meet with the counselor to register for classes; 5) Students transferring from out-of-state must present a current physical. Re-enrollment shall be denied to any individual above the age of eighteen (18) years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday (exception: students with disabilities covered under the federal law, IDEA-97).

ADVANCED PLACEMENT PROGRAM

AP courses and AP Exams are available to juniors and seniors who have teacher recommendations to take these courses. They entail college-level work in a given discipline in a secondary school setting. Rigorously developed by committees of college and AP high school faculty, the AP Exams test students' ability to perform at a college level. Some universities award college credit to students who have earned high AP Exam scores. Students may receive credit at both the college and high school level.

ALTERNATIVE LEARNING OPPORTUNITIES

CORRESPONDENCE COURSES (JUNIORS & SENIORS ONLY)

Seniors who need an additional one-half credit or one credit to graduate with their class (not for early graduation) may use correspondence courses to a maximum of one credit if approved by the Counseling Department in advance of registering for such courses. A student enrolled in a correspondence course may receive high school credit for work completed, provided: 1) The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools; 2) The student is classified a junior or senior in at least his/her third year of high school; 3) The student assumes responsibility for all fees; and 4) The building principal approves the course in advance. All correspondence course work must be completed by April 30 to be eligible to participate in the graduation ceremony and/or receive a diploma on the date of graduation. Seniors intending to use correspondence for summer graduation must have transcripts and grades to the Counseling Department by June 29 to receive a diploma with that year's graduation date. Diplomas will be issued the following year for courses completed after June 29. Information about correspondence courses is available in the Counseling Office. Correspondence courses will be approved only for similar courses offered in the CHS Course Offering Guide. The principal may approve exceptions to this policy.

DUAL CREDIT

CHS has partnered with Southwestern Illinois College (SWIC) to provide students with the opportunity to earn college credit in dual credit courses offered at CHS. Students must be at least 16 years old at the time the class concludes to receive dual credit. A student who successfully completes a dual credit course may receive credit at both the college and high school level. **SWIC** credits may be transferrable to some four year universities. Contact the universities being considered for additional information.

RUNNING START

Running Start is a dual credit program for qualified high school students to attend SWIC as a full-time student their junior and senior years of high school. The Running Start program meets the requirements for both a high school diploma from CHS and an Associate of Arts or Associate of Science Degree from SWIC. The high school diploma and college degree are earned simultaneously. Running Start is a two year program and may not be completed early. Eligible students are invited in the spring of their sophomore/junior year. For additional information visit <http://www.swic.edu/running-start/>

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

APPLICATION PROCESS

COLLEGE, UNIVERSITY, VOCATIONAL

STEPS FOR APPLYING FOR COLLEGE, UNIVERSITY OR VOCATIONAL SCHOOL

Applying On-line

1) Complete on-line application at college website (save and print it if you would like your counselor to review it before you submit it); pay any required fee; if you are unable to pay the application fee talk with your counselor about a fee waiver; 2) See your counselor to have your transcript mailed (you must sign a Transcript Request Form); Colleges must receive your transcript for your application to be processed; 3) Provide counselor/teachers with any required supplemental forms (i.e. Secondary School Report Form or Teacher

Evaluation Forms); 4) Request letters of recommendation if required by your college(s); give at least a 2 week notice and provide a resume or activity/award list to help the recommender; 5) Have ACT scores sent directly from ACT if required by your college (many colleges accept scores printed on our high school transcript). When you receive an admissions decision, let your counselor know.

Applying with Paper Application

1) Complete paper application and attach any required fee (check or money order payable to the college); if you are unable to pay the application fee talk with your counselor about a fee waiver; 2) Bring the completed application (and any additional materials, i.e., an essay) to your counselor to have it mailed with your transcript (you must sign a Transcript Request Form); CHS will mail the documents for you; Colleges must receive your transcript for your application to be processed; 3) Provide counselor/teachers with any required supplemental forms (i.e. Secondary School Report Form or Teacher Evaluation Forms); 4) Request letters of recommendation if required by your college(s); give at least a 2 week notice and provide a resume or activity/award list to help the recommender; 5) Have ACT scores sent directly from ACT if required by your college (many colleges accept scores printed on our high school transcript) When you receive an admissions decision, let your counselor know.

ASBESTOS MANAGEMENT PLAN

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

To All Parents, Guardians, Faculty and Staff:

As you may be aware, the U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary. Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility. An inspection was performed at all schools located within Collinsville CUSD # 10 furthermore, a site specific asbestos management plan was developed, reviewed by the Principal, Building and Grounds Department and the District Asbestos Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized. All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's office.

ASSEMBLIES

The assembly program is an integral part of the total CHS educational program. The assemblies are conducted to complement and enhance the value of the academic program. The expectations for student behavior and conduct at assemblies are the same as in the classroom.

ATHLETIC DEPARTMENT & STUDENT ACTIVITIES

PHILOSOPHY

The Collinsville High School Athletic Department sponsors student activities that are considered a supplement to the school's program of education which strives to provide experiences that will help to develop young men and women physically, mentally, socially, and emotionally. Participation is a privilege that carries with it responsibilities to the school, athletic program, student body, community and students themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his/her education.

ACTIVITIES, CLUBS & ORGANIZATIONS

The following clubs and organizations are offered as extracurricular activities at Collinsville High School: American Field Service, Anime Club, Art Club, Band (Colorguard, Concert Band, Flute Choir, Jazz Band, Lab Band, Marching Band, Pep Band, Symphonic Band, Winter Drumline Winterguard), Book Club, Chess Club, Christians in Action (Get Real), Choir (Concert Choir, Show Choir, Bass Choir - Mixed Choir, Treble Choir), Class Executive Boards, CPR Club, Debate Club, Delta Epsilon Pi German Honor Society, Distributive Education Clubs of America (DECA), Drama Club, Fellowship of Christian Athletes (FCA), French Club, Friends for Life, Future Business Leaders of America (FBLA), Future Military Careers Club, Gay/Straight Alliance, Garden Club, German Club, Health Occupation Students of America (HOSA), Kahok Ambassadors,

Kahok Kadets, KAHOK Strong, Kahoki Newspaper, Kahokian Yearbook, Kahoks Against Drugs and Alcohol (KADA), Key Club, Latin Club, Mu Alpha Theta (MAO) Math Honor Society, Model United Nations, Multicultural Kahoks, National Art Honor Society, National Honor Society (NHS), National Technical Honor Society (NTHS), People Against Littering (PAL), Pep Club, Quill & Scroll, Recycling Program, Saturday Scholars, Scholar Bowl, Skills – USA, Spanish Club, Speech Team, STEM Club (Green Energy Project, Math Team, National Science Honor Society, Science Olympiad, Technology Student Association – TSA, VEX Robotics, World Youth Science and Engineering-WYSE), Student Council, Students Against Destructive Decisions (SADD), Table Tennis Club, Thespian Society, Tri-M Music Honor Society, Writing Club and Video Game Club. We encourage all students to be involved in the many extracurricular clubs and organizations sponsored by CHS.

ATHLETIC TEAMS

The following interscholastic athletic programs are offered as extracurricular activities at Collinsville High School: Baseball, Basketball, Bowling, Cheerleading, Cross Country, Dance, Football, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, and Wrestling. We encourage all students to be involved in the many extracurricular sport teams sponsored by CHS.

OBJECTIVES

1) To provide a positive image of school athletics and student activities at Collinsville High School; 2) To strive for playing excellence that will produce winning teams within the boundaries of good sportsmanship and mental health of the student athlete; 3) To insure growth and development of the athletic program and student activities program; 4) To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary field; 5) To provide opportunity for: a) Physical, mental and emotional growth and development, b) Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits, c) Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously, d) A focus of interest on athletic programs for student body, faculty and community that will generate a feeling of unity, e) Achievement of initial goals by the school in general and by the student as an individual, f) Success and excellence in the athletic program and student activities; 6) To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others; 7) To develop an understanding of the value of athletics and student activities in a balanced educational process.

ELIGIBILITY BY-LAWS

Collinsville High School is a member of the Illinois High School Association (IHSA). Collinsville High School belongs to the 19th Legislative District of the 7th Administrative Division of the IHSA. The IHSA serves to provide leadership for the development, supervision, and promotion of good sportsmanship in interscholastic competition. The IHSA Constitution and By-Laws have been voted into effect by the IHSA member schools. As an approved member school, CHS has agreed to abide by each article of the IHSA Constitution (1.00 Constitution, 2.00 School By-Laws, 3.00 Athletic Eligibility By-Laws, 4.00 Non-Athletic Eligibility By-Laws, 5.00 Sport Season By-Laws, 6.00 Protest Penalty By-Laws). The high school principal serves Collinsville High School as the official representative to the IHSA. Any questions concerning athletic eligibility should be referred to the high school building principal and/or athletic director.

ATHLETIC FEES

To participate in an extra-curricular activity at Collinsville High School each student-athlete will be charged a per-sport per-school-year athletic fee. This fee is charged to cover athletic expenses such as transportation, equipment, game expenses, and all costs associated with providing an individual sport at Collinsville High School. No athlete will be allowed to participate in an inter-scholastic activity until the fee is paid or evidence of a fee waiver has been provided.

ATHLETIC DEPARTMENT AND STUDENT ACTIVITIES ATTENDANCE POLICY

Student athletes must be in attendance at least four class periods in order to be a participant at a practice or contest that day. It is the responsibility of all coaches to check for absences and prohibit student participation in practice/contest on the day(s) of absence. Exceptions must be cleared in advance with the Athletic Director.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury that interferes with normal brain function. Concussions can range from mild to severe and can occur in any organized or unorganized sport or recreational activity resulting from a fall or from players colliding with each other, the ground, or with obstacles. CUSD#10 has Guidelines for Concussive Injuries developed in accordance with 105 ILCS 5/10-20.53, 5/34-18.45 and based on the recommendations from IHSA and the Centers for Disease Control. Students with a concussive injury should not return to physical activity (PE/recess/practice/competition) during the same day of the injury. A physician's note and suggested activity progression should accompany a student and/or student athlete to return to school and/or physical activities.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

ATHLETIC SCHEDULES

The Collinsville High School Athletic Schedules may be accessed via the computer at <http://il.8to18.com/Collinsville/>. (NOTE: Athletic schedules are subject to change without notice).

ATTENDANCE POLICY

COLLINSVILLE C.U.S.D. NUMBER TEN (10) ATTENDANCE POLICY

The Kahok family offers and embraces opportunities for everyone to reach his/her fullest potential. One of the keys to receiving an excellent education experience is regular school attendance. The Collinsville School District attendance plan complies with the Illinois School Code Section 105 ILCS 5/26-2A. In accordance with the requirements of The School Code of Illinois and in recognition of the responsibilities imposed upon parents therein, it is the policy of the Board of Education of District No. 10 that students shall attend school during the entire time school is in session and be on time for classes. The Board believes that regular class attendance fosters successful academic performance and development of punctuality, self-discipline and responsibility.

The School Code of Illinois defines chronic absenteeism as missing school for five (5) percent of the previous 180 school days. That equates to nine (9) days of absence over a 180-day period. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. The parent and/or student may be subject to legal citation through the courts. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process. Collinsville Community Unit School District Ten (10) appreciates the cooperation of parents and students on this matter of vital importance to your child's education.

ABSENTEEISM/ABSENCE REPORTING

In order for an absence to be considered reported, a parent or guardian of a student who is going to be absent from school must notify the school by telephone. Calls to the high school office should be made no later than 10:00 AM on the date of absence. The High School Attendance Office may be reached by calling 346-6320 (option #3). Messages may be left twenty-four (24) hours a day by calling 346-6320 (option #4). The Absentee Mailbox can be reached by calling 346-6320 and selecting #3. An absence without proper notification to the Attendance Officer will result in an absence being considered as unexcused.

The determination as to whether an absence is classified as reported, documented or unexcused is the sole responsibility of the school. The responsibility of the parent is to report the reason for the absence. All requests for reported absences, after the actual absent date(s), MUST be submitted in writing to the Attendance Officer within five (5) days of the student's return to school.

All students who are absent for five or more consecutive days must provide written documentation from a health care provider for the absences to be considered excused (reported/documented). Any student who has been absent 10 or more days in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered excused (reported/documented). Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the Building Principal.

CO-CURRICULAR ACTIVITIES - ATTENDANCE POLICY FOR STUDENT PARTICIPATION

It shall be the policy of Collinsville High School that student participation in any co-curricular activity (athletics or non-athletic activities) requires a student to be in attendance the day of the co-curricular event.

ATTENDANCE POLICIES AND PROCEDURES

Reported Absences: A 'reported pass' will be issued for personal illness, serious family illness, court appearance, attending a military honors funeral to sound TAPS, other situations beyond the control of the student and as determined by the Board of Education other such circumstances which cause reasonable concern to the parent for the safety or health of the student. Additionally, a student will be excused for up to 5 days per school year in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work within a reasonable time (this usually means one (1) day for each day of reported or documented absence).

Documented Absences: A 'document pass' will be issued for personal illness, serious family illness, the death of an immediate family member, court appearance or any absence which is beyond the control of the student (ie. in the case where a nurse has to send a student home for illness, to include, but not limited to, head lice, fever, and vomiting). The following documentation must be presented to the Main Office regarding documented absences: 1) For personal or family illness – a note from a doctor or dentist; 2) For court appearances – a document from the court system. Requests by parents/guardians to have an absence recorded as 'documented' must present the documentation within five (5) days from the date of return to school.

Medical Non-Compliance: This code will be used when a student is excluded from school due to failure to comply with physical examination and immunization requirements. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences. The District will also report the student as truant. If a student submits a valid waiver to be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.

College Day/Military Day: Juniors and seniors who find it necessary to visit colleges/ universities, vocational/technical schools, or military facilities of their choice may be granted two days each year for this purpose in accordance with guidelines set by the Principal. A visitation request form (available in the Counseling Department) must be signed by a parent and submitted to the Counselor not less than two days prior to the proposed date of visitation. An unexcused absence will be recorded without the proper approval. Students are encouraged to set up visitation dates on Saturdays or when school is not in session. No visitation days will be approved after May 1st unless specifically requested by a post-secondary school. Additional visitation days may be granted with prior approval from the principal.

Unexcused Absences: An unexcused absence will be assigned for any absences in which the reason for absence was unacceptable or in which cases proper notification was not given to the school Attendance Officer. Students will not be allowed to make-up work missed due to an unexcused absence. Acts (even with parental consent) considered as unexcused absence may include (but are not limited to): non-attendance on a day of assigned In-School suspension and/or Short Term Option Program (STOP), oversleeping, missing the bus, car problems (ie. not starting, flat tire), no contact from parent/guardian by 10:00AM.

Any student who has accumulated ten (10) consecutive days of unexcused absence with no school contact from a parent/guardian ("lost child", whereabouts cannot be determined) shall be withdrawn from Collinsville Community Unit School District Ten (10). The District shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student (including, calling all known phone numbers, including emergency contacts, and visiting the last known address). The date of withdrawal shall be marked retroactive to the first day of the consecutive absence. If a school has been notified by a parent/guardian that a student will no longer be attending, such student shall be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the first day of the consecutive absences. If a student with a disability has been absent without valid cause for ten (10) consecutive days, the District will convene an IEP/504 meeting to ascertain the reason for the absences, whether the nonattendance is related to the student's disability, and if appropriate, a

plan to stop the reoccurring nonattendance of the student. If a school has been notified by a parent/guardian that a student will be on an extended trip taking the student out of school for more than 10 consecutive days, such student may be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the first day of the consecutive absences.

Tardies: A tardy may be defined as a student's failure to be in an assigned seat in the classroom at the appropriate time. All tardies will be submitted to the office on an hourly basis. Those students arriving late to school should report to the Attendance Office and sign in on the Late Arrival Sheet. If a student will be late to school, a parent or guardian is expected to notify the school by telephone prior to the student arriving at school or sign in the student at the Attendance Office. The determination of excused or unexcused tardies will be made on the same basis as absences. The district provides transportation to and from school. Students who elect to use private transportation may do so; however, any late arrival resulting from the use of private transportation may not be excused. Any student arriving late to school on a school bus shall not be counted as tardy.

Truancy: Parents have the legal obligation to see that their children attend school at all times it is in session (Illinois School Code, Section 21-1, 26-2). 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. A student will be counted as truant if he or she has not been in attendance during any part of the school day and the parent/guardian is not aware of the absence. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. Chronic truancy is defined as a child who is absent without valid cause (recognized excuse) for five percent (5%) or more of the previous 180 regular attendance days. During the school day, students must have administrative permission to go to the parking lot. Students who leave campus after proper clearance (home and school) must sign out in the attendance office, stating their name, reason for leaving and time of departure. Any student who leaves school without following proper 'Early Dismissal' school procedures will be considered truant, may lose their driving privileges for the remainder of the year and may be subject to a search as outlined in the Search and Seizure policies of this handbook if the student returns to campus that day.

AN ORDINANCE AMENDING THE COLLINSVILLE MUNICIPAL CODE RELATING TO TRUANCY

BE IT ORDAINED BY THE CITY COUNCIL OF COLLINSVILLE THAT:

SECTION 1: The Collinsville Municipal Code is amended to add a Division 10:92 under Chapter 10 entitled "Truancy" to read as follows:

01:92-1 Truancy Prohibited. It shall be unlawful for any person enrolled in a public, private or parochial school to absent him or herself from attendance at school without parental permission. Any person, who shall so absent himself, shall be guilty of the offense of truancy and be subject to a fine not to exceed \$750 for each offense. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absents him or herself from school without parental permission shall not constitute truancy if permission is submitted in writing to the proper school authorities within 24 hours after such absence.

01:92-2 False Excuse Prohibited. It shall be an offense under this ordinance for a parent or person in loco parentis to knowingly submit to the proper school authorities a written excuse under Section 10:921 that contains false information. A person convicted of an offense under this Section shall be subject to a fine of not more than \$500 for each offense.

01:92-3 Parental Permission Shall include permission from a person in loco parentis, and shall be given for reasons only of personal illness, serious family illness, death in the family, serious home emergencies, necessary and lawful family support employment, religious convocation classes, Principal's permission, and compelling family reasons.

SECTION 2: This ordinance shall be in full force and effect from and after its passage, recording and publication according to law. Publication shall be in pamphlet form.

EARLY DISMISSALS

Once a student arrives at school, he/she will need two types of permission to leave campus. The student will need school permission and parental permission. School permission must be acquired in advance from a school administrator. Parent permission must be given in the form of an advanced phone call or a signed and dated note from parent or guardian confirming the need to leave campus for a valid cause. The student should present a written request to the Attendance Office before school. The Attendance Office will then present the student with an early dismissal form to be given to his/her instructor. Advanced parent/Guardian confirmation for an early dismissal will be recorded as a reported absence for the hours of class(es) missed. A documented pass will be issued upon receipt of written verification from a physician, dentist, court representative, etc. No early dismissal will be permitted unless confirmation can be made with the parent by phone or in person. Early dismissals will be allowed only in necessary and reasonable situations where no other arrangements can be made. If a student becomes ill at school and wishes to go home, he/she **must** **is encouraged to** **first** check with the school nurse. If the school nurse is not available, the student **must then** **is encouraged to** check with an administrator. Students are discouraged from making their own arrangements to leave school by the use of cell phone or other office phone. Student initiated contact to depart campus may be considered unexcused (without school permission) or early dismissal (arranged through the attendance office). Before leaving campus, the student must sign out in the Attendance Office. Any student who leaves school without following proper 'Early Dismissal' school procedures will be considered truant, may lose their driving privileges for the remainder of the year and may be subject to a search as outlined in the Search and Seizure policies of this handbook if the student returns to campus that day. *Students who fail to sign out before leaving campus will have the dismissal considered unexcused.* If the student returns on the same day as an early dismissal, the student must sign in at the Attendance Office before going to class.

ATTENDANCE DISCIPLINE

Discipline for Tardiness to school/class. Tardiness discipline will be cumulative, by quarter.

1st Referral:	5 Tardies	Warning	4th Referral:	20 Tardies	2 Days of ISS
2nd Referral:	10 Tardies	2 Detentions	5th Referral:	25 Tardies	2 Days of STOP
3rd Referral:	15 Tardies	1 Day of ISS	6th Referral:	30 Tardies	4 Days of STOP

Every 5 additional Tardies will result in two (2) additional days of STOP (example: 35 Tardies = 6 Days of STOP). Students who receive 15 tardies (cumulative) to ANY class during the course of an academic quarter will have their parking privileges revoked for the duration of the school year. Students who receive ten (10) cumulative tardies and/or unexcused absences to FIRST HOUR class during the course of an academic semester will have their parking privileges revoked for the duration of the school year.

Discipline for Truancy/Skipping Violations. Truancy/Skipping discipline will be cumulative, by year.

1st Referral:	1 Day of ISS – 2 Days of ISS (possible loss of driving privileges)
2nd Referral:	2 Days of ISS – 2 Days of STOP (possible warning citation issued by school truancy officer + possible loss of driving privileges)
3rd Referral:	2 Days of OSS – 4 Days of STOP (possible court appearance citation issued by school truancy officer + possible loss of driving privileges)
4th Referral:	4 Days of OSS – 6 Days of STOP (possible court appearance citation issued by school truancy officer + possible loss of driving privileges)

Every additional Truancy/Skipping Violation will result in two additional days of STOP (example: 5th Referral 6 – 8 Days of STOP).

Note: A description of discipline programs (including ISS and STOP) are found in the Student Behavior section of this handbook.

BOARD OF EDUCATION

The Board of Education is elected by the community to govern the school district. The Board is comprised of seven members. In general, Board members are elected to 4-year terms of office. The Collinsville Community Unit School District No. 10 is a member of the Illinois Association of School Boards (IASB). The IASB outlines the following as duties of a school board: 1) The Board clarifies the District's purpose; 2) The Board connects with the community; 3) The Board employs a superintendent; 4) The Board delegates authority; 5) The Board monitors performance; 6) The Board takes responsibility for itself.

REGULAR MEETINGS

Regular meetings of the Board of Education are open to the public. They are held on the third Monday of each month at 6:30 p.m. at the Administrative Annex, 123 West Clay Street, Collinsville, Illinois. In the event that the third Monday falls on a school holiday, the meeting is held on the fourth Monday of the month.

SPECIAL MEETINGS

Special meetings of the Board of Education are open to the public. These meetings may be called by the Board president with at least 48 hours of public notice before the meeting. Notices are placed at the entrances to the Administration building (201 West Clay Street, Collinsville, Illinois) and to the Administrative Annex (123 West Clay Street, Collinsville, Illinois).

CLOSED SESSION

A closed session may be called by agenda or at any time during a regular meeting. All decisions, however, are required to be made in open session. Closed sessions are allowed by state law in order to discuss: 1) Collective negotiating matters; 2) Litigation that is probable or imminent; 3) Litigation that is filed and pending; 4) Information regarding the appointment, employment, compensation, discipline, performance, or dismissal of an employee or officer; 5) Testimony on a complaint lodged against an employee or officer to determine its validity; 6) Purchase, lease, or sale of real property; 7) Matters of student discipline; 8) Deliberations concerning salary schedules for one or more classes of employees.

ADDRESSING THE BOARD OF EDUCATION

Individuals wishing to address the Board of Education are invited to do so by the Board president following the roll call, the pledge of allegiance and the reading of any written correspondence by the Board secretary. A presenter must provide his/her name and address and limit remarks to five (5) minutes. The Board president has the right to control the length of any presentation. One speaker per topic is allowed unless presenters have opposing views. Questions should be addressed to the Board as a whole rather than to individual Board members or administrative employees.

The Board of Education is not a public forum. The Board is a deliberative body. The Board does not debate the subject of public comments during the meeting, but rather, may take the comments under review in making decisions and establishing policies. The Board follows a planned agenda at each meeting. Board members receive background information prior to each meeting to enable proper preparation for the topics to be discussed and voted on during meetings.

BUDGET - DISTRICT

The Collinsville Community Unit School District's budget is developed annually and is designed to meet the requirements of local, state and federal government regulations. The budget, which is adopted by the Board of Education, outlines the plan for accomplishing the district's fiscal goals each year. The Director of Business Affairs develops the tentative budget which contains anticipated revenues and expenditures as well as a statement of estimated cash expected to be on hand at the beginning and end of the fiscal year. The tentative budget is placed on display thirty (30) days prior to a public budget hearing. During the hearing, details of the tentative budget are explained and the public may ask questions or provide input. The budget is then voted on and adopted (or rejected) by the Board of Education at a public board meeting held after the budget hearing. Illinois law requires that the budget be adopted by the Board of Education prior to the end of the first quarter of the fiscal year (September 30).

Like ninety percent (90%) of Illinois school districts, the Collinsville school district uses the cash basis of accounting. The district undergoes a thorough financial audit each year. Results of the financial audit are presented to the Board of Education both verbally and in writing.

Current budgets for both the Collinsville Community Unit School District No. 10 and the Collinsville Area Vocational Center are available on the District website at: <http://www.kahoks.org>.

Additional information about the mechanics of a school district budget can be found in the Illinois State Board of Education's A Guide to Understanding the Illinois School District Budget Process document at <http://www.isbe.net/finance/>.

BUILDING FACILITIES RENTAL

District facilities are available for use by employees for district-sponsored activities. In addition, outside organizations may request the use of district facilities. Requests from outside groups are reviewed by the building administrator and the Director of Buildings and Grounds. Rental fees are charged to organizations based on the “classification” of the group. Details can be found in the Classes of Organizations document in the PDF Library located on the district website.

PROCEDURES TO REQUEST THE USE OF DISTRICT FACILITIES

Requests by employees and district-sponsored teams, clubs, etc.: 1) Contact the building administrator in charge of the facility you wish to reserve. If your initial contact is by telephone, it is recommended that you follow up your request in writing via email or internal memo; 2) The building administrator will check the facility calendar for availability and inform the employee of the request approval or denial; 3) If the requested time for use of the facility is outside the normal work hours of the school's staff, the building administrator will contact the Director of Buildings and Grounds to request any necessary custodial coverage; 4) The building administrator (or designee) will submit the event (if applicable) to the online district calendar.

Requests by outside groups and organizations: 1) Contact the building administrator in charge of the facility you wish to reserve request; 2) If the facility is available, complete the Request for Facility Rental form. Details about rental fees, classes of organizations and rental terms and conditions can be found in the PDF library on the district website; 3) Forward the completed Request for Facility Rental form to the building administrator as soon as possible; 4) The building administrator will review the completed form. If all information provided is in order, the form will be signed by the administrator and forwarded to the Director of Buildings and Grounds; 5) The Director of Buildings and Grounds will review the request and provide estimated fees. A signed copy of the form will be forwarded to the original requester, the School, and the Technology Department; 6) Approved requests (by outside groups and organizations) will be posted on the district's online calendar by the Technology Department.

BULLYING, INTIMIDATION, HAZING, (SEXUAL) HARASSMENT, TEEN DATING VIOLENCE, FIGHTING, THREAT OF VIOLENCE

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations: 1) During any school-sponsored education program or activity; 2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; 3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; 4) Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

II. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

III. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the **District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking.** Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District **named officials Complaint Manager or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying.** Anonymous reports are also accepted, however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator: Dr. Robert Green, Superintendent, 201 West Clay Street, Collinsville, Illinois 62243 (168)-346-6350. **Male Complaint Manager:** Mr. Bradley Hyre, Assistant Superintendent - Student Services, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350; **Female Complaint Manager:** Mrs. Latoya Coleman, Director, Curriculum & Assessment, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350.

IV. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

V. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident; 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; 3) Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received; 4) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians

of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying; 5) The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

VI. The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

IX. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

X. The Superintendent or designee shall post this Bullying Prevention and Response Plan on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The Bullying Prevention and Response Plan will be distributed annually to parents/guardians, students, and school personnel, including new employees when hired, **and must also be provided periodically throughout the school year to students and faculty.**

XI. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation: 1) The frequency of victimization; 2) Student, staff, and family observations of safety at a school; 3) Identification of areas of a school where bullying occurs; 4) The types of bullying utilized; and 5) Bystander intervention or participation. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

XII. This Bullying Prevention and Response Plan is consistent with the policies of the school board.

~~Students, who believe they are victims of bullying, intimidation, teen dating violence or (sexual) harassment, or have witnessed such activities, are encouraged to discuss the matter with the Building Principal or Assistant Building Principal.~~ Students are encouraged to **immediately** report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager, or any staff member with whom the student is comfortable speaking. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal.

Any student of the District who is determined, after an investigation, to have engaged in bullying, intimidation or (sexual) harassment will be subject to disciplinary action as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy. Any person making a knowingly false accusation regarding bullying, intimidation or (sexual) harassment will likewise be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

CYBER-BULLYING

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator

assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Cellular telephones, cameras or any electronic devices used to harass or bully students or harass school personnel (ie. the student has i) been determined to have made an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, (ii) the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and (iii) the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school) may be subject to the following disciplinary action: 1) In-School Suspension assignment, 2) Short Term Option Program (STOP) assignment, 3) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund). Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

SEXUAL HARASSMENT

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

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

TEEN DATING

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

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. 'Hazing' means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students who engage in hazing that endangers the mental or physical health or safety of another may be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

We encourage students and parents to notify the CHS office of any incidents regarding bullying immediately. The school will protect students against retaliation for reporting incidents of bullying, intimidation or (sexual) harassment. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

BUS TRANSPORTATION

Collinsville Unit 10 School District provides free bus transportation for students in accordance with the Illinois School Code through a private contractor, First Student Educational Services. Bus routes are determined by the contractor with district approval (and will be available only for students who live greater than 1.5 miles from the school). Questions about student transportation can be directed to First Student at 346-8605 or the district office at 346-6350.

BUS SAFETY: RULES & REGULATIONS

The following is a list of expected conduct for students to follow when utilizing bus transportation to school, from school or during student activities/athletic events: 1) Remain seated when the bus is moving; 2) Keep hands to yourself. Respect the rights and property of others. There is to be no 'horseplay' on the bus; 3) Keep head, arms and hands inside the bus. Do not throw any objects out of the bus; 4) Use inside voices, -- no screaming or yelling; 5) Obey the driver or bus attendant; 6) There is to be no smoking, eating or drinking on the bus at any time; 7) Students will be required to pay restitution for any vandalism to the bus.

All students are expected to follow the District's School Bus Safety Guidelines and all school rules when riding the school bus to school, from school or during student activities/athletic events. A student may be suspended from school and/or riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: 1) Prohibited student conduct as defined in the Student Discipline policy; 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 or other supervisor's directives; 6) Boarding a school bus which services other schools within the C.U.S.D. 10 District; 7) Entering the bus from or exiting the bus to a location other than the student's assigned stop without prior approval from First Student or the CHS administration, 8) Other behavior(s) identified by the administration deemed to threaten the safe operation of the bus and/or its occupants. School rules will apply for students when utilizing bus transportation to school, from school or during student activities/athletic events. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

PARENT RESPONSIBILITIES REGARDING BUSES

1. Make certain that your child is at the bus stop on time each morning.
2. Accept joint responsibility with the school authorities and bus driver for proper conduct on the bus.

STUDENTS RIDING A BUS WITH A FRIEND

Please be advised that parent permission, administrative permission and bus driver permission is required if a student wants to board a bus or be dropped off at a different location other than his/her designated home bus stop.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The contents of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those individuals with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Administrators, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of the videotape is contested within a formal proceeding, it will be treated like any other evidence.

If you have any questions regarding the bus company rules and regulations, please contact First Student Bus Company at 346-8605.

DISCIPLINE PROCEDURE

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all

missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

TRANSPORTATION REIMBURSEMENT

Notice of the statutory transportation reimbursement eligibility requirements shall be available by November 1 of each year and claim forms shall be available by March 1 of each year in the school office. There is an existence of dispute resolution procedure regarding reimbursement disputes as per Illinois School Code.

CAFETERIA SERVICES

Collinsville High School offers student lunches as a part of the National School Lunch Program. The Collinsville Community Unit School District contracts its food service program with Sodexo USA. In addition to meal planning, storage, preparation and delivery of meals to the district's schools, Sodexo also facilitates the processing of free and reduced meal applications for eligible students.

FREE AND REDUCED MEALS

The Collinsville C.U.S.D. No. 10 participates in the National School Lunch Program (NSLP) to allow eligible families the opportunity to apply for free or reduced breakfast and lunch. A student may qualify for free or reduced meals either through direct state certification or by parent/guardian completion of a household eligibility application.

Direct State Certification - Households eligible for food stamps or Temporary Assistance for Needy Families (TANF) receive a child-specific letter in July of each year from the Illinois Department of Human Services. This letter is to be returned to the school the child attends in order for the child to receive free meal benefits. If this "direct certification" letter is submitted to the school, the parent/guardian DOES NOT need to complete the Application for Illinois Free Lunch and Breakfast.

Household Eligibility Application - Households that do not meet the criteria for direct certification may apply for free or reduced meals by completing the Application for Illinois Free Lunch and Breakfast form. This form may be obtained from the main office or counseling department. Completed applications should be sent to the school office or the Sodexo Food Service office (2201 South Morrison, Collinsville, IL 62234). The Sodexo office staff will process the application and notify the parent/guardian of the meal status decision (free, reduced or denied). Students cannot receive free or reduced meals until the parent or guardian has submitted an application.

The parent/guardian must reapply for free or reduced meals annually. Students receiving free or reduced meals at the end of a school year will be given 30 days at the beginning of the next school year to submit a new application. If an application is not received by the end of the 30-day period at the beginning of the school year, a student's status will automatically change from free or reduced to denied.

MEAL POINT OF SALE (DEBIT CARD) SYSTEM FOR CHS

Students attending CHS may use the Cafe Enterprise point of sale card (debit) system. The point of sale system allows a parent/guardian to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc.) Students may continue to pay cash on a daily basis if they choose. The system works with a 12-key PIN pad (located near the end of the serving line) that is similar to an automated teller machine (ATM). The pad allows each student to enter their 6-digit personal identification number (PIN) to access their account. The student's PIN number is unique and should be memorized. The system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus insuring every child's privacy.

All students will have an established debit account, although they will not be required to make advanced payments because the system has the ability to act as a cash register and can accept cash payments on a daily basis. However, for a parent/guardian's convenience, the three options are available for making advanced payments (see below). To prevent fraudulent use of student accounts, student photos are loaded into the system. These digital images appear on the monitor for the cashier to view every time a child accesses his or her account, therefore insuring that no other student can use another child's account.

Money is deducted when the student uses the account to purchase meals and/or a la carte items. The system knows the meal status of each student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account. When account

balances fall below \$5, the cashier will remind the student that additional money should be deposited or brought to school to continue purchasing meals and/or a la carte items.

A payment form is available in the PDF Library on the C.U.S.D. 10 Website. Once completed and printed, this form should be returned with each deposit. For safety purposes, we recommend that advanced payments be sent in the form of a check. Checks should be made payable to Collinsville C.U.S.D. 10. If a payment is sent for more than one student in the same school, an indication of the amount of money to be deposited for each student should be made on the form. If an amount is not specified, the deposit amount will be divided equally between siblings' accounts. If a payment option is not specified, all monies will be deposited under OPTION PLAN #1 - Cash On Account.

ADVANCED PAYMENT OPTIONS

OPTION #1: Cash on Account -- A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc) to the cafeteria. These funds are then deposited into the student's debit account and are available when the student purchases meals and/or a la carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place.

OPTION #2: Prepaid Meals Only -- Monies put on account can be designated for student meals only. No snacks or a la carte food items can be purchased with this payment. Students would need to pay cash for any snack or a la carte items being purchased. To calculate, determine the number of meals to purchase and then multiply by the price of the meal. Any number of meals may be purchased at one time.

OPTION #3: Both: Cash on Account and Prepaid Meals Only - Parents/guardians may purchase Prepaid Meals and put "cash on account". This option ensures that the student receives a lunch and allows him or her to purchase a la carte foods as well. However, there are no limitations as to what foods may be purchased a la carte, or how many a la carte purchases can be made. When making a payment for both, it is necessary for the parent/guardian to state clearly how much money is for prepaid meals and how much is for "cash on account".

CAFETERIA ETIQUETTE

The lunch room management appreciates every student's cooperation. All students should display good manners at all times and should always dispose of trash in the appropriate receptacles. Students should leave the table and floor around their place clean for others.

During lunch the following rules apply: 1) Students are expected to be out of the main and vocational building before the end of the 5-minute passing period; 2) Students who break for lunch must exit promptly and in a manner that will not disturb on-going classes; 3) Food and Soda will be allowed outside. However, it is against the rules to bring any food or drink into the main building. It is the responsibility of the student to keep the grounds free of litter. Students may not bring food from outside vendors (ie. fast food restaurants) over lunch hours to eat in the cafeteria.

CAFETERIA MEALS

Type "A" Meal consists of the 5 components: 1) Entrée; 2) Three side items; 3) Milk (optional).

Requirements: You must have at least 3 items on your tray, consisting of the following: 1) Entrée; 2) Two side items; 3) Milk (optional); Ala Carte Items are those items purchased separate from a regular meal, and will be available for purchase (example: patty melt, cheeseburger, fries, etc.)

CAMPUS – SCHOOL

The Collinsville High School Campus is known as "*The Home of the Kahoks.*"

Historically, CHS has experienced many changes through the years. From 1908 until 1963, Collinsville Township High School was a four-year institution located at 1203 Vandalia in Collinsville. In the fall of 1963, ninth grade campuses were located at Webster and Collinsville Intermediate Schools. From 1963 to 1971, CHS was a three-year high school located at the Vandalia address. In 1971, the new high school was completed and the eleventh and twelfth grades were housed at the new campus. The ninth grade and tenth grades were housed at the Vandalia Campus. Later the ninth grade and a part of the tenth grade were at the Vandalia Campus and the remaining tenth, eleventh and the twelfth grades were at the Greenwood Campus. In the fall of 1981, the Vandalia Campus was closed with the exception of the Industrial Arts facilities. During the 1981-82 school

year, the freshmen were again housed at the junior high school while a building addition was being completed. Beginning in the fall of 1982, all four classes were housed at the Main Campus and once again CHS was a four-year high school on one campus. At this same time, the Area Vocational Center operation was incorporated into CHS. During the spring of 1990, Kahok stadium was completed with the addition of bleachers and lights. In the spring and summer of 2004, Collinsville High School also added a new auxiliary gym, a fine arts center, and a new cafeteria.

CAMPUS MONITORS

The Collinsville C.U.S.D. No. 10 Board of Education has appointed campus monitors with duties and responsibilities to assist the teachers and administrators with maintaining order, discipline, and supervision on campus. The monitors are authorized school personnel. In disciplinary and supervisory situations, the monitors stand in place of a teacher in their absence. Failure to cooperate with the monitors in maintaining discipline on campus will result in disciplinary action in accordance with school policies and procedures.

CELL PHONE, SMARTPHONE, ELECTRONIC COMMUNICATION DEVICES, MOBILE INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS

The use of electronic devices and other technology at school is a privilege, not a right. Students may possess electronic devices including, but not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant, ipod, ipad, mobile internet devices (MID), personal laptops, tablet computer, netbooks while on school property to use as an educational tool and may use these devices only before school starts, in the cafeteria during the student's assigned lunch period and after school ends in adult supervised areas only. These devices should be used for educational purposes during these times. Students may not use cell phone/electronic devices during instructional time or in academic areas except: a) at the expressed consent of the classroom instructor for educational purposes; b) use of the device is provided in a student's individualized education program (IEP); or c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. The use of cell phones, smartphones, electronic communication devices, mobile internet devices (MID), personal laptops, and netbooks will be at the discretion of the teacher. The following rules will be in effect: 1) students must obtain teacher permission before using a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook during classroom instruction; 2) student use of a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook must support the instructional activities currently occurring in the instructional environment; 3) students must turn off and put away a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook at the request of a teacher; 4) during instructional time, audio must be muted to prevent distracting others in the classroom. Emergency use of a cell phone/smartphone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office: 618-346-6320. Inappropriate use will result in disciplinary action, and may result in the loss of the privilege of using the electronic device.

The following discipline actions will be used as guidelines. (All disciplinary action is determined on a case-by-case basis by school officials): 1st offense – 2 Detentions, student may pick up the electronic viewing/listening device after school; 2nd offense – 1 Day of In-School Suspension (ISS), a parent/guardian must pick up the electronic viewing/listening device; 3rd offense – 2 Days of In-School Suspension (ISS), parent/guardian must pick up the electronic viewing/listening device; 4th offense – 2 Days of Out-of-School Suspension (OSS), parent/guardian must pick up the electronic viewing/listening device. Each additional offense will result in two (2) additional days of OSS (example: 5th offense – 4 days of OSS, parent/guardian must pick up electronic viewing/listening device). *The School District is not responsible for the loss, theft or damage of any electronic device brought to school.*

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Picture phones and other recording devices are banned from locker rooms, bathrooms, changing

rooms and any other school facility location where a person's expectation of privacy should be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting') is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. The following discipline actions will be used as guidelines: 1) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund). All disciplinary action is determined on a case-by-case basis by school officials.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his/her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

CHANGE OF ADDRESS

Any change in the student's address or phone number must be reported to the high school counseling department as promptly as possible. Any change in the student's address requires proper documentation. This enables the school to send all mail to the proper address and to contact the home when necessary.

CHARACTER EDUCATION

Collinsville High School is a proud participant of the Characterplus Way for Southern Illinois. This program is a Madison County, IL Character Education partnership with the U.S. Department of Education (Office of Safe and Drug Free Schools). This initiative integrates Character Education into the school's mission, policies, professional development and academic curricula. Consequently, it becomes a critical component in student learning. We believe that one of the most important functions of schools is to reflect and reinforce positive character traits and to teach the rights and responsibilities of citizenship. Working in partnership with our community, we hope to improve each student's chances of experiencing life-changing success. The monthly character traits listed below will help form the attitudes and actions that are the hallmark of a safe, healthy and informed community that serve as the foundation of our school.

CLASSIFICATION OF STUDENTS

Students enrolled at Collinsville High School are classified according to the number of credits earned in the following manner:

0 – 4.75 credits	Freshman Classification	10.0 – 14.75 credits	Junior Classification
5.0 – 9.75 credits	Sophomore Classification	15.0 + credits	Senior Classification

CLOSED CAMPUS

Collinsville High School maintains a closed campus. Upon arrival to school, regardless of means of transportation (ie. car, bus, walking), students are required to remain on campus and must report to supervised areas. Students must remain on campus until 2:55 P.M. except for: 1) Approved early dismissals (see Attendance Policy-Early Dismissal), 2) Co-op academic obligations and 3) Excused early dismissal from an administrator. Once school begins, students shall not enter parking lots or other 'restricted' areas without prior written permission from the main office. A restricted area is defined as any area other than which is listed on the student's schedule. Students shall not loiter at any time in restrooms, parking lots, and 'restricted areas'.

During the school day, students must have administrative permission to go to the parking lot. Students who leave campus after proper clearance (home and school) must sign out in the high school office, stating their name, reason for leaving and time of departure. Any student who leaves school without following proper 'Early Dismissal' school procedures will be considered truant and may lose their driving privileges for the remainder of the year.

During inclement weather, students arriving on campus before 7:45 A.M. may be permitted in the cafeteria and/or cafeteria lobby. Students will not be permitted to: 1) Enter the Main Building, 2) Remain on the parking lots or in vehicles, and 3) Congregate by the front of the building. Students remaining on campus after the conclusion of the school day are restricted to reserved areas of the building or grounds.

CODE OF CONDUCT FOR ATHLETICS

PURPOSE

This code has been adopted by the Board of Education of Collinsville Community Unit School District Number Ten (10) and applies to all students in grades 9-12 who desire to participate in athletics and student extracurricular activities. This code applies to all events 24/7 365 days during the calendar year (and summer practice season) and not just during the specific sport season (see Rules in Effect). The Board of Education believes the use of tobacco, alcohol or other performance altering substances by a student who participates in athletics and student activities and the use of prescription medication when not prescribed for the student for a particular and appropriate medical purpose or used inconsistent with the physician's recommended dosage, presents a hazard to the health, safety and welfare of the student and to those with whom the student participates or competes.

The Board of Education also believes that students should be held to high standards of conduct with regard to other prohibited behaviors as detailed in the Collinsville High School Handbook. Any student that is involved in acts of gross disobedience and misconduct will be subjected to the penalties outlined in this code of conduct. These acts may include, but are not limited to: fighting, vandalism, theft, harassment, hazing, the use, possession, distribution, or attempted distribution of any tobacco products and/or illegal/nonprescription or prescription drugs, look-a-like drugs; or use, distribution or sale of alcoholic beverages, the setting off of a fire alarm; and/or the possession/use or threat to use a weapon. Students are prohibited from being physically present at any location where there is illegal use or possession of drugs or any location where there is the underage consumption/possession of alcohol. When there is underage consumption/possession of alcohol and/or use or possession of illegal drugs in any form at any location, the student is required under this policy to immediately leave the location and must report the incident to the Athletic Director or school administrator within 24 hours. A student's failure to immediately depart the location and/or failure to report the incident to the Athletic Director or school administrator within 24 hours shall constitute a violation of this policy and will subject the student to Level A or Level B disciplinary action. The Board of Education has determined that participation in athletics and student activities is a privilege, not a right. With the privilege to participate come certain responsibilities. If a student fails to comply with the terms of this policy, the privilege to participate in athletics, and/or student activities may be lost in accordance with the terms of this policy. It is the sincere intent of the Board of Education to establish a policy that encourages students to practice good health habits and appropriate responsible behavior. The Board of Education has attempted to adopt a policy that protects the safety and integrity of the student body as well as the participants in athletics and student activities.

REQUIREMENTS FOR PARTICIPATION

An athlete must have the following fully executed documents on file with the school's athletic department before the athlete's first participation in any activity: 1) A current physical examination report completed by a licensed medical professional, which finds the athlete is physically able to participate. This exam should be completed on the Illinois Department of Health Child Health Examination form (required for incoming freshman) or the standard IHSA Pre-Participation Physical Examination form; and 2) CHS Athletics form found in Skyward as part of the online registration process. This document, signed by the athlete & his/her parent or guardian, shows proof of insurance, publicity web release for CUSD # 10, and the code of conduct. Signing of this form also provides for the consent to treatment by CHS personnel should an athletic injury occur, consent to random drug testing in accordance with the IHSA & CUSD #10 and the recognition of concussion education provided by CHS. Paper versions of these forms can be found at <https://sites.google.com/cusd.kahoks.org/chsathletictraining/forms>.

SPECIAL RULES RELATED TO CRIMINAL FELONY CHARGES/OFFENSES

Southwestern Conference member districts shall monitor student athletes and take immediate corrective action against any student athlete using taunting, unsportsmanlike and/or threatening language at a Southwestern Conference event. The Southwestern Conference prohibits students from participating in conference events if the student is charged with a criminal felony offense or an offense, which would be a felony if committed by an

adult, or a misdemeanor offense as listed in Section 24-1, 24-3, or 24-3.1 of the Criminal Code, pertaining to weapons and firearms. The student shall remain ineligible to participate in conference events until the criminal charge(s) are adjudicated or dismissed. A student convicted of a felony or adjudicated delinquent for an offense which would be a felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3 or 24-3.1, of the Criminal Code, pertaining to weapons and firearms shall be ineligible to participate in Southwestern Conference events for a period of one calendar year from the date of conviction. District 10 will apply this Southwestern rule to all students participating in all non-conference events and extracurricular activities.

CODE OF CONDUCT VIOLATION

A student's participation in athletic events and extracurricular activities is a privilege not a right. The athletic director and/or building administrator shall conduct an investigation of charges that an athlete has engaged in any act of gross disobedience or misconduct. The athletic director and/or building administrator shall make a preliminary determination, based upon the results of the investigation, as to whether prohibited conduct has, in fact, occurred. Once a determination that an act of gross disobedience or misconduct has occurred, the Code of Conduct Committee will convene to determine athletic disciplinary action. The committee will consist of the Athletic Director, the Assistant Athletic Director, the building Principal or another administrator designated by the Principal, and a minimum of one (1) Varsity Coach to be determined by the Principal and/or Athletic Director. Pending the Code of Conduct Committee review, the athletic director and/or building administrator shall suspend the student athlete from participation in all athletic competition. As soon as possible, the student and his/her parent(s)/guardian(s) will be notified of all charges and the suspension. The student and his/her parent(s)/guardian(s) shall be given an opportunity to respond to the charge(s). This opportunity to have a review of the suspension is the final step in this process. If a student is charged with an offense reported to the District pursuant to a reciprocal reporting agreement with local law enforcement and that offense is not already listed below as a Level A, B or C Offense, the student will be excluded from participating in all athletic and extracurricular activities for a period of time determined appropriate by the Administration.

VIOLATION LEVELS DEFINED:

Level A Offense: Includes, but is not limited to, the use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of alcohol; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase or being under the influence of marijuana or any controlled drug or controlled substance; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase or being under the influence of a harmful, illegal or across the counter drug; The use, possession, distribution (including attempt to use, obtain or distribute), sale, or purchase of any performance enhancing substance on the Illinois High School Association's most current banned substance list (unless administered in accordance with a prescription); The use, possession, distribution (including attempt to use, obtain or distribute) sale, or purchase of any inhalant (or paraphernalia for an inhalant), regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.; The use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances; The use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of "look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance; The use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of any weapons (including guns and knives and/or look alike weapons).

Level B Offense: Includes, but is not limited to, the use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of any tobacco products; (including electronic cigarettes); Theft or the vandalizing personal or school property; Any violation of the CHS Bullying, Intimidation, Hazing, Sexual Harassment, Fighting, Threat of Violence policy as outlined in the CHS Student and Parent Handbook; Activity that may be considered by the Code of Conduct Committee to be unsportsmanlike conduct (such conduct may

include, but is not limited to, violation of team rules, profanity, disrespect, including behaviors verbal or in writing that are abusive or derogatory in nature, etc.); Such conduct may occur on or off-campus and during non-participation in an activity governed by this section.

For purposes of these rules, the term "possession" includes being physically present at a student party or social gathering in which there is underage possession or use of alcohol or possession or use of illegal substances and failing to immediately depart the location and file a report with the Athletic Director or school administrator within 24 hours; or having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on or off school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Students who have consumed any prohibited substance are treated as though they have the prohibited substance, as applicable, in their possession.

The costs associated with any assessment, educational program, or treatment referred to herein shall be borne exclusively by the student and their parent(s)/guardian(s).

RULES IN EFFECT

This Code of Conduct will be enforced on a year-round basis — student behavior expectations may be enforced 24 hours per day/seven days per week. Disciplinary consequences for violations when a student is "out of season" or during the summer normally will be levied in the student's next period of competition or performance. If a violation of this policy occurs during times when school is not in session (i.e., summer break), students may be disciplined the following school year. Further, discipline imposed at the end of the school year may be enforced the following school year. The disciplinary actions for the Code of Conduct violations are the minimum that can be taken. A coach's policies may exceed the listed disciplinary actions. Coaching policies shall be kept on file in the athletic director's office. Student athletes who are suspended from the team but not school may attend games dressed in street clothes and sit with the team. All signed Code of Conduct forms will be kept in the Athletic Trainer's office.

The athlete must attend all practices and contests during the time he/she is serving the disciplinary consequence. The student must complete the sport season for the consequences to be considered served. Students are prohibited from circumventing the penalty by enrolling in a sport in which he or she has not participated in previous years. In determining the timing of the disciplinary consequence, the Administration shall take into consideration the student's participation in athletics and activities from prior years. Athletes quitting the team during the season will not be permitted to join another team during that season unless mutually agreed upon by both coaches. Further, any participant who has an outstanding obligation to another sport will not be permitted to participate until the obligation has been satisfied. A student must be academically eligible at the end of the season and finish the season as a team member in good standing with the CHS Athletic Department and CHS school administration (ie. not in violation of the Code of Conduct policy) to receive a CHS Athletic Letter and/or other CHS Athletic awards for that season.

GUIDELINES FOR ATHLETIC CODE OF CONDUCT VIOLATIONS

Suspensions may be for greater or lesser periods, depending upon the severity of the violation involved.

	LEVEL A OFFENSE	LEVEL B OFFENSE
FIRST OFFENSE	The student shall be suspended for twenty two percent (22%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.	The student shall be suspended from all athletics for a period of eleven percent (11%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.
SECOND OFFENSE	If a student is found to have committed a relevant subsequent offense after once having been found to have committed a first offense of the same or similar type, completes an educational program on alcohol/drug abuse at an administration and/or athletic director approved educational center, the penalty otherwise imposed pursuant to the above (Second Offense) may be reduced by the supervisor and athletic director and/or administrator to fifty percent (50%) of the contests scheduled for the athletic	The student shall be suspended for twenty two percent (22%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.

	activity. This option only applies for drug/alcohol offenses.	
THIRD OFFENSE	The student shall be suspended from the athletic program (practices and scheduled contests) for the remainder of his/her high school career.	The student shall be suspended from the athletic program (practices and scheduled contests) for a period of 365 days from the point of the violation.
FOURTH OFFENSE		The student shall be suspended from the athletic program (practices and scheduled contests) for the remainder of his/her high school career.

Participants and parent(s)/guardian(s) must sign the Student/Parent Handbook Receipt. The signing of the Handbook (which includes the aforementioned Athletic Code of Conduct) will remain in effect for one full calendar year. Eight semesters of high school is a student's maximum length of eligibility.

CODE OF CONDUCT FOR STUDENT ACTIVITIES

Confirmed violations are defined as violations that have been verified by the Athletic Director/Administration through investigation and with possible involvement of the School Resource Officer/Civil Authorities.

PURPOSE

The staff of Collinsville High School believes strongly in the education value of all school sponsored activities. The important goals of the activities programs are to give students direction in developing healthful living habits, self discipline, leadership, team work, and respect for rules and regulations. Participation in student activities is considered an extension of, but separate from, the regular high school program. While the regular curricular program is a right afforded to each student, participation in the co-curricular program is a privilege and such carries certain expectations and responsibilities beyond those found in the normal classroom situation. It is to these ends that a code of conduct is established for young people taking part in the student activities program. This code applies to all events during the school year and not just during the specific activity/club season.

EXPECTATION (REQUIREMENTS)

Students involved in extracurricular clubs and activities are expected to: 1) Comply with all organizational bylaws; 2) Adhere to all rules set forth in the student handbook; 3) Refrain from the use or possession of alcohol and other controlled substance (drugs) in according with the provisions of school policies; 4) Exhibit conduct becoming a CHS representative including respect of persons and property at all times; 5) Any student nominated for a position in the coronation court, honor society, offices nominated by staff, faculty and student body must not have had any disciplinary referrals for the year (exception - tardies to school).

PROCEDURES FOR A BREACH OF THE CODE OF CONDUCT

For violations of the Activities Code of Conduct (due to violation of the expectations listed above), the class/club sponsor will discuss/initiate the appropriate disciplinary action after consultation with the Assistant Principal. The Assistant Principal will then inform the student's parent or guardian of the violation and resulting disciplinary action. Further, when necessary, the Principal or designee will inform other sponsors.

FIRST OFFENSE VIOLATION

The student shall be suspended from all student activities for one month from the date in which the school is informed.

OPTION: The penalty of one month may be reduced to two weeks if the following conditions are fulfilled: 1) The student and parent(s) request, in writing, within three days of the violation ruling, that they wish to avail themselves of an approved counseling program; 2) The student successfully completes a school-recognized substance abuse program approved by a representative of Collinsville High School at the participant's expense; 3) Students must provide written proof of completion of a recognized drug abuse program; Students are required to keep the sponsor apprised of participation on a continual basis.

SECOND OFFENSE VIOLATION

The student shall be suspended from all student activities for four months from the date in which the school is informed.

OPTION: The penalty of four month may be reduced to two months if the following conditions are fulfilled: 1) The student and parent(s) request, in writing, within three days of the violation ruling, that they wish to avail themselves of an approved counseling program; 2) The student successfully completes a school-recognized substance abuse program approved by a representative of Collinsville High School at the participant's expense; 3) Students must provide written proof of completion of a recognized drug abuse program. Students are required to keep the sponsor apprised of participation on a continual basis.

THIRD OFFENSE VIOLATION

The student shall be suspended from all student activities for one calendar year from the date in which the school is informed.

FOURTH OFFENSE VIOLATION

The student shall be suspended from all student activities for the remainder of his/her high school career.

Comments/Notes: The disciplinary actions for the above violations are the minimum that can be taken. A sponsor's policies can exceed the listed disciplinary actions.

Participants and parent(s)/guardian(s) must sign the Student/Parent Handbook Receipt. The signing of the Handbook (which includes the aforementioned Activity Code of Conduct) will remain in effect for one full calendar year. Eight semesters of high school is a student's maximum length of eligibility.

COLORS - SCHOOL

The School Colors of Collinsville High School are Purple & White.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

TECHNOLOGY AND INTERNET ACCEPTABLE USE

All use of electronic network use must be consistent with Collinsville School District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

In accordance with federal law, the district provides CIPA (*Children's Internet Protection Act*) compliant web filtering for students on any Internet connected device within the boundaries of the district network. The district recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, these resources can also afford access to materials which may be illegal, obscene or indecent. The district will make every effort to protect students from inappropriate material while still allowing access to valuable academic content. All users must be aware that use of the district's electronic networks and systems may result in public disclosure of the data and information associated with those systems under the *Illinois Freedom of Information Act*.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are: 1) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law; 2) Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused; 3) Downloading of copyrighted material for other than personal use; 4) Using the network for private financial or commercial gain; 5) Wastefully using resources, such as file space; 6) Hacking or gaining unauthorized access to files, resources, or entities; 7) Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph; 8) Using another user's account or password; 9) Posting material authored or created by another without his/her consent; 10) Posting anonymous messages; 11) Using the network for commercial or private advertising; 12)

Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and 13) Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: 1) Be polite. Do not become abusive in messages to others. 2) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language. 3) Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues. 4) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. 5) Do not use the network in any way that would disrupt its use by other users. 6) Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission. 1) For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source. 2) Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided. 3) 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 Web site displaying the material may not be considered a source of permission.

Use of EMail - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool. 1) The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited. 2) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum. 3) Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients. 4) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's

authenticity and the nature of the file so transmitted. 5) Use of the School District's email system constitutes consent to these regulations.

CHROMEBOOK STUDENT USER AGREEMENT

The policies, procedures, and information within this document apply to all Chromebooks used at Collinsville School District by students, staff, and guests, including any other device considered by the administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Chromebook Loan - The Chromebooks are owned and maintained by Collinsville School District. Your use is limited to and conditional upon your full and complete compliance with this Student User Agreement and the Collinsville School District Acceptable Use Policy/Internet Protection Act (available at <http://www.kahoks.org>).

Financial Responsibility for Loss or Damage - If the Chromebook is damaged, lost, or stolen, the student's parent or guardian may be responsible for the cost of repair or the value of the Chromebook on the date of loss. Loss by theft must be reported to district by the next school day after the occurrence.

Chromebook Repair - Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be reported to a teacher or Chrome Depot.

School Use - Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school unless advised not to do so by their teachers or administrators.

Using your Chromebook Outside of School - Students are encouraged to use their Chromebooks at home and other locations outside of school. A wireless Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. The district will not supply an internet connection while the device is not on school property, the district is also not responsible for any data charges incurred for connectivity at school (via personal mobile hotspot) or at home.

Operating System - Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the technology department. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Privacy - Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of issued Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the activity on student Chromebooks.

Term of Agreement - Your right to use and possess the Chromebook terminates no later than the last day of the school year, unless terminated earlier by the district.

Charging Batteries - Chromebooks should be brought to school each day in a fully-charged condition. You need to charge your Chromebooks each evening. In cases where use of the Chromebook has exceeded battery life during the course of the day, you will be able to connect your computer to a power outlet in an area of the school if available. **CHARGERS SHOULD REMAIN AT HOME.**

Storing Your Chromebooks - You may take your Chromebook home every day after school regardless of whether or not it is needed. You must also store your Chromebook in the provided case or your backpack when moving from one area of the building to another and when taking your Chromebook to and from home.

Printing -

At School: Chromebooks will not support a physical printer connection. Printing functionality may be available and subject to classroom requirements. Teaching strategies will facilitate digital copies of work.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. (See <http://google.com/cloudprint> for more information.) In very few cases will printing be needed, if at all.

Managing Your Files and Saving Your Work - The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection. The district will not be responsible for the loss of any student work.

Failure to Comply - The Chromebook is the sole property of CUSD. It is on loan to the student for the school year and can be requested to be returned at any time. Failure to comply with the terms of the Chromebook User Agreement will result in disciplinary action and loss of privileges.

Loaning or Borrowing Chromebooks - The student will not lend their Chromebook to another student, borrow a Chromebook from another student, and will not share their password with another student. Access to another student's account or Chromebook is strictly prohibited and is unacceptable.

Illegal Downloading - Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement could lead to limitation or suspension of district Internet services. The student's Chromebook will be confiscated if the student is found with illegally downloaded or distributed files on his or her issued device.

Damage Policy - First breakage occurrence in one year: The district will repair the Chromebook and return it to the student. A letter is sent home informing the parents of the incident. Second breakage occurrence in the same school year: The student will not be allowed to take the device home again until the damage fee is paid.

Damage Fee Breakdown: 1) Lost, stolen, Irreparable Damage: \$200; 2) Broken Keyboard: \$25; 3) Lost/broken charger: \$25; 4) Broken Screen: \$50

CORRIDOR COURTESY

In order to help maintain a safe and positive school climate, we encourage all students to follow the set guidelines for passing between classes in the hallways: 1) Keep corridors open to traffic by walking to the right - running in the building is prohibited; 2) Do not block traffic by standing in groups; 3) Do not sit on the floors or stairwells; 4) Pass through the halls quietly; 5) Be considerate of others; 6) Do not carry food and/or drink in the hallways; 7) Discard trash in containers provided; 8) Keep your school clean by picking up paper from the floor; 9) Leave the building in an orderly manner when exiting.

COUNSELING SERVICES

Counselors are available to help students: 1) select high school courses; 2) research information about colleges, junior colleges, technical/trade schools, and financial aid; 3) gather information about careers and job opportunities; 4) understand and process problems with teachers, parents or other students; 5) assist with registration and schedule changes; 6) assist with home and school concerns; 7) assist with personal issues and social concerns; 8) assist with College Admission Exams, AP Exams and state testing; 9) assist with the school withdrawal process and make referrals for homebound services.

Social Workers are also available to provide individual and group counseling to students experiencing difficulties at school, home or with peers.

COLLEGE AND VOCATIONAL ADVISEMENT

Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives.

CURRICULA

Collinsville High School offers two (2) curricula areas: 1) A College Preparatory Curriculum and 2) Career and Technical Education.

The academic courses taught are in the major fields of art, business, foreign languages, family and consumer sciences, industrial arts, language arts, mathematics, music, science, social studies, and special education. There are also courses offered in driver's education and physical education. The technical education courses taught are in the fields of auto body, auto mechanics, business, child care, computer technology, criminal justice, electronics, engineering, food/hospitality management, health occupations, machine trades, and welding.

DANCE POLICY

Collinsville High School students may invite a guest to school dances (homecoming, winter ball, prom, post-prom, etc.). All guests must be high school students and/or under the age of 21. No middle school age students or young adults over the age of 20 will be allowed to attend school dances without administrative approval. Guests of CHS students who are not members of the CHS student body may be required to complete a registration form with the main office and may be subject to a background check by law enforcement. The CHS administration will have final authority regarding anyone wanting to attend school functions as guests of students enrolled at CHS. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately. The school may also impose other discipline as outlined in the CHS discipline code.

DISPLAYS OF AFFECTION

Students should refrain from public displays of affection that tend to cast an unfavorable impression on the school and the individuals involved. Students are not to embrace, kiss or have bodily contact while on school property or at school functions other than holding hands. Parents or guardians of the offenders will be notified after the first offense. The second offense will result in two (2) detentions. The third offense will result in a day of In-School Suspension (ISS). Continued offenses will result in a more severe disciplinary action.

DRESS CODE - STUDENT

The Collinsville School District believes that a working clothing-code establishes an environment conducive to learning and reinforces instruction that prepares students to succeed in the world of work. Appropriate student appearance decreases educational distractions, promotes the safety of all students, produces higher moral and physical standards among students, and in general, contributes to the high level of academic excellence of our school. The students' rights of personal freedom to dress and groom themselves according to personal taste will be respected at Collinsville High School as long as the dress and grooming does not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency. Dress and/or grooming which is not in accord with reasonable standards for health and safety will be considered inappropriate. The building principal is the final authority for judging the appropriateness of a student's appearance. If a teacher finds a student's dress or grooming to be a disruption in the classroom, the student will be sent to the office.

DRESS & GROOMING GUIDELINES AND PROHIBITED ITEMS

The following dress/groom items will not be permitted at Collinsville High School: 1) Articles of clothing (including accessories) that contains or suggests vulgar, profane or inappropriate wording or images, pictures of illegal substances, alcoholic beverages, tobacco products, sexual activity, violence, or racial context; 2) Articles of clothing (including accessories) associated with or affiliated with gangs (this includes (but is not limited to) – caps, clothing, coloring, insignia or other symbol or combination of symbols indicating membership in, affiliation with, or support for any gang or similar organization with intimidation, violence, drugs or illegal activity); 3) The Seven “B’s” that should not be visible at CHS: Bras, Bellies, Bottoms, Backs, Bandanas, Boxers, and Bedroom Attire; 4) Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin (above mid-thigh) and/or undergarments may not be worn at school (all undergarments must be covered by outer attire). Pants/shorts must also be worn at the normal waistline at all times and shorts/skirts must be no shorter than mid-thigh. Yoga pants and leggings must be worn at the normal waistline at all times (hip area covered) and must be covered to mid-thigh by outer attire (ie. sweaters, skirts, shorts). Top attire must touch bottom attire all the way around when a student is standing, sitting, or walking (no showing of midriff). Halter, one-shoulder, tube, spaghetti string tops, or crop tops are not permitted; 5) Jewelry must be removed in instructional settings which pose student safety concerns; 6) Chains, chains from wallets, metal or plastic spikes, or any other apparel which could be a safety concern; 7) Coats of a long nature (including ‘trench coats’ and those worn by certain religious affiliations – clerical robes); 8) Dog collar necklaces, chains or bracelets made with spikes; 9) Eyebrow notching; 10) Eyeglasses with tinted lenses (except for those medically necessary and prescribed by a physician); 11) Hats, caps, scarves, bandanas, doo rags, headbands, hair rollers, hoods, masks, hairnets, picks and combs are not to be worn at any time during the school day either in the building or in outside areas (all headgear will be confiscated); 12) Loungewear, house-slippers, pajamas,

and/or housecoats; 13) Unnatural hair color or style which disrupts the educational process of the classroom; 14) Visible tattoos which disrupt the educational process of the classroom.

CONSEQUENCE FOR DRESS CODE VIOLATIONS

Students will be required to comply with dress and grooming guidelines (which may include changing clothing, wearing loaner clothes or being sent to the library).

Other dress and grooming issues that may arise and those not addressed specifically in this section will be handled by the administration in a manner that is consistent with the items in the preceding paragraphs.

DRUG/ALCOHOL ABUSE

Non-medical use of drugs and the consumption of alcoholic beverages are hazardous to the health of students. Possession, use, delivery, receipt of delivery, or any attempt to use, deliver or receive drugs or alcohol is prohibited on school buses, in school buildings and on school property. This policy extends to all school sponsored and related activities as well as field trips and athletic and extracurricular trips, whether held before or after school, evenings, or weekends.

POLICY REGARDING POSSESSION OF NARCOTICS, STIMULANTS, MARIJUANA, ETC. – RESOLUTION

Whereas, the illegal or unauthorized possession, use, delivery or receipt of alcohol, narcotics, stimulants, hallucinogens and depressants, including marijuana and “look alike drugs,” is recognized by the Board to be deleterious to the proper conduct of the schools and a danger to the safety, health and welfare of the teachers, students and administrators; and

Whereas, conduct on the part of the students in possessing, using, delivering, receiving, or arranging/soliciting for the use, delivery or receipt of alcohol, drugs or drug paraphernalia in the schools is deemed a serious violation of acceptable standards of behavior which is detrimental to the accomplishment of the purpose of schools;

BE IT RESOLVED by this Board of Education that it is the policy that any student found possessing, using, delivering, receiving or arranging/soliciting for the use, delivery or receipt of alcohol, unauthorized or harmful drugs, including marijuana and “look alike drugs”, or possessing, using, delivering and/or receiving drug paraphernalia on school property or transportation facilities or at an approved school activity held on non-school property may be 1) assigned an In-School Suspension ranging to an Out-of-School suspension, 2) have parking privileges revoked for the remainder of the school year, and 3) be referred to the Board of Education for a hearing and possible expulsion from school for the remainder of the school year (any evidence obtained will be delivered to local authorities for possible prosecution). Information which may be referred to the Board of Education and/or local authorities regarding possible expulsion causes shall include: 1) information provided from the Abused and Neglected Child Reporting Act; 2) Special Education files (including the report of the multidisciplinary staffing on which placement or no placement was based); 3) all records and tape records relating to special education placement hearing and appeals; and 4) the disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. For purposes of this provision, disciplinary infraction refers to violation of policies on drugs, weapons or bodily harm to another person. All discipline under this section will be administered on a case-by-case basis.

MEDICAL MARIJUANA

The Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130 et seq.) strictly prohibits the possession and use on school grounds and on school buses. A student who has been prescribed medical marijuana must provide the District with a doctor’s prescription for medical marijuana. A parent or guardian may remove the student from school grounds to administer the prescribed dose of medical marijuana. The school nurse will assist with coordination and monitoring the student’s use of medical marijuana.

Note: If a student exhibits behavior that indicates he/she may be under the influence of alcohol or other drugs, he/she will be referred to the nurses’ office, social worker or assistant principal. A nurse, with a social worker, school counselor, school resource officer and/or assistant principal will conduct a physical assessment including a standard field sobriety test and/or breathalyzer for the presence of alcohol. If this team determines that there is strong suspicion the student is under the influence, the parents will be notified. Any student who comes to school or to any school activity already under the influence of or having consumed or taken either alcohol or other drugs, but not having the illegal substance on his/her person, may receive an In-School

suspension ranging to a 10 day out-of-school suspension, will have their parking privileges revoked, may be recommended for expulsion to the Board of Education, and may be referred to the legal authorities for appropriate action. All discipline under this section will be administered on a case-by-case basis.

SUBSTANCE ABUSE OPTION

For certain alcohol and drug related offenses, a student may be referred to a substance abuse program. If offered this option, the student's recommended discipline may be reduced.

In lieu of a recommendation for expulsion, the student and parent(s)/guardian(s) must agree to an assessment/treatment alternative. If the parent(s)/guardian(s) accept the assessment/treatment alternative, they must consent to release of information between the school district and the substance abuse program and comply with all terms and conditions as determined by the appropriate administrator. The service provider must be approved by the building principal (or designee). Parent(s)/guardian(s) must make contact within the first five days of the suspension to set up an appointment with the selected service provider and notify arrangements with the principal (or designee). Upon confirmation of the appointment, the recommendation for expulsion will be conditionally withdrawn. The administration further reserves the right to recommend expulsion of a student who has been offered and accepted the substance abuse option if he or she commits any additional acts of misconduct (as outlined in the CHS Handbook).

After the appointment is made, the principal (or designee) must be contacted by the service provider and be notified of the initial assessment date. After the assessment is complete, the service provider must verify that the student was assessed and inform the principal (or designee) of the expected length of treatment and or education program. If treatment is long-term, the service provider must contact the principal (or designee) minimally every month to provide an update on the student's progress. Should the student terminate treatment/education prematurely or miss more than two appointments, the principal (or designee) will be notified and the recommendation for expulsion shall be renewed. When treatment/education is completed, the service provider will send the principal (or designee) a final report verifying that treatment has been completed in addition to any other appropriate information. Should the student violate any additional acts of misconduct (as outlined in the CHS Handbook) during the conditional withdrawal of expulsion, the recommendation for expulsion shall be renewed. Any second drug/alcohol violation during a student's high school career may result in an in-school suspension through a ten (10) day out of-school suspension and a recommendation for expulsion with no opportunity for the assessment/treatment alternative. All discipline imposed on a student for the second/drug violation will be determined on a case-by-case basis.

***NOTE:** All costs associated with any assessment, educational program or treatment referred to herein above shall be borne exclusively by the student and the parent(s)/guardian(s). The administration reserves the right to withhold this option and/or recommend expulsion for a first offense.*

DELIVERY

The delivery or receipt of delivery (or any attempt or intention to deliver or receive delivery) of any alcoholic beverage, controlled substance, look-alike drug, drug paraphernalia, illicit drugs, prescription drugs, or over-the-counter medication in school buildings, on school buses, or on school property may result in an in-school suspension ranging to a ten (10) day out of-school suspension and a recommendation for expulsion; revocation of parking privileges and a recommendation for expulsion with no opportunity for a substance abuse option. All discipline will be imposed on a case-by-case basis. Delivery refers to the transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or transfer with or without payment or consideration. There is no assessment/treatment alternative for any student who delivers any of the items listed above.

PROCEDURES FOR IMPAIRMENT ASSESSMENT

The following will be in effect not only during school hours, but also on campus at any time and at any off-campus activities officially involving C.U.S.D. No. 10 students: 1) Parent notification upon conclusion of an administrative review; 2) In-School Suspension ranging to an out-of-school suspension from school with a recommendation to the Board of Education for expulsion. All discipline imposed will be determined on a case-by-case basis; 3) Police contact and charges filed when appropriate. School staff having cause to believe that a student is in possession, under the influence, or shows evidence of having used any illegal drug, alcohol or other controlled substance must immediately be reported to the principal or designee. An administrator and a designated team will conduct an assessment which may include, but is not limited to: 1) Questioning of student

regarding possible use; 2) Assessment of physical symptoms; 3) Standard Field Sobriety Test; 4) Additional screening:

For suspected use of alcohol: 1) A saliva or portable Breathalyzer test to be used only after visual assessment of symptoms and questioning of the student regarding possible use; 2) To be conducted by trained staff in the presence of a second staff member.

For suspected other drug use: Screening Assessment for Suspected Chemical Use

If screening results indicate alcohol or drug use and/or possession, the principal or designee shall contact appropriate law enforcement and parents. In implementing this procedure, the principal and/or designee shall coordinate all efforts with law enforcement officials. If possession and/or use is confirmed, discipline policies and procedures shall be followed.

Legal authorities will be contacted whenever students are found to be in violation of the Collinsville School District Drug/Alcohol Abuse policy.

DRUG TESTING FOR INTERSCHOLASTIC ATHLETICS

INTERSCHOLASTIC ATHLETIC ELIGIBILITY – DRUG TESTING

The CHS Athletic Department believes that the use of alcohol, tobacco or drugs by students who participate in interscholastic athletics presents a particular hazard to the health, safety and welfare of the student athlete and to those who compete with the athlete. Collinsville High School encourages students to participate in interscholastic athletics, but believes the opportunity to try-out and participate in school-sponsored interscholastic athletics is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to try-out for or to participate in any school-sponsored interscholastic athletic program, students must agree to submit to testing for the use of drugs, if selected, in accordance with this policy.

The purpose of this policy is to protect the health, welfare and safety of students engaged in interscholastic athletics. It is to better assure the student athlete's health and physical fitness to participate in athletics and not to provide means which the district may use to punish a student athlete other than by disqualification from participation in interscholastic athletics. Accordingly, the results of any drug test administered under this policy shall be used only for the determination of eligibility to try-out for and participate in interscholastic athletics and for no other disciplinary purpose.

Definitions

- A. *Interscholastic Athletics:* Any interscholastic athletic competition representing CHS, sponsored or conducted by the District, for students who participate voluntarily and for which no academic credit or grades are awarded.
- B. *Student Athlete:* Any student who is trying out for or participating in any school-sponsored interscholastic athletic competition.
- C. *Alcohol:* Any liquor, wine beer, or other drink containing alcohol.
- D. *Drugs:* Amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana metabolite, methadone, opiates, phencyclidine, nicotine, and methamphetamines, except when taken pursuant to a legal prescription issued by a licensed physician.
- E. *Under the Influence:* The existence of 40 nanograms of alcohol or of an illegal drug in the bloodstream.

Prohibited Conduct: Student athletes shall not at any time possess, use, deliver, receive (or arrange for the use, delivery or receipt), or be under the influence of any illegal drug, anabolic steroid, tobacco product or alcohol while a member of any school-sponsored interscholastic athletic team.

Consent Form: In order to try-out for or to participate in any school-sponsored interscholastic athletic competition, the student athlete must read this policy and sign a consent form by which the student athlete agrees that as a condition of participation in school interscholastic athletics, he/she will be eligible for the drug, alcohol, and steroid testing program outlined in this procedure. This consent form must also be signed by the student's parents or guardians in advance of the tryouts for a specific sport. The consent form will be valid for the current school year, including the following summer, and must be renewed annually.

Non-Compliance: If the student athlete or his/her parents (or guardians) refuse to sign the consent form, the student will not be permitted to be a member of a team. Also, during the season, if the student athlete refuses to be tested when selected the athlete will be dropped from the team. After the conclusion of the season during

he/she was dropped from the team for non-compliance, the student may ask to be tested at the family's expense. If the test results are negative, the student athlete will again be eligible.

Confidentiality: The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the student athlete, his/her parents or guardians, personnel of the drug testing facility, and school officials designed by the Superintendent. The results of the testing shall not be used as a basis of disciplinary action other than disqualification as provided for in this policy and procedure. The test results will not be part of the student's athlete's permanent record but will be kept in a secure file in the Athletic Training room.

Random Selection of Athletes for Testing: At the beginning of each sport's season, a list of all eligible student athletes will be submitted to the drug testing facility. ~~Each name will be assigned an identification number by the testing facility.~~ On the day of testing, the testing facility will randomly select ~~ID numbers~~ **test candidates**. The list of ~~corresponding~~ names will ~~then~~ be delivered to the Athletic Trainer.

Testing will occur randomly ~~each week~~ over the course of each athletic season. Up to five student athletes will be tested on each testing date. ~~Random testing will not occur on the same day each week.~~ Selected athletes will be summoned to report to the Athletic ~~Conference Room~~ gymnasium at some time during the morning on the day of testing. The athlete will be met by the Athletic Trainer to be escorted to the testing site.

Testing Procedures

A licensed medical facility selected by the Athletic Department shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen. Testing & samples will be handled entirely by the testing facility. **Rapid drug screen tests will be utilized, with initial results read on site. If the screening test does not identify any metabolites, then it is reported as negative. In the event that there is a non-negative indicated on site, the specimen is sealed and the specimen will be sent to GC/MS confirmation testing.** Urine, saliva or hair testing may be conducted.

Test Results

All test results will remain confidential. Only the Athletic Director, Athletic Trainer & school Principal will have access to test results. No notification shall be made for negative test results. If a sample results in a positive test, the results will be verified by the testing facility. The student athlete and his/her parents or guardians will then be contacted by the testing facility's medical review officer for further verification. Once a positive test has been confirmed school personnel will be notified of the infraction. If the test results are positive, ~~the athlete will be suspended from competition for 21 days, beginning the day of the confirmed positive test.~~ If the test results are positive, it will be considered a Level A Code of Conduct violation as outlined in the CHS Student Handbook. ~~The athlete must meet with a qualified chemical dependency counselor. The chemical dependency counselor will secure the necessary release of information and make recommendations to the parents or guardians and the district student assistance coordinator regarding the athlete's chemical dependency assessment and treatment recommendations. If the recommendations indicate that the student is not chemically dependent and does not require treatment, the athlete will be permitted to remain on the team and be re-tested in 21 days. The athlete will be suspended from competitive events but allowed to practice. If it is concluded that the athlete is chemically dependent and does require treatment, the athlete will not be permitted to practice or compete for 21 days after which time the student will be re-tested. The student assistance coordinator will inform the Athletic Director as soon as possible regarding the status of the athlete. If the parents or guardians and athlete refuse to go for an assessment interview, it will be considered a first violation and a minimum two week suspension from the athletic program will be imposed in addition to the 21 days listed above. If at the end of the two weeks, the athlete has still not completed an assessment interview, the suspension will continue for four weeks. If, at the end of four weeks, the athlete has not completed the assessment phase he/she will be suspended from the athletic program for one calendar year from that date. At the assessment interview, if the chemical dependency counselor recommends in-patient or out-patient treatment and the athlete and his/her parents or guardians choose not to take the recommendations, then there will be a four week suspension from the athletic program. At the end of the four weeks, there must be a conference. The invited participants will be the athlete, the Athletic Director, the district student assistance coordinator and the parents or guardians. During this conference, a decision will be made concerning the remainder of the student's eligibility; i.e., whether the athlete will be re-tested or whether the suspension will continue.~~

Re-testing

The student athlete will have an opportunity within twenty-four hours of the notification of the positive test results to be re-tested (~~using one half of the original sample~~) in a federally licensed laboratory of the family's choice and at the family's expense. The Athletic Director may consult the medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student. Should the test be confirmed as positive, and there is not a satisfactory explanation for the positive results, the student athlete will have twenty-four hours to complete an assessment interview.

Enforcement: Nothing contained in this policy shall prohibit or limit the application of the District's regular student disciplinary rules and regulations to student athletes. The provisions of the policy are considered an addition to all other rules and regulations governing student conduct and discipline.

Hearing Rights: The parents or guardians of the student athlete charged with a violation of the rules of this policy and procedures shall be given thirty-six (36) hours for an opportunity for a hearing before the Athletic Committee (CHS Principal, CHS Assistant Principal, and a CHS Athletic Department Head Coach). The Athletic Director shall present the evidence of an alleged violation to the student and give the student an opportunity to respond to the charge. The Committee shall give an interpretation on the issue in question and shall submit the ruling to the Principal whose decision shall be final.

Expenses: Funding for this program will be provided by the Collinsville Unit School District No. 10.

IHSA PERFORMANCE ENHANCING SUBSTANCE TESTING POLICY

In accordance with the work of its Sports Medicine Advisory Committee and Public Act 096-0132, the Illinois High School Association shall implement a performance-enhancing substance testing program for student-athletes at IHSA member schools. The Illinois Department of Public Health shall provide oversight to the association and the testing program as needed. For the complete IHSA performance-enhancing substance testing policy (including the Parent and Student Agreement/Acknowledgement Form and IHSA Banned Substance Classes) please visit the IHSA website at www.ihsa.org.

EMERGENCIES

Student safety and welfare are major concerns to Collinsville Community Unit School District Number Ten (10). Therefore, the following emergency situation procedures will be followed:

DISASTER DRILLS

Tornado, Earthquake and Fire Drills

In case of earthquake, tornado or fire, emergency precautions will be taken. Periodic drills will be run throughout the school year. Detailed information concerning evacuation procedures for fire, earthquake and safety areas for tornadoes is given to each teacher. They will go over these procedures with students as well as keeping instructions posted in each classroom. All instructors shall carry class lists/grade book with them to the disaster evacuation/safe site area. All evacuation routes will be posted in every room and are included in the CHS Emergency Readiness Plan.

Bomb Threat

The Collinsville School District takes all Bomb threats seriously. Any person who makes a Bomb threat will be reported to the police and will be prosecuted. ***The following procedures are only a portion of the procedures that will be implemented in case of a bomb threat:***

The local law enforcement officials will be notified immediately. As soon as they arrive on campus, they will take charge of procedures. Until they arrive, the following will be initiated: 1) Students and staff will proceed to the designated 'safe site'. If deemed necessary by the administration and/or the local enforcement officials, all students will be evacuated by bus to an alternative site. During these procedures, no student will be allowed to leave campus; 2) Parents/Guardians are requested not to come to school to pick up students. If parents/guardians have a family emergency, and it is absolutely necessary for the parent/guardian to pick up their child, the parent/guardian will be required to park off campus and walk to the "safe area"; 3) Communication with the school will not be possible. Telephone/Cell Phones cannot be used during a bomb threat; 4) Violation of this policy by students will result in disciplinary action.

Earthquake Plan

In the event an earthquake is confirmed, students and teachers should: 1) Stay inside - move away from windows, shelves and heavy objects that may fall; 2) Crouch underneath the desktop of their individual student desks to avoid falling or fallen debris. 3) Students and staff in the halls or stairways should move to an interior wall; 3) Turn away from windows; 4) Students and staff in laboratories and kitchens should extinguish all burners before taking cover; 5) Students and staff located outdoors should move to an open space away from the building and overhead power lines and lie down on the ground; 6) No students should leave school grounds without permission.

Fire Evacuation Plan

In the event a fire is suspected or confirmed or an evacuation is required, the school fire alarm will sound. Students and staff should: 1) Leave their designated room by the nearest exit as directed by the teacher; 2) Move away from the building to the evacuation site; 3) Remain calm.

Intruder Procedures/Lockdown

In the event of an intruder is present on campus, Collinsville High School will go under a 'lockdown' procedure.

Lockdown is a building procedure that takes place in a crisis situation. During a Lockdown, student movement is stopped, and the building is secured. Everyone in the building will be made aware that a serious event has occurred or is about to occur, and how to act accordingly.

Missing Student Procedures

In the event the Main Office is notified that a student is missing, the parent(s)/guardian(s) of the missing student will be notified immediately. Upon confirming that the student is not on school property, Collinsville Police Department will be notified. Collinsville High School and the Collinsville Police Department will work collaboratively to locate the missing student.

Power Failure

In the event the electrical power goes out, students are to remain in the class that they are attending until notice is given by the office to resume the usual schedule or to follow a revised emergency schedule.

Tornado Plan

In the event school authorities receive information from the Civil Defense or Weather Bureaus that extremely severe weather is imminent, notification will be made from the office (either by announcement or a series of short rings on the bell system) for the teachers to move their classes to a predetermined area. Students are to follow the specific instructions given by the teacher: 1) Move to the area designated by the teacher; 2) Follow the teacher's instructions; 3) Protect your face and head with your arms and hands; 4) Stay away from glass; 5) Remain calm.

Train Derailment/Chemical Spill Procedures

In the event of a train derailment and/or chemical spill, the Main Office will notify the Collinsville Fire Department and/or law enforcement officials. Upon arrival, the Collinsville Fire Department and/or law enforcement officials will oversee the scene at CHS.

Emergency Plans for the Physically Handicapped: Employees and students on crutches are reminded not to use the elevators in emergency situations because the electricity may be affected by the emergency. When the crowd dissipates, employees/students on crutches may require assistance to negotiate the stairs. Special safe areas have been provided for students with disabilities (Room 214 and 315).

Students are expected to fully cooperate with CHS faculty and staff and/or local responders when a drill is conducted or if an emergency arises. Full cooperation includes, but is not limited to, the following: 1) proceeding directly to a designated emergency site in a safe, but speedy manner; 2) complying to the requests of staff to ensure an orderly atmosphere; 3) proceeding directly to the appropriate class/instructional program when the drill is completed. *Other misconduct, that violates CHS expectations of 'full cooperation during a drill or emergency,' not specifically addressed in this section will be handled by the administration in a manner consistent with this section.* Failure to fully cooperate with CHS faculty and staff and/or local responders may result in disciplinary action, ranging from In-School Suspension (ISS) to Out-of-School Suspension (OSS).

ON-CAMPUS EMERGENCY RELEASE PROCEDURES

In the event that a school emergency arises where parents/guardians are authorized to pick-up their children from the Collinsville High School (CHS) Campus, the following procedures must be followed to maintain an orderly environment: 1) In an emergency situation, local responders (i.e., the Collinsville Police Department and/or the Collinsville Fire Department) control the scene. These local responders consider all scenarios and scan the campus to determine if it is safe for re-entry; 2) In an emergency situation, students who drove to school may be prohibited from removing their vehicle from campus; 3) Parents/guardians should not drive or park on the CHS campus; 4) Parents/guardians should proceed only to the Fine Art Center-Auditorium. *Please do not enter any other building on campus.* In the Auditorium, an update of the situation will be presented; 5) Parents/guardians should not attempt to collect their child at any location other than the designated, pick-up area (the Fine Art Center-Auditorium); 6) Parents/guardians should complete the appropriate "Emergency Release Form" distributed by CHS personnel and submit this form to CHS personnel. *One form must be submitted for each child;* 7) Parents/guardians must present a government-issued photo identification (i.e., driver's license) to CHS personnel when submitting the appropriate "Emergency Release Form;" 8) Parents/guardians must be (physically) present in order for their child to be released. *Phone requests for release of a student will not be accepted;* 9) Only the legal parent/guardian is permitted to request and collect his/her child; 10) Parents/guardians should await the arrival of their child inside the Fine Art Center-Auditorium; 11) Parents/guardians should depart the CHS campus, immediately after completing the "Emergency Release Process" and collecting their child; 12) If a parent/guardian opts to have a student-athlete released from school (when local responders deem the school safe and the school day is not officially cancelled), the student-athlete is not permitted to attend any school-related practices or participate in any school-related competition for the date(s) of the release; 13) If a parent/guardian opts to have a student affiliated with an extra-curricular group released from school (when local responders deem the school safe and the school day is not officially cancelled), the student affiliated with an extra-curricular group is not permitted to participate in related activities for the date(s) of the release.

In the midst of an emergency situation, the cooperation and communication of parents, students, and staff remains paramount. Parents/guardians who may need to update their contact information, may mail/deliver a signed letter to the CHS Counseling Department containing the changes that are to be made. Parents/guardians may also opt to send a signed letter with their child to present to the CHS Counseling Department.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in ~~of~~ academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

ENROLLMENT

Students new to the Collinsville School District are required to enroll at the Collinsville Community Unit School District 10 Administration Office at 201 West Clay Street. A parent/guardian must be present to complete the enrollment process. To facilitate the enrollment process, you may wish to print and complete the C.U.S.D. No. 10 Enrollment Information form and bring it with you to the Administration Office.

A person who knowingly enrolls or attempts to enroll in the school district a student known by that person to be a nonresident of the district is guilty of a Class C misdemeanor except in very limited situations as defined in State Law (105 ILCS 5/10-20.12b(e)). A person who knowingly or willfully presents to the school district any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that district without residency is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

DENIAL OF ENROLLMENT

A school or school district may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic standards if all of the following conditions are met: 1) The student achieved a grade point average of less than "D" (or its equivalent) in the semester immediately prior to the current semester; 2) The student and the student's parent or guardian are given written notice warning that the

student is failing academically and is subject to denial from enrollment for one semester unless a "D" average (or its equivalent) or better is attained in the current semester; 3) The parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process; 4) The student is provided with an academic improvement plan and academic remediation services; 5) The student fails to achieve a "D" average (or its equivalent) or better in the current semester. No child may be denied enrollment or reenrollment under this Section in violation of the Individuals with Disabilities Education Act or the Americans with Disabilities Act.

A school or school district may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum attendance standards if all of the following conditions are met: 1) The student was absent without valid cause for 20% or more of the attendance days in the semester immediately prior to the current semester; 2) The student and the student's parent or guardian are given written notice warning that the student is subject to denial from enrollment for one semester unless the student is absent without valid cause less than 20% of the attendance days in the current semester; 3) The student's parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process; 4) The student is provided with attendance remediation services, including without limitation assessment, counseling, and support services; 5) The student is absent without valid cause for 20% or more of the attendance days in the current semester. No child may be denied enrollment or reenrollment under this Section in violation of the Individuals with Disabilities Education Act or the Americans with Disabilities Act.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual above the age of seventeen (17) years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. No child may be denied enrollment or reenrollment under this Section in violation of the Individuals with Disabilities Education Act or the Americans with Disabilities Act.

EQUAL EDUCATIONAL OPPORTUNITIES

NOTICE OF NONDISCRIMINATION

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

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

Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or Title VI (minorities) should be directed to the C.U.S.D. No. 10 District Office.

EXAM POLICY

EXAM EXEMPTION POLICY

SAT testing: Seniors who took the School Day SAT test in April 2018 (April 10th or the make-up day) and who received a score of ~~1200~~ 1300 or higher AND have five or fewer absences during first semester will be exempt from taking 1st semester final exams. Seniors who took the School Day SAT test in April 2018 (April 10th or the make-up day) and who received a score of ~~1000~~ 1000 or higher AND who have five or fewer absences during the entire school year will be exempt from 2nd semester final exams. Students not enrolled in Collinsville High School during SAT School Day testing are required to take first and second semester examinations in all classes. If any student misses more than ~~ten~~ five days of school for anything other than school approved field trips/school approved absences, or has any unexcused absences, they forfeit all SAT incentives.

Final Exam Exemption Policy (Second Semester Only)

In order to promote positive attendance, positive behavior and reward hard work, students may be exempt from taking second semester final examinations if the following criteria are met:

Attendance/Discipline: 1) The student must have no unexcused absences and no discipline resulting in in-school suspension, out-of-school suspension or assignment to the STOP program during the school year; 2) The

student must have five (5) or fewer (cumulative) absences for the school year. If the student is absent the day before exams, he/she will be required to take the exams unless excused by an administrator before the absence; 3) School sponsored or sanctioned activities, such as field trips, athletic events, approved college/career days are exempt from and will not count toward the five (5) day absence total. However, it is the responsibility of the student to inform the teacher of the activity and to make arrangements for the make-up work. Absences due to illness, surgery, or attendance at a funeral will not be exempt from the five (5) day exam total. Parents and students are encouraged to monitor their attendance via the Skyward Family Access Account throughout the year.

Academics: Students who earn a semester overall grade of 'A' or 'B' in a class and comply with all stipulations of the attendance/discipline requirements (as outlined above) will be exempt from the semester exam for that class.

Students who meet the criteria to be excused from final exams may opt to take any/all final exams to try to raise their grade at no risk of lowering their grade. Students not exempt from exams who skip their semester final will receive a zero on that exam which may result in a loss of credit for that class.

EXAM MAKE-UP POLICY

Students are required to take semester exams: 1) during the class period(s) and 2) on the day(s) assigned. Documentation from a medical physician is required for students missing final exams. Parents should not schedule appointments or vacations for students during final exams. If a student misses the first semester final exam(s) with a documented absence, he/she will be expected to make up these exams no later than the first three days of the second semester. If a student misses the second semester final exams with a documented absence, he/she will be expected to make up these exams no later than the first week of summer break. Students will not be permitted to complete semester final exams before the scheduled exam period. If snow days are used, the final date for second semester changes, thus moving the date of second semester final exams. Please take this into consideration as you are scheduling vacations. Students may not be permitted to make up final exams for unexcused absences that occur on a final exam day (i.e. vacation). Students enrolled in a dual credit course with Southwestern Illinois College are required to take that final exam.

FEES

The Collinsville School District establishes fees and charges to fund certain school materials and activities. All students are charged instructional materials and technology usage fees. Fees are subject to change at the beginning of each new school year. Detailed fee information will be available during the registration process.

REFUND/WAIVER OF STUDENT FEES

Each school year, the administration shall present to the Board, for its approval, a schedule of student fees. Refunds shall be based upon a one-ninth cost per month during the first semester. No refund will be made after the start of the second semester. Students will be charged for loss of school books or other school-owned materials. Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and certain charges. Collinsville Community Unit School District No. 10 has a Fee Waiver Policy for families receiving Financial Assistance under Article IV of the Illinois Public Aid Code and those students who qualify for the Free and Reduced Lunch Programs. Students whose parents are unable to afford student fees may receive a waiver of some 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 parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal. A student shall be eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2) The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee. A separate application form shall be submitted for each fee assessed to each student. The Fee Waiver Policy does not apply to Summer School or any state fees associated with Driver's Education. Questions regarding the fee waiver application process should be addressed to the building principal.

FAILURE TO PAY FEES; COLLECTION

To maintain the quality of our educational programs, Collinsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Collinsville School District participates in the Illinois Local Debt Recovery Program, established to collect outstanding debt in coordination with the Illinois Comptroller's Office.

FIELD TRIPS

The Board of Education encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. Parents/legal guardians will be required to sign a parent permit slip before students may participate in any activity planned off the school grounds. This includes all field trips.

Approximately two weeks prior to a scheduled field trip students will be provided with a Field Trip Approval Form and Medical Authorization Form. The Field Trip Approval Form must be approved by each of the student's teachers to indicate that the student is passing the class with a grade of 'D' or better. The Medical Authorization Form must be completed and signed by the parent/guardian. In order to be eligible for field trip attendance students must: 1) be passing all enrolled classes at the time of the submission of the Field Trip Approval Form and 2) submit a signed Medical Authorization Form. Any student who does not return a completed Field Trip Approval Form and Medical Authorization Form will not be allowed to attend the field trip. It is the responsibility of the student to inform his/her teachers of the field trip. Students must request homework for the class period(s) that they will be absent from class due to a field trip experience prior to leaving on the field trip. Students will assume responsibility for completing any work missed on the day of their return from the field trip (or as agreed to by the classroom teacher).

All students are expected to follow all school rules during a field trip experience. Any student involved in a disciplinary infraction on a field trip is subject to disciplinary action and may lose field trip privileges for the remainder of the school year. The school reserves the right to search all student luggage/bags before going on a field trip or at any time during the field trip to avoid transporting or student possession of illegal or dangerous materials, illegal substances or unauthorized materials.

Parents may decline to have their children participate in a school planned field trip. This request to not participate must be made in writing and sent to the building principal. Appropriate alternative learning experiences for non-participating students will be arranged by the teacher.

FINANCIAL AID

GRANTS

To determine eligibility for federal aid, students planning to attend a university, college, community college, or tech school should complete the Free Application for Federal Student Aid (FAFSA) beginning in October of their senior year. The U.S. Department of Education prefers students file the FAFSA on-line at www.fafsa.ed.gov. Students without internet access may request a paper copy of the FAFSA from their counselor or by calling 1-800-433-3243.

Contact the Financial Aid Office at the colleges, community colleges or tech schools to which you have applied about any other required financial aid forms and to discuss other sources of financial assistance. Some colleges automatically consider all applicants for grants and scholarships, while others require separate forms. Check with the Financial Aid office in the fall to make sure you do not miss any deadlines.

SCHOLARSHIPS

There are many scholarships available to students both locally and nationally. The Counseling Department maintains an extensive list of scholarships. Students can access this list in the Counseling Office or at: <https://chsscholarships.shutterfly.com/>. Students may also research scholarships on-line. More commonly used websites include <https://bigfuture.collegeboard.org/>, www.fastweb.com and www.scholarships.com.

TRANSCRIPTS

Collinsville High School will provide students with four free transcripts. There will be a cost of \$1.00 for every transcript after the initial four. The final (fifth) transcript will be sent at no additional cost. Students must meet with their counselor to sign a Transcript Release Form.

GANG AND GANG ACTIVITY PROHIBITED

The Board of Education considers the presence of gangs and gang activities a substantial disruption of or material interference with, school and school activities. A “gang” is defined as any group, club or organization of two (2) or more persons whose purpose includes the commission of illegal acts. By this policy, the Board of Education acts to prohibit gang activity on or about school grounds, on school buses, or off school at any school activity.

No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity shall engage in any gang activity, including, but not limited to:

1) Wearing, possessing, using, distributing (delivery or receipt), displaying, selling or arranging/soliciting for the possession, use, distribution (delivery or receipt), display or sale of any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; 2) Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; 3) Writing, drawing or distributing any gang related symbols or literature; and 4) Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating, harassing or threatening any person, (c) committing any other illegal act disruptive of school operation, or intimidating staff or students or other violation of school district policies; d) inciting other students to act with physical violence or intimidation upon any person, group or classification and/or which violate district policies or civil or criminal law.

Students engaging in any gang-related activity, as described above, may be subject to the following disciplinary action: 1) Removal from extra-curricular and athletic activities for a period of 24 months; 2) Conference with parent(s)/guardian(s); 3) Referral to appropriate law enforcement agency; and/or 4) Suspension for up to 10 days with referral to the Board of Education for possible expulsion for up to two years.

GRADES

Grades and grade point averages are reported to the parents at the end of every quarter and the end of each semester. Each nine weeks will count for forty percent (40%) of the final semester grade and the final exam will count for twenty percent (20%) of the final semester grade. In the event a student is exempt from final exams, each nine week grade will count for fifty percent (50%) of the final semester grade. An academic report card is available for review at the end of each academic quarter via the Skyward Family Access Parent & Student Portal. This report enables all concerned to see what the student has accomplished and where the student may improve. Parents/Guardians are encouraged to frequently check their child’s progress throughout the year on the CHS FAMILY Access website: www.kahoks.org - Parents/Students>Family Access. Parents/Guardians who do not have electronic access to their child's report card can contact the student's school office to request a hard copy of the report card in their home language.

Grades are not forwarded if the student has moved residence without written notification to the CHS Registrar. Subject achievements are reported as letter grades, and grade point averages are reported as numerical points. The equivalence method is used to convert numerical scores into letter grades and to convert letter grades into numerical points according to the following scales:

Numerical Scores	Letter Grades	A.P./Pre AP	Enriched	Regular
90 – 100	A	5	4.5	4
80 – 89	B	4	3.5	3
70 – 79	C	3	2.5	2
60 - 69	D	1	1	1
BELOW 60	F	0	0	0

If a class is dropped after the fifth week of a semester, the grade for that semester shall be recorded as a F.

GRADUATION CREDIT REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for: 1) Completing all State mandated graduation requirements listed below; 2) Completing all District graduation requirements that are in addition to State graduation requirements; 3) Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance; 4) Participating in the State assessment required for graduation.

REQUIRED COURSES

There is no limitation on the maximum number of units of credits a student can earn, but the following courses are required and must be successfully completed: 1) English (4 credits); 2) Mathematics (3 credits, including 1 credit of Geometry and enrollment in mathematics for three full academic years); 3) Science (2 credits: 1 credit of life science and 1 credit of physical science); 4) Social Studies [2 ½ credits: including ½ credit in Government (Civics), 1 credit in United States History, and 1 credit in World History or World Geography]; 5) Physical Ed. (1 credit per year; Minimum required 4 semesters of PE and 1 semester of Health, PE waiver available under certain circumstances); 6) Consumer Education (min. ¼ credit); 7) Computer Applications (1/2 credit). Seniors, with parent/guardian permission, may choose to enroll in an academic class in lieu of lunch/study hall.

CREDITS

Students graduating in the 2017-2018 year school are required to have a total of 22 credits.

Half a credit per semester is awarded for each course satisfactorily completed except the following: 1) Vocational Center Programs (AVC) - 3 credits -1 ½ credits per semester; 2) Driver Education – ¼ credit; 3) Consumer Education – ¼ credit class; 4) Cooperative Education – 1 ¼ credits per semester; and 5) Algebra IA and IB Paced Blocked Math Class – 1 credit for each class.

Credits in the ninth through twelfth grades are awarded at the end of first and second semester. An 'F' grade in a course means no credit is earned. No credit is awarded for repeating a course if credit was earned previously for the same course - the first grade earned will be the grade used for grade point calculations (except for Current Events which may be taken for credit twice). If a course is dropped after the first five weeks of either semester, the drop will be recorded as a course attempted and will be used to compute grade point average. The grade report and student permanent record will list the drop course as 'F'.

EARLY GRADUATION

CHS is a four-year institution that does not promote early graduation. However, students may graduate at the end of their 7th semester when they have met all graduation requirements and submitted the Application for Early Graduation by September 5th of their senior year. Early graduates will not be permitted to participate in spring extracurricular activities, attend prom or the senior class trip. Early graduates who wish to walk with their class in the graduation ceremony must attend the mandatory graduation practice. Applications for early graduation may be obtained in the Counseling Department.

HALL PASSES

During class time, students may not be in the hallways without a signed pass. It is the responsibility of the student to assure that they have a school approved pass. Only CHS faculty and office staff may issue passes. Students with passes are to proceed directly to the location identified on the pass. Students are prohibited from altering the content of a pass without the approval of the staff member who initially issued the pass. Student-escorts for pupils with 'early passes' must remain with the pupil identified on the pass until the class dismissal bell and/or the end of the school day. The following color scheme will be followed: 1) Blue-Passes to go to the health room; 2) Orange-Passes to go to the library; 3) White-Passes issued by the office; 4) Green - Summon Slips issued by the office.

HANDBOOK RECEIPT REQUIRED

All students must sign a receipt indicating that they have received a CHS handbook. This should be completed during the registration process. By signing the handbook receipt, students acknowledge that they will read and follow the policies and procedures set in place for CHS students by the C.U.S.D. No. 10 Board of Education. Parents who sign for their child do so with the understanding that their child will read and follow the policies and procedures set in the place for CHS students by the C.U.S.D. No. 10 Board of Education.

HEALTH SERVICES

School Health Services provides emergent/urgent nursing assessment, first aid care, medication administration, vision/hearing screening/referral, health record maintenance, and IEP related assessments through the health office. Staff members can refer students to the health office and students can refer themselves by requesting a pass from a staff member. Parent/guardian notification will be based on nursing assessment and the nurse/principal's discretion.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The state requires all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums/wrestling rooms/weight training rooms/physical education classes. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillation heart. All CUSD#10 school buildings are equipped with AEDs. There are additional AEDs for available for athletic practices and events. Several staff members have completed CPR/AED training. Please make your child(ren) aware that these units are in the buildings. They are housed in wall hanging cabinets and should not be tampered with by students.

COMMUNICABLE DISEASE – NOTIFICATION AND EXCLUSION

The district follows recommendations from the CDC and IDPH regarding exclusion from school for communicable diseases. *Practice Regarding Exclusion from School for Illness form is available in the CHS Health Office.*

If your child exhibits SYMPTOMS of the following illness(es), please follow these guidelines before returning to school.

ALLERGIC CONJUNCTIVITIS-(caused frequently from allergies) May return to school immediately with confirmation from doctor.

CHICKEN POX/SHINGLES-Exclusion from school for at least 5 days after the eruption of the last vesicles or until all lesions are dry and scabbed over with absence of fever.

COMMON COLD-Exclude from school for fever 100 degree F or greater for 24 hours and/or excessive coughing.

CONTAGIOUS CONJUNCTIVITIS (Pink eye)-Exclusion from school until 24 hours after treatment begins or written permission from the doctor to return to school.

FEVER-Fever is considered to be 100 degree F or greater. Exclusion from school until the student is **fever-free** for 24 hours without fever-reducing medications.

FIFTH'S DISEASE-Rash will appear lace-like and bright red on arms/chest/abdomen. Facial cheeks may appear bright red. No exclusion unless fever over 100 degrees is present. May require written verification from physician

GASTROENTERITIS (PARASITIC/VIRAL)-Exclusion from school until 24 hour absence of **diarrhea, vomiting, and fever** 100 degree F or greater.

HAND FOOT MOUTH DISEASE-May see lesions on hands, feet, and/or face. Return with written verification from physician and/or lesions are intact and dry or can be covered at all types. Must be fever free and practice good hygiene (for example-no drooling, no toys in mouth, good hand washing, etc.).

HEPATITIS A VIRUS-Exclusion from school until written release from doctor is obtained. Must be free of diarrhea, vomiting, and fever for 24 hours before returning to school.

IMPETIGO-Exclusion from school until sores are healed over without drainage or with permission from the physician to return to school 24 hours after treatment begins. Note: Lesions must be covered while in school when possible.

INFLUENZA (FLU)-Exclusion from school until absence of fever (fever is 100 degree F or greater) for 24 hours.

MENINGITIS-Exclusion from school until absence of fever for 24 hours without fever-reducing medication, at least 24 hours of antibiotics, and with written release from the physician.

PEDICULOSIS (HEAD LICE)-Exclusion from school for live lice until effective treatment is received and student shows no evidence of live lice or little to no evidence of nits (eggs) per the school nurse/principal's discretion. This should take no longer than 3 days absence. See school health staff or principal upon return to school for head check. Exclusion from school per the discretion of the school nurse/principal for live lice or

nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

PINWORMS-Exclusion from school until 24 hours after first treatment confirmed. May require written verification from doctor to return to school. Practice good/frequent handwashing.

RINGWORM-Exclusion from school until 24 hours after treatment begins with written verification from the doctor or evidence of over-the-counter antifungal treatment has been initiated. Lesions should be kept covered at school.

SCABIES-Exclusion from school until 24 hours after the first scabicide treatment confirmed. Written verification from the physician to return to school.

STREP THROAT and SCARLET FEVER-Exclusion from school until 24 hours after treatment (antibiotic) begins with written permission from the doctor to return to school, provided that fever is absent without fever-reducing medications for 24 hours.

STAPH and MRSA-Exclusion from school for minimum of 48 hours after antibiotic treatment has begun and lesions are closed or completely covered. Exclude if wounds can not be well contained under a dressing. Exclude from high-risk activities such as contact team sports if wound cannot be completely covered with a secure bandage that will remain intact throughout sport activity, until completely healed. Exclude from use of pools/whirlpool until wounds are healed. Student must practice good frequent hand hygiene. *Must have doctor written permission to return to school.*

OXYGEN SATURATION-Fingertip pulse oximetry may be used as a tool for asthmatic episodes, coughing episodes, choking episodes, and/or allergic reaction episodes. *Healthy Saturation Levels 95-100%*. If fingertip pulse oximeter indicates an oxygen saturation level *below 95%* that does not improve after medication/treatment, the student must be sent home and encouraged to call/visit their physician or ER.

PERTUSSIS (WHOOPIING COUGH)-Must be excluded for 5 days of appropriate antibiotic treatment. Must be fever free and cough controlled when returning to school. May require written verification form physician to return to school.

PLEASE NOTE: Upon returning to school following a communicable disease exclusion, student must report to the school nurse or principal before returning to class. A doctor's note explaining absence from school is recommended. Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.

CONCUSSIONS

A concussion is a traumatic brain injury that interferes with normal brain function. Concussions can range from mild to severe and can occur in any organized or unorganized sport or recreational activity resulting from a fall or from players colliding with each other, the ground, or with obstacles. CUSD#10 has Guidelines for Concussive Injuries developed in accordance with 105 ILCS 5/10-20.53, 5/34-18.45 and based on the recommendations from IHSA and the Centers for Disease Control. Students with a concussive injury should not return to physical activity (PE/recess/practice/competition) during the same day of the injury. A physician's note and suggested activity progression should accompany a student and/or student athlete to return to school and/or physical activities.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

More information can be found at www.kahoks.org/CHS/Sports/Sports_Medicine.htm, www.cdc.gov/safechild, www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx, www.cdc.gov/ConcussionYouthSports

EMERGENCY MEDICAL INFORMATION FOR STUDENTS WITH SPECIAL NEEDS/MEDICAL CONCERNS DURING BUS TRANSPORTATION

This form is available from the school nurse in the Health Office. The purpose of this form is to give school bus drivers/monitors information about children who may have special needs or medical concerns during bus transportation. However, the school bus drivers/monitors are not responsible for and will not give/monitor medications on the bus. The school bus drivers/monitors are not trained health care providers. No medication should be carried or used on the bus unless specific arrangements have been made with the school nurse

(inhaler/EpiPen/diabetic) and in accordance with Board Policy 7:270. In an emergent situation, a bus driver should pull to a safe stop and notify dispatch to call 911. Examples of this may include but are not limited to: grand mal seizure, severe asthma attack, allergic reaction with respiratory difficulty, and/or severe bleeding from a wound. This form will be kept in the school nurse's office, with a student's IEP/504, with a student/s HCP, and/or at the bus company.

EMERGENT HEALTH CONCERNS

Serious illness or injury must be reported to the school nurse/principal immediately. Students should report to the Health Office or the school nurse may be called to the location if the student is non-ambulatory.

HEALTH OFFICE

Medical facilities will be available for students that become ill during the school day. Students who feel ill during class should secure a pass from the teacher to go to the health office. If the nurse is not in the office, students should report to the Counseling Department. Injuries occurring in classroom or during physical education class should be reported to the teacher in charge before going to the health office. Before ill students leave school, parental/guardian approval must be granted before signing out.

HEALTH/DENTAL/EYE EXAMINATIONS/IMMUNIZATIONS AND EXEMPTIONS

All students are required to have an Emergency Verification Form on file in the health room. This should be completed yearly at the time of registration. All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to: 1) Entering Prekindergarten, Kindergarten (or first grade if not attending Kindergarten); 2) Entering sixth and ninth grades (including proof of at least one Tdap grade 6-12); 3) Enrolling in an Illinois School for the first time, regardless of the grade. All students entering the twelfth (12th) grade for the first time must present proof that the student has received at least one Meningococcal vaccination on or after their sixteenth (16th) birthday. The required health examinations must be on the DHS Illinois Certificate of Health Examination Form including the completed diabetes screening and lead risk assessment. All students entering Kindergarten, second and sixth grades must present proof of having been examined by a licensed dentist by May 15 of the required school year. This exam may be completed within 18 months prior to the May 15 due date. The Illinois Dental Examination form must be completed in order to meet this requirement. All students entering Kindergarten or school for the first time must present proof of having an eye examination performed by an optometrist/ophthalmologist by October 15 of that school year. This exam must be completed within one year of the October 15 due date. Transfer students entering an Illinois school for the first time must present proof of having an eye examination performed by an optometrist/ophthalmologist within 30 days of registration. The Illinois Eye Examination form must be completed to meet this requirement. Failure to comply with the above requirements by the district exclusion date of the required school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exemptions. New students who register mid-term (after day 1) shall have 30 days following registration to comply with the health examination and immunization requirements. A student will be exempted from physical/immunization/dental/eye exams for: 1) Religious Objections-a student's parent/guardian presents a Certificate of Religious Exemption to the school nurse/principal. This statement must be approved by the district superintendent or appointed designee; 2) Medical Objection-a student's parent/guardian presents to the school nurse/principal a written and signed statement from the child's physician indicating the reason for the exemption. This statement must be approved by the district superintendent or appointed designee; 3) Eye exam requirement-the student's parent/guardian shows an undue burden or a lack of access to a licensed optometrist/ophthalmologist. A signed eye exam waiver must be on file; 4) Dental exam requirement-student's parent/guardian shows an undue burden or a lack of access to a dentist. A signed dental exam waiver must be on file.

MEDICATION POLICY COLLINSVILLE UNIT #10 SCHOOL DISTRICT

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS. (Students may carry medication if the physician/parent/school personnel agree that it is medically necessary for the student to carry his/her inhaler, Epi-Pen, or diabetic supplies. If it is necessary to carry these medications/supplies on the bus, an Emergency Medical Information for Students with Special Needs/Medical Concerns During Bus Transportation form may be completed.) Student medication form is available in the CHS Health Office.

1) School personnel will not administer medication at school if arrangements can be made so that the student can receive the medication at home. Medications that can be given before and/or after school should be given at home. 2) **Epi-Pens** may be carried and self-administered by the student only if the physician indicates in writing on the medication request form that it is medically necessary that the Epi-Pen be carried by the student at all times and that the student has been instructed in the use and self-administration of the Epi-Pen and can fulfill the requirements of the procedure. (The student will be issued a permanent pass for the school year at the senior high level). **Inhalers** kept in the health room must have a pharmacy label and/or copy of the pharmacy label and the ***Student Medication Authorization Form signed by the physician and parent*** on file at school. Students who self-carry their inhaler must have a copy of the pharmacy label and the ***Student Medication Authorization Form signed by the parent*** on file at school. An **Asthma Action Plan** should be provided to the District and, if provided, will be kept on file for all students who keep an inhaler in the health room or self-carry and inhaler. It is recommended to keep an extra inhaler in the health room for emergency use even if the child will self-carry an inhaler. 3) All medications administered to students during school hours must be transported to and from school by a parent or another adult acting on the parents' behalf. 4) **All requests to administer medication (prescription or non-prescription) to students must be in writing on the designated "Student Medication Authorization Form" and signed by the parent or legal guardian and the physician or appointed designee. Medication will not be administered unless a request form is properly completed and the medication is labeled properly.** The school and district shall incur no liability as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. 5) All medications, prescribed by the physician, must be in the original pharmacy container. **Prescription medication must have the pharmacy label on the medication bottle, box, or administration device. Non-prescription medication must come in a new sealed container.** Any change in the dosage of the medication and/or the directions for use will require a *corrected pharmacy label* indicating the changes and a *signed note from the physician*. 6) All medications given at school require a new Student Medication Authorization Form at the start of each school year. 7) **The administration of any medication containing a narcotic is discouraged during school hours.** If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school. 8) **Cough drops are permitted with a medication permission form or dated note signed by parent. All cough drops need to be in a new, sealed package.** Student will be asked to stay in the health room or supervised by the teacher in the classroom while the cough drop is administered. 9) **School personnel will destroy any medication that is not removed from the school at the end of the school year.**

Emergency EpiPen-Autoinjectors: There will be undesignated emergency EpiPen-Autoinjectors available in each school building to be used as needed following an assessment by the school nurse or trained staff member of a child with a suspected allergic reaction. *Students who have prescribed EpiPen-Autoinjectors at school with appropriate paperwork and pharmacy label can be administered as needed by any trained school personnel.*

Students are not permitted to carry any type of medications while in school or riding a school bus to and from school unless the physician agrees that it is medically necessary for the student to carry his/her inhaler or EpiPen®. Discipline for Medication Policy violations includes all disciplinary measures in the student discipline code.

MEDICAL MARIJUANA

The Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130 et seq.) strictly prohibits the possession and use on school grounds and on school buses. A student who has been prescribed medical marijuana must provide the District with a doctor's prescription for medical marijuana. A parent or guardian may remove the student from school grounds to administer the prescribed dose of medical marijuana. The school nurse will assist with coordination and monitoring the student's use of medical marijuana.

NON-EMERGENT HEALTH CONCERNS

Situations that do not demand emergent treatment can be referred according by the following procedure: 1) The student reports to class and requests a pass to go to the health office. Students will need a blue pass signed by the teacher to enter the health office. The student should proceed directly to the health office and remain there until released. Any student who arrives at the health office without a proper pass may be sent back to class. If the nurse is not in the office, the student should report to the Counseling Department; 2) If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home. Under no circumstances, may a student who is ill leave school without checking with the school

nurse, school administrator, or CHS attendance office. Students are discouraged from making their own arrangements to leave school by the use of cell phone or other office phone. Student initiated contact to depart campus may be considered unexcused (without school permission) or early dismissal (arranged through the attendance office); 3) Any student who has sustained a serious injury or experiences fever (100 degrees or more), diarrhea, or vomiting, may be immediately dismissed from school through the health office; 4) The nurse may contact parent to bring a one-time dose of medication to treat symptoms such as headache, colds, menstrual cramps, etc.; 5) Parents/guardians are required to notify the school nurse if they suspect their child has head lice. If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Prompt treatment is recommended. The school will provide written instruction to the parent or guardian regarding appropriate treatment for the infestation. Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation is a must. Exclusion from school shall be per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

Parent notes requesting PE exemptions should be delivered to the CHS health office prior to first hour; 7) Doctor's notes (indicating time frame) are required for the following: PE exemptions greater than two days, five minute early pass from class (related to medical reason), use of elevator (\$20.00 Fob replacement cost), special needs passes for bathroom privileges, snacks and/or drinks during the day.

RECORDS - STUDENT HEALTH SERVICE

Each Student is required to have a properly completed Emergency Health Verification Form on file in the health office. All ninth grade/freshmen students are required to have a current physical and up-to-date immunization record on file with the health office by October 15 of required school year. The required health examinations must be on the DHS Illinois Certificate of Health Examination Form. All twelfth grade/Senior students are required to provide proof of two Meningococcal vaccines. To avoid possible exclusion due to medical noncompliance, it is highly encouraged to have these records on file by the first day of school. New students to the district or out-of-state transfer students are required to have a current physical (within one year of required grade) and up-to-date immunizations within 30 days of enrollment.

SCHOOL NURSE

The school nurse supports student success through interventions that improve student health and impact academic achievement. School nurses act as on-site public health investigators; in this role, school nurses work to prevent the spread of communicable disease and respond to disease outbreaks under the direction of the Health Department.

STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal or school nurse. Parents/guardians are responsible for and must: 1) Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child; 2) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers; 3) Sign the Diabetes Care Plan; 4) Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the building principal or school nurse.

STUDENTS WITH FOOD ALLERGIES OR OTHER LIFE THREATENING ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, federal regulations, and state rules. If your child has a life-threatening allergy or a life-threatening chronic illness, please notify the building principal and/or school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability and individualized Section 504 Plan will be developed and implemented to provide the needed support so that your child can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illness may be eligible under Section 504. Our school district may be also able to appropriately meet a student's needs

through other means. If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen auto-injector has been prescribed, the parent/guardian will be responsible for notifying the school principal and/or school nurse and providing the necessary emergency medication.

The CHS Health Service provides emergency care and referral services through the Health Room. The health and welfare of every student is important. Staff members may refer students to the health office and students may refer themselves by requesting a pass from a staff member.

HELP AND RESPONSE TEAM

H.A.R.T. is an acronym for "Help And Response Team", for the Collinsville Unit 10 School District. This team is activated during any traumatic event that causes a state of heightened emotions and interrupts the normal daily routine within a school. The H.A.R.T. team is brought into the school building to assist in dealing with unexpected events which could include student or staff deaths, or local/state/national emergencies through announcements, classroom presentations, individual and group discussions and follow-up support. The H.A.R.T. members are trained staff from within the Collinsville school district. Members include administrators, counselors, social workers, psychologists, nurses, speech/language pathologists, classroom teachers, and special education teachers. Each H.A.R.T. member has completed an intensive training from "The National Institute for Trauma and Loss in Children." Many members are certified as a "TLC School Specialists", and are registered with the national "TLC" program.

HIGH SCHOOL OFFICE

The high school office is open Monday through Friday from 7:15AM to 3:45PM or at other hours by special appointment. The administrative assistants will help you with any questions that you may have (618-346-6320).

HOME AND HOSPITAL INSTRUCTION

~~A student who is absent or whose physician anticipates his or her absence for an extended period of time because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction and after the child's birth. Appropriate educational services shall begin as soon as eligibility has been established through the Office of Related Services. Instructional time will be provided for a minimum of five clock hours per week when school is normally in session. Contact the Director of Related Services for appropriate paperwork.~~

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

HOMELESS CHILDREN EDUCATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Director of Student Services shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

HOMEWORK

Homework is any work assigned the student to be completed outside the classroom to measure what students have learned in the classroom. It is an integral part of the educational process and has a positive effect on educational achievement. Homework is a discipline for students to develop organizational skills, responsibility, self-confidence, and good work and study habits and helps facilitate knowledge acquisition, critical thinking, and skill development in specific subject areas. The time requirements and the frequency of

homework will vary depending on a student's teacher, ability and grade level. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work for equivalent academic credit within a reasonable time (this usually means one (1) day for each day of reported or documented absence). Students will not be allowed to make-up work missed due to an unexcused absence.

HONOR ROLL

The Honor Roll is the method of recognizing students for high scholastic achievement. It is based on grades from the 1st quarter, 1st semester, 3rd quarter, and 2nd semester. Qualification to the Honor Roll requires a grade point average (GPA) of at least 3.40.

ILLINOIS HIGH SCHOOL ASSOCIATION

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

ELIGIBILITY RULES

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org. You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

Attendance A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable. B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester. C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility. D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

Scholastic Standing A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits). B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

Residence Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and: A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in

that same district; or D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or F. You attend the private/parochial high school which one or both of your parents attended; or G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

Transfer A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office. B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school. C. If you transfer attendance from one high school to another high school, you will be ineligible unless: 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district; 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer; 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer; D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office. E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws. F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director, Illinois High School Association G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

Age You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

Physical Examination You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

Amateur Status If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes. B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter. C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest. D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

Recruiting of Athletes A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy. B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to

athletic participation. C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school. D. You may not receive an “athletic scholarship” or any other special benefit from your school because you participate in athletics. E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

School Team Sports Seasons A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that: 1. During the school year, you may not participate on a non-school team coached by any member of your school’s coaching staff unless it meets specific criteria established by the bylaws. 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team. B. Violation of the sport season by-laws will result in penalty to you and/or to your school’s coaching personnel.

Playing in Non-School Competition A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport. B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible. C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation. D. You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a nonschool team in that same sport until you cease being a member of your school’s team. You cease being a member of your school’s team when the team(s) of which you are a member terminates for the school term. E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

All-Star Participation A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions. B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

Misbehavior During Contests A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both. B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.

IDENTIFICATION CARDS

Each student will be issued a free identification card that he/she is to carry with him/her at all times while on school property and on the school bus. The student identification card will be issued at registration. No decorative stickers of any type should be placed on these identification cards. Any student who loses his/her identification card, or is not in possession of an identification card, will be required to purchase a replacement ID card. Students may purchase a replacement card for \$5.00 in the CHS Attendance Office. Students, who habitually do not have an ID card, will face progressive disciplinary action. Students defacing their ID will have to purchase a new ID card and may face disciplinary action. Students may not use computers without the regular student ID or with a temporary ID card.

INSURANCE - STUDENT

School insurance coverage is offered to the high school student through the school district. It is available to those who desire this type of protection. It is a requirement that any student who participates in the school athletic program must carry some type of accident insurance. The regular policy protects you while on the way to and from school, at all school-sponsored activities, and while at school. A special policy may be purchased that protects the student 24 hours a day for the entire year. Football players are required to have special insurance coverage. This is obtained through the football coaches' office. Forms that explain the policies, and their cost, are handed out to students on the first attendance day.

INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstance that gave rise to the health threat and ensure that written notice is provided as soon as possible. If a parent or guardian wants to be notified before a pesticide application is applied please fill out the form below and send it to the Director of Building and Grounds, 201 West Clay St, Collinsville, IL 62234. Any questions call the Director at 618-346-6350, ext. 292. Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.

Collinsville Unit 10 is aggressively working toward the reduction of pesticides with the implementation of an Integrated Pest Management (IPM) Program and will use the lowest risk factor chemicals that are available.

NOTIFICATION OF PESTICIDE APPLICATION	
Student Name _____ School Student Attends _____	Parent/Guardian Name (Please Print) _____ Parent/Guardian Signature _____ Parent/Guardian Address _____ Parent/Guardian Telephone _____
Please send this form to the: Collinsville School District # 10, Director of Buildings & Grounds, 201 West Clay Street, Collinsville, IL 62234	

KAHOK INTERVENTION SQUAD (K.I.S.)

The Kahok Intervention Squad (KIS) is an intervention program for students experiencing difficulties at school. The team is comprised of faculty and staff members. The goal of the team is to identify adolescents whose behavior, attendance, health or grades indicate that they may have problems that interfere with the educational process. Through the different steps that comprise the KIS process, those adolescents are directed to appropriate services in the school or community. Referral can be made by parents, teachers, staff or students to any CHS Social Worker or CHS Counselor.

LIBRARY

Library services are available to all students following the posted library rules. The library provides the student with an opportunity to learn as an individual. It also serves as a point of voluntary access to ideas and information. We desire that all students benefit from an appealing library environment that supports their academic endeavors. Students needing to use the library may do so in the following manner: 1) Before and/or after school with a pass from the librarian (evening library hours will be announced as determined); 2) During

class with the classroom instructor; 3) During class with a pass from the classroom instructor; and 4) During study hall and/or lunch with a library pass issued by the librarian and/or classroom teacher.

GUIDELINES FOR LIBRARY USE

1) The CHS Library is open for student use on school attendance days, Monday through Friday from 7:45AM to 3:15PM (after school hours will be announced as determined); 2) Students may access the library by entering through the glass doors, after which the student must sign in; 3) Students may be assigned a seat upon entering the library; 4) Students should return library items to the book drop located at the circulation desk or outside the library doors; 5) Students coming to the library on an individual basis from a classroom must present a valid pass upon entering the library. Passes issued from study hall must be obtained from a content area teacher or the librarian; 6) Students must conduct activities in a manner which will not disrupt other students or staff members using the library. Behaviors which disrupt others will result in a verbal warning and/or disciplinary action; 7) Students must use library technology only for designated academic purposes. Inappropriate use of district technology which violates the CHS Internet Acceptable Use Policy will be subject to disciplinary action as outlined in this handbook. Students should be aware that library computers are monitored both locally and remotely. *THE #1 RULE: Ask if you need help! We are here to assist you in any way that we can!*

POLICIES FOR LIBRARY USE:

Check-Out Policies: 1) The borrowing of library items requires both a zero balance for fines and no overdue books; 2) Students should never check out items for another student. The borrower is always held responsible for items checked out under his/her name; 3) Books may be checked out for two weeks at a time and may be renewed at the library or online. Students may check out up to 3 books at one time.

Fines

Due dates are stamped on date-due cards that are issued with all materials. Overdue fines are strictly enforced.

1) Fine Amounts:

Books: Ten (10) cents per school day per book beginning the first school day after the due date.

2) Lost/Damaged Library Materials

When a student loses any library materials, he/she must pay for the cost of replacing the materials. If materials are not still in print, students must pay for a like material to replace the lost material(s). The replacement material may cost more than the original. We will search reputable publishers for pricing. If a student damages library materials, the librarian will make the decision to replace or refurbish the item. In both cases, the borrower will be responsible for any cost incurred.

Inter-Library Loan: CHS students have inter-library loan privileges. As such, students will be held financially responsible for inter-library loan items that are lost, damaged, or overdue.

Access to Library Resources: As stated in the ALA's Library Bill of Rights, only parents/guardians maintain the right and responsibility to restrict their student's access to library resources, including inter-library loan selections (Section 53.1.4). We encourage parents/guardians to be actively aware of their student's reading selections.

LOCKERS

A student's locker is the property of the school and must be used for the purpose intended: a storage area for books, school supplies relating to school use, outdoor garments and personal items which the student is legally entitled to have in his or her possession. If school officials believe that the student has placed illegal or dangerous materials, illegal substances or unauthorized school materials in the locker, school officials may search the locker (and/or its content), with or without the student's knowledge or consent. Lockers may be searched by school officials at any time.

Students will receive a locker assignment by the Registrar during registration. Students must keep their assigned lockers. Students may not switch lockers without administrative approval for a valid and appropriate reason. Students may be subject to disciplinary consequences if they violate this policy. Students must provide locks for their locker or a school lock may be put on it. It is required that students keep their assigned locker securely locked. Students are responsible for the contents of their assigned locker. Lockers are to be cleaned out before leaving school for the summer. The school will not be responsible for lost or stolen items.

PE locks and lockers will be assigned in PE classes by the teachers. There will be a \$2.00 replacement fee charged for the loss or damage of PE class locks.

LOST AND FOUND

Lost and found items may be retrieved in the Main Office. All unclaimed items will be donated to a charitable organization.

MASCOT - SCHOOL

The School Mascot of Collinsville High School is the Indian Chief. Our symbolic association with the Indian tribe can be seen in many ways. The school emblem is an Indian wearing a chief's headdress.

MISSION STATEMENT - SCHOOL

The Kahok family offers and embraces opportunities for everyone to reach his/her fullest potential.

NCAA CLEARINGHOUSE

Students wishing to participate in Division I or Division II athletics must first be certified by the NCAA Clearinghouse. Student athletes should start the certification process early, usually by the end of their junior year. The documents that the Clearinghouse requires are as follows: 1) A completed and signed Student Release Form; 2) Initial eligibility certification fee payment; 3) An official high school transcript; and 4) ACT and/or SAT scores.

Parents/Guardians are responsible for verifying that all NCAA requirements are met and are encouraged to order a free copy of the NCAA 'A Guide for College Bound Student-Athlete' by calling 1-877-262-1492. Detailed information regarding the academic course requirements for NCAA Division I and Division II athletics may be obtained at the NCAA Clearinghouse website: <http://www.ncaa.org/student-athletes/future/eligibility-center>

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society chapter of Collinsville High School is a duly chartered and affiliated chapter of this prestigious organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of N.H.S. and have been revised to meet our local chapter needs. Students in the eleventh and twelfth grades who have completed at least one semester at C.H.S. are eligible for membership. A student must maintain a minimum cumulative grade point average of 3.5. Those students who meet this criterion are evaluated by the faculty in regards to character. The faculty takes into consideration their professional reflections on a candidate's character and leadership as well as reviewing school disciplinary records. Pledges must: 1) be active members in at least three sponsor-approved school activities; 2) perform thirty five (35) hours of sponsor-approved community service; 3) maintain a minimum cumulative grade point average of 3.5 at the end of semester one and a grade point average of 3.5 for the third academic quarter; 4) attend five (5) N.H.S. meetings; and 5) exemplify the qualities of outstanding character and leadership. A formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society chapter of Collinsville High School is a duly chartered and affiliated chapter of this prestigious organization. Membership is open to those students who meet the required standards in a career and technical field. Standards for selection are established by the national office of the National Technical Honor Society and have been revised to meet our local chapter needs. Students in the eleventh and twelfth grades who are enrolled in a vocational program at C.H.S. are eligible for membership. Pledges must: 1) be a member of a Career and Technical organization (ie. Skills/USA, HOSA, and/or DECA); 2) maintain a minimum cumulative grade point average of 3.0; 3) maintain a minimum cumulative grade point average of 3.5 in the first semester while attending CHS AVC classes; 4) maintain an 'A' average in their AVC class; 5) commit to fifty (50) hours of sponsor-approved community service; 6) meet any financial obligations for membership; 7) provide teacher recommendations to the CHS NTHS selection committee. Pledges will be notified regarding selection and proper procedures to complete membership requirements.

PARENTAL RIGHTS NOTIFICATION

QUALIFICATION OF TEACHERS

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including: 1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived; 3) Whether the teacher is teaching in a field of discipline of the teacher's certification; and 4) Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1) To attend a conference at the school with school personnel to discuss the progress of their child; 2) To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services; 3) To attend conferences to discuss issues concerning their child, such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: 1) Political affiliations or beliefs of the student or the student's parent/guardian; 2) Mental or psychological problems of the student or the student's family; 3) Behavior or attitudes about sex; 4) Illegal, anti-social, self-incriminating, or demeaning behavior; 5) Critical appraisals of other individuals with whom students have close family relationships; 6) Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; 7) Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; 8) Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

PARKING PERMIT POLICY

Students at Collinsville High School (CHS) earn the privilege to purchase and to retain a parking decal. This privilege is earned by adhering to grade level requirements, attendance expectations, as well as rules of conduct for behavior and parking lot safety. Student vehicles parked on campus must be registered with the main office. A CHS Parking Decal (giving students authorization to park on campus) must be visible and attached to the lower windshield on the front, passenger side before the vehicle is parked on campus. Students who do not have a valid parking decal will be assigned In-School Suspension or Short Term Option Program. No warnings will be issued. All previous obligations must be resolved prior to the issuance of a parking decal.

Only Juniors (must have 10.0 – 14.75 credits) and Seniors (must have 15.0 or more credits) currently registered at CHS are allowed to drive and park on campus during the first semester of school. No student may register a vehicle driven by an underclassman during the first semester of the school year. The penalty for such actions will result in 1 day of in-school suspension for the 1st violation.

Any vacant parking assignments may be assigned to sophomore students (must have 5.00 – 9.5 credits) in January of the second semester of the school year based on the following criteria: Sophomore students may have no more than three (3) absences (ie., unexcused-partial and full day absences), in the first semester of their sophomore year & sophomore students may have no more than fourteen (14) tardies (cumulative) to ANY class during the course of an academic quarter of the current school year. If the criteria listed above are met, stickers

will be available based on class rank determined at the end of the student's first semester of their sophomore year. Sophomore students will be charged half of the current years price for a permit and will be subject to all rules and regulations stated in the parking policy of the handbook.

In order to provide incentives for students to strive for academic excellence, eligible Juniors (must have 10.0 – 14.75 credits) and eligible Seniors (must have 15.0 or more credits) will have the opportunity to choose their parking spot for the following year. Prior to the end of the school year, students will be asked to complete a parking spot request form and submit this form to the high school office. On the form, students will be asked to identify their top three (3) parking spot choices. During the summer months, requests will be fulfilled in an order based upon student classification and students unweighted class rank (calculated at the end of the fourth quarter). Parking requests for senior students will be filled first, followed by junior students. Students (in the same class) who have equivalent unweighted class rank will have their parking spot request order completed through random draw. In the event the requested spots are not available, the student will receive the closest available spot relative to their requests. For example: The student ranked number one (1) in the senior class will have his/her parking spot request fulfilled first, the student ranked number two (2) in the senior class will have his/her parking spot request fulfilled second, etc. After the submitted request forms for the senior class have been fulfilled, the student ranked number one (1) in the junior class will have his/her parking spot request fulfilled, followed by the student ranked number two (2) in the junior class, etc. All parking spot assignments must be claimed during registration in the fall. Any student who does not claim their parking spot at registration will forfeit that parking spot and may reserve a parking spot from the parking spots available.

Students who qualify for a parking permit, but have not been assigned a parking space/decal, may request to be placed on the waiting list. Students on this list will receive a parking permit as spaces become available. The names of students on this list will be arranged based on the order that each student initiates the request and are authorized for placement on the list by administration. A student who commits a vehicle infraction while his/her name appears on the parking permit waiting list, may have his/her waiting list status removed and/or have future driving/parking privileges revoked.

Students are expected to be punctual to all classes and instructional programs. Students who receive 15 tardies (cumulative) to ANY class during the course of an academic quarter will have their parking privileges revoked for the duration of the school year. Students who receive ten (10) tardies and/or unexcused absences (cumulative) to FIRST HOUR class during the course of an academic semester will have their parking privileges revoked for the duration of the school year.

Students are expected to display and maintain appropriate conduct at school. Students who receive two (2) or more Suspensions, one (1) act of gross misconduct, or one (1) Expulsion, may forfeit their parking privileges for the remainder of the school year.

DRIVING AND PARKING REGULATIONS

The driving and parking regulations that follow apply to all students who commit a vehicular infraction or violate parking policy. 1) Students are responsible for the vehicle registered in their name and should drive only that vehicle. In an emergency situation, an "authorized student-driver" may drive another "family-owned" vehicle (i.e., a vehicle registered to the parent/guardian of the student). This "authorized student-driver" must register the "family-owned" vehicle on a form in the Main Office, upon arrival to school each day this vehicle is in use. On this form, students must provide their name, decal number, license number, and the make/model of the "family-owned" vehicle. Students may not register the vehicle of another student. Failure to abide by this registration process may result in disciplinary action; 2) Students may only park in the parking space assigned to them. Designated spaces are available for staff and visitors; 3) Students may not park on the back road. Students should not park their vehicles in fire lanes, bus loading zones, driveways, campus thoroughfares, faculty/visitors parking areas, or in handicap parking areas; 4) Students operating motor vehicles must observe all signs present on CHS parking lots and on school grounds; 5) Students are authorized to drive their registered vehicles during the following situations: arrival to school, early dismissal, and open campus (which occurs when school is dismissed). In the event of an early dismissal, authorized student-drivers must receive a release from the Main Office before exiting the school; 6) All vehicles must be operated in compliance with the Illinois Rules of the Road, including proof of state-mandated, insurance coverage (insurance card), vehicle registration information, and a driver's license; 7) The speed of vehicles must not exceed 10 M.P.H.; 8) All vehicles

must be operated on proper roadways within the CHS campus. Driving/parking privileges at CHS may be revoked if a student drives over sidewalks, on grassy areas, or over/through barricades meant to limit/prevent vehicular traffic; 9) Unnecessary and disruptive conduct while driving/parking is prohibited. Such acts include the revving of engines, rapid acceleration, and other dangerous acts (including unexpected braking, performing wheelies, and playing loud music); 10) Transferring parking decals to another student(s) or permitting an unauthorized student(s) to park is not allowed (during any part of the school year). Only the registered student is authorized to use his/her assigned space and vehicle; 11) Always secure your parked vehicle and leave it immediately. Students should vacate their vehicles and clear the parking lot, immediately. Vehicles are to be parked and are to remain parked from arrival to dismissal, unless a student has administrative permission to move the vehicle during the school day – Students will not be issued passes to their vehicle during the school day (except for emergent situations); 12) Registration Conditions: a) Juniors and Seniors must register vehicles for parking according to the policies established by the administration; b) Students who receive parking decals may have their parking decals removed and their driving/parking privileges revoked if it is discovered that he/she does not meet one or more terms of the CHS Student Parking Permit Policy; c) The administration reserves the right to limit the number of parking spaces available or to restrict student parking privileges; d) The cost for an initial, student-parking decal before/during the first semester has been set by the Board of Education. The cost for an initial, student-parking decal during the second semester has been set by the Board of Education. Replacement decals may be provided at an additional expense; 13) Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school; 14) Collinsville Community Unit School District #10 assumes no responsibility/liability for damages to student vehicles, any possessions left in them, or anything attached to the vehicles on school property. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended; 15) Any violation of school/parking policy may result in a conference, a suspension(s), and/or removal of driving/parking privileges for the school year (in addition to any other penalty imposed by administration); 16) CHS will NOT refund parking fees.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

To qualify for a parking decal, students must: 1) Receive less than fifteen (15) tardies (cumulative for all periods), during the CHS academic quarter preceding the quarter when the parking decal is initially issued. (Example: Students receiving decals during registration/Fall Semester 1, must have received less than fifteen (15) tardies during Spring Semester 2/Quarter 4 of the previous CHS school year); and 2) Students must have maintained ten (10) or fewer unexcused absences (partial and/or full day) and/or not exceeded three (3) truant absences, during the previous school year.

PHYSICAL EDUCATION

GRADES

Students of Collinsville High School must comply with the graduation requirements established by the C.U.S.D. No. 10. Each student is required to complete a minimum of two (2) units of credit (four semesters) of physical education with passing grades. To receive a grade for each semester, a student must successfully meet the participation and testing requirements established by the Physical Education Department. The requirements stipulate that each student must successfully participate in a minimum of two-thirds of the activities offered per semester to receive credit. Students not completing the minimum participation requirement of two-thirds of the semester for medical reasons shall receive a medical withdrawal for that semester.

EXEMPTIONS

Any junior or senior who meets the state requirement may request to be excused from physical education by having a waiver signed by the parent or guardian. In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for: 1) Enrollment in a marching band program for credit; 2) Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District; 3) Ongoing participation in an interscholastic or extracurricular athletic program (student must be in the 11th or 12th grade); 4) Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or 5) Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade). Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Occasionally a student may be unable to participate in physical education due to an injury or illness. Exemption from Physical Education (PE) may be issued from the nurse with a parent note not to exceed two (2) days. The parent/guardian must write a note stating the nature of the injury/illness to request this excuse. Parent/guardian notes requesting PE exemption should be delivered to the CHS health room prior to first hour. Requests for PE exemption to exceed two (2) days must be signed by a person licensed under the Medical Practices Act corroborating the medical basis of the request. Doctor's notes for P.E. exemption must have an ending date. If no ending date is listed, duration will be from appointment to appointment or 30 calendar days. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

UNIFORM GUIDELINES

All students shall wear gray shirts with sleeves, purple shorts, socks and athletic shoes during physical education classes. For the safety of students, the following will not be permitted to be worn during physical education class: jewelry, flip flops, open backed and/or open toed shoes, boots, jeans, pajamas, etc. (Yoga pants and tights may be worn with purple shorts on over them). Sweatshirts and sweat pants may be worn over the physical education uniform with teacher permission prior to dressing.

Discipline for No-Dress Physical Education Participation Violations (*cumulative, by semester*)

1st Referral: Warning	3rd Referral: 2 Detentions	5th Referral: 2 Days of ISS
2nd Referral: Warning	4th Referral: 1 Day of ISS	6th Referral: 2 Days of STOP

Every additional No-Dress referral will result in two (2) additional days of STOP (example: 7th Referral = 4 Days of STOP).

Note: A description of discipline programs (including ISS and STOP) are found in the Student Behavior section of this handbook.

PHYSICAL EXAMS

SCHOOL PHYSICALS

Illinois states law requires all students entering ninth grade and new enrollees to the district to have a physical examination and an up-to-date immunization record on file with the health office. School physicals should be completed on the Illinois DHS form within 12 months prior to the first day of school.

SPORTS/ATHLETICS PHYSICALS

Students who participate in athletics at Collinsville High School must have a current sports physical on file with the athletic trainer. Physicals may be completed on the Illinois DHS form or the IHSA sports physical form. Physicals are valid for 13 months from the date of the exam. Ninth grade physicals must be completed on the Illinois DHS physical form and will also be adequate to meet the IHSA sports physical requirement. Physicals may be submitted to the athletic coach or athletic trainer.

POSTERS

All signs or posters affixed in the building(s) at CHS must be approved by a club or activity sponsor (when applicable) as well as the CHS Activity Director and/or Building Principal.

PUBLICITY RELEASE

At times, the Collinsville School District has the opportunity to publish the achievements of students at school. Examples include everyday classroom activities, awards, special projects, sporting events, etc. Publications may occur through school or district web pages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury. If you DO NOT wish to have your child's picture, videotape, interview by the media, or student-produced materials used for this purpose, or if you wish to have your child's name omitted, please send a letter outlining your request to the Director of Technology, Collinsville Community Unit School District No. 10, 201 West Clay Street, Collinsville, Illinois 62234.

REGISTRATION REQUIREMENT

Each summer ALL Collinsville students are required to register at the appropriate building for the school year. Yearly registration is generally held during the last week of July and/or the first week of August. Registration details (dates/times) can be found on the district's web site. All students of Collinsville Community Unit School District Ten (10) will be required to provide proof of residency. Specific requirements for establishing student residency may be retrieved via the Office of Director of Student Services.

REPORT TO PARENTS

An academic report card is electronically mailed to parents/guardians at the end of each nine weeks. This report enables all concerned to see what the student has accomplished and where the student may improve. Parents/Guardians are encouraged to frequently check their child's progress throughout the year on the CHS FAMILY Access website: www.kahoks.org - Parents/Students>Family Access.

RESTRICTED AREA POLICY

A restricted area is any area of the campus where a student's presence is not required as a result of his/her instructional program. This includes, but is not limited to, the cafeteria (at any time other than assigned lunch periods), the parking lot and the gymnasium for non-athletes after school. Students may use the hallways, restrooms, and locker bays between classes. Movement throughout the building (other than passing periods) will require a hall pass signed by a staff member. Such movement must be done promptly and by the most direct means. Attendance in a restricted area will result in the following disciplinary action:

Restricted Area Violation Discipline Policy:

1st Referral:	1 Day of ISS	3rd Referral:	2 Days of STOP
2nd Referral:	2 Days of ISS	4th Referral:	4 Days of STOP

Every Additional Restricted Area Violation will result in two (2) additional days of STOP (example: 5th Referral = 6 Days of STOP).

Note: A description of discipline programs (including ISS and STOP) are found in the Student Behavior section of this handbook.

SALE OF FOOD PRODUCTS AT SCHOOL

Sales of candy/food are not permitted during the school day. The sale of food products at school by school sponsored groups will be at the discretion of the Principal and permission must be obtained by the club sponsor prior to any sales campaign. All food products sold to students are done with the expectation that the product(s) will be handled/consumed in accordance with all other school rules.

SCHEDULE CHANGES

Collinsville High School creates a new Master Schedule to accommodate the students' course requests during the registration process. Students may see their counselor regarding schedule changes during the first five (5) days of the First Semester and the first five (5) days of the Second Semester. Changes in courses may be honored if the request is related to: 1) Graduation requirements; 2) First semester failures; 3) Failed prerequisite courses; 4) Computer errors; 5) College entrance requirement; and/or 6) A grade of 'D' or 'F' in a class.

Schedule changes will not be made for the following reasons: 1) Lunch hour preference; 2) A student changes his/her mind; 3) A student doesn't like people in the class; 4) A student simply doesn't like his/her schedule; 5) Teacher preference (with the exception of administrative approval). Students should not expect any schedule changes to be made after the first five days of the first quarter and after the first five days of the third quarter. Final decisions regarding student placement procedures and schedule change approval/denial will reside with the building principal.

Important Notice: Students who withdraw from a class after the first five weeks of the first semester and the first five weeks of the second semester will receive a grade of "F" on his/her transcript for the course.

SCHOOL MESSENGER

In our efforts to improve communication between parents and school, Collinsville High School is instituting a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general school announcements or reminders. This service is provided by School Messenger, which specializes in school-to-home communications. This program requires NO registration. The primary contact phone number in our student information system database will be used as the contact number. In order to receive important messages via the School Messenger program, it is imperative that parents/guardians report any changes in the student's primary phone number as promptly as possible.

SCHOOL REPORT CARD

The school report card is a document that is produced by the Illinois State Board of Education for each public school and school district in compliance with the Illinois School Code. The report card describes the performance of students by school attendance centers and by district. The report card also describes the district's use of financial resources.

The final page of the school report card indicates whether Adequate Yearly Progress (AYP) is being made as required by the No Child Left Behind Act (NCLB). This page provides a breakdown of students meeting/exceeding state standards, the percent of students tested, and the graduation and/or attendance rates. NCLB requires that this information be reported in the areas of mathematics and reading for all students. Student achievement in these areas is also reported by "subgroup." The federal government mandates that test results for the following subgroups be calculated: gender, race/ethnicity, limited English proficiency, migrant, students with Individualized Education Plans and students receiving free or reduced lunch. The report cards for C.U.S.D. No. 10 may be accessed via the Illinois State Board of Education website at: <http://webprod1.isbe.net/ereportcard/publicsite/getSearchCriteria.aspx>

SCHOOL RESOURCE OFFICER

Collinsville High School has a full-time School Resource Officer (SRO) to serve as a resource to administrators, classroom teachers, parents and students. The SRO also assists school officials with

supervision and security on our campus, as well as many other services for our entire school community. The SRO acts as an agent of the school and will assist the school administration with daily obligations of the school.

SCHOOL SONGS

FIGHT, FIGHT

Fight, Fight, for old CHS!
 We'll show the people we are the best,
 We will fight to raise that score cause we're always here to
 yell some more.
 We've got a team that we think is great.
 Come on and show them we really rate.
 Kahoks, win this game tonight, so come on team, let's
 fight!
 K-K-KAH...O-O-O-KS...K-A-H-O-K-S...
 Kahoks, Kahoks, Kahoks!



INDIAN TRAIL

We're the Kahoks bold, and we're from dear old
 Collinsville.
 Loyal to our school we fight with all our might and will.
 Fight boys, we're all behind you.
 We'll cheer you as you fight to victory, most glorious
 victory.
 Onward to battle, Kahoks, fight for your school and fellow.
 Honor and glory shall be yours.
 Oh, as those tom-toms beat,
 We clap our hands,
 We stamp our feet!
 Shouting out your praise,
 Let Kahoks all their voices raise--Hi!
 Hip! Hip! Hip! Hurray!
 Make our foeman play.
 We want a scalp for dear old Collinsville!
 On to victory let us wend our way, and let us always say,
 Our team will win today.
 Fight! Fight! Fight!
 Keep the spirit of our Kahoks bold,
 And let our motto be "Clean Victory."
 Rah, Rah, Rah,
 Collinsville, we fling our banner high,
 We praise you far and near,
 Praise you our Kahoks dear.
 Together, here we stand, like warriors of the past,
 To battle for our school until the last.

SCHOOL SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media. Student journalists are prohibited from using school sponsored media in a way that: 1) Is libelous, slanderous, or obscene; 2) Constitutes and unwarranted invasion of privacy; 3) Violates Federal or State law, including the constitutional rights of third parties; or 4) Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school. All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media. No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

SEAL OF BILITERACY PROGRAM

Collinsville High School students have the opportunity to be recognized by the State of Illinois for earning proficiency in English and one additional language. The Illinois State Board of Education's Seal of Biliteracy program will place an official seal on diplomas and confer official recognition on transcripts of those students who qualify.

Two honors are available: the Seal of Biliteracy and the Commendation Toward Biliteracy. The Seal of Biliteracy is awarded to those whose proficiency level is equivalent to the Intermediate High scale set by the American Council on the Teaching of Foreign Languages. The Commendation of Biliteracy is awarded to students whose proficiency level is rated at Intermediate Low or Intermediate Mid in a second language.

To qualify for the Seal of Biliteracy, seniors must:

- Earn a minimum composite score of 21 on an official administration of the ACT, **OR** a score of 540 ~~a-meets~~ **or on the SAT English Language Arts** **OR**

- Earn a minimum overall score of ~~5.0~~ 4.8 ~~with minimum subtest scores in reading and writing of 4.2~~ on the ACCESS for ELLs exam, **OR** a minimum score of I-5 on the ACTFL ESL Assessment **AND** • Earn a minimum score of I-5 on the ACTFL's Assessment of Performance toward Proficiency in Languages (AAPPL) exam. The following languages can be assessed with the AAPPL exam: Arabic, Chinese (Mandarin), French, German, Portuguese, Russian, and Spanish.

To qualify for the Commendation Toward Biliteracy, seniors must:

- Earn a minimum composite score of 21 on an official administration of the ACT, **OR** a score of 540 ~~a-meets~~ **or on the SAT English Language Arts** **OR** • Earn a minimum overall score of 3.5 Literacy on the ACCESS for ELLs exam, **AND** • Earn a minimum score of I-1, I-2, I-3 or I-4 on the ACTFL's Assessment of Performance toward Proficiency in Languages (AAPPL) exam. The following languages can be assessed with the AAPPL exam: Arabic, Chinese (Mandarin), French, German, Portuguese, Russian, and Spanish. • Earn a minimum overall score of 3.5 Literacy on the ACCESS for ELLs exam, **AND** • Earn a minimum score of I-1, I-2, I-3 or I-4 on the ACTFL's Assessment of Performance toward Proficiency in Languages (AAPPL) exam. The following languages can be assessed with the AAPPL exam: Arabic, Chinese (Mandarin), French, German, Portuguese, Russian, and Spanish. Additionally, students of Latin may qualify for a Seal of Biliteracy by showing English proficiency through qualifying ACT or ACCESS scores and by earning a minimum score of I-5 on ACTFL's Latin Interpretive Reading Assessment (ALIRA). A qualifying English proficiency score and an ALIRA score of I-1, I-2, I-3 or I-4 will earn a Commendation Toward Biliteracy.

If you are interested in applying for the Seal of Biliteracy, please see your counselor for an application to apply for testing.

SEARCH AND SEIZURE

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

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

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

STUDENTS

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

related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his/her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

SEIZURE OF PROPERTY

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

SKYWARD FAMILY ACCESS (PARENT & STUDENT PORTAL)

Family Access is a real time district-sponsored tool for students and parents to track progress and keep current on assignments, tests and other academic activities. It may be accessed through the school district website www.kahoks.org - Parents/Students>Family Access. Activation codes will be mailed to parents and students when they enroll in the district. The activation code is designed to protect the privacy of data. Information which may be obtained through the Family Access website includes: On-line Registration, daily announcements, class schedules, updated grades, report cards, attendance reports and the ability to update their School Messenger information. Collinsville High School believes that communication between parents and school is critical for the success of students.

SPECIAL EDUCATION SERVICES

Collinsville CUSD #10 makes special education services available to all children ages three to twenty-one that reside within our district boundaries. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the regular classroom teacher to full-day instructional programming for the student. Collinsville CUSD #10 insures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities and physical, learning or behavioral disabilities. If necessary, students may be placed in private school education facilities if services cannot be provided within district. Related services, such as speech therapy, physical therapy, occupational therapy, adaptive physical education and counseling are also available to students who meet certain criteria and for whom an individual educational plan has been developed. If you feel your child may need special education programming, please contact your building principal or school counselor.

REFERRALS FOR SPECIAL EDUCATION

If you believe your child may have a disability, and this disability is adversely affecting your child's education performance, please contact your building principal or school counselor to receive your full procedural rights. Requests for evaluations must be in writing and state the reason for the referral.

STANDARDIZED TESTS

Students and parents/guardians should be aware that students in grades 9-12 will take standardized tests throughout the school year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following: 1) Encourage students to work hard and study throughout the year; 2) Ensure students get a good night's sleep the night before exams; 3) Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; 4) Remind and emphasize for students the importance of good performance on standardized testing; 5) Ensure students are on time and prepared for tests, with appropriate materials; 6) Teach students the importance of honesty and ethics during the performance of these and other tests; 7) Encourage students to relax on testing day.

STUDENT BEHAVIOR

Copies of all School District policies on student behavior are available in the Collinsville High School office.

GENERAL DISCIPLINARY AUTHORITY

Because the Board of Education is entrusted with protecting the safety, health and welfare of the students, staff and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. Discipline is determined on a case-by-case basis and is at the discretion of school administrators and the Board of Education. The level of consequences imposed will be consistent with the Illinois School Code. Out of school suspensions and expulsions are only used for legitimate educational purposes. The District will make all reasonable efforts to resolve such threats, address such disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The District does not have zero-tolerance discipline except as required by federal law or the Illinois School Code. In accordance with constitutional due process and statutory requirements, the Board of Education may suspend or expel students in cases of gross disobedience or misconduct that occurs on or off campus, including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored events and activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Only the Board of Education may determine to expel a student from school or from the school bus. The Superintendent, Assistant Superintendents, Principal and Assistant Principals may suspend students from school or the school bus for up to ten (10) school days. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administrators of the district. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline.

GENERAL PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, and students can meet with a teacher at an appropriate time to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern. If the parents, guardians, or students are dissatisfied with the building administrator's decision or explanation, they can meet with the Director of Student Services to review the area of concern. If further assistance is needed, then parents, guardians, or students can meet with the Superintendent of Schools.

RESPONSIBILITIES IN BEHAVIOR INTERVENTIONS

The effective enforcement of the school based disciplinary management system is essential in keeping a school and school related activities free of disruption and are dependent on the exercise of the responsibilities by the following:

Students

1) Adhere to school, district, and classroom rules and regulations for behavior and good conduct, 2) Attend all classes regularly and be on time, 3) Prepare for class with appropriate materials and completed assignments, 4) Know that the use, possession, distribution and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited and that students may be searched in accordance with Board Policy and state and federal law in order to assure a safe school environment, 5) Show respect for others, 6) Conduct oneself in a responsible manner, 7) Pay required fees and fines, 8) Report threats to the safety of other students, teachers, and staff members, 9) Cooperate with staff members in the investigation of disciplinary matters, 10) Use technology and computers appropriately.

Parents

1) Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards, 2) Provide the school with a current address and home, work, and cellular telephone numbers, 3) Ensure student attendance at school by state law (student attendance is the sole responsibility of the parent or legal guardian), 4) Provide the appropriate school personnel with any student information that will affect the student's ability to learn, 5) Read, acknowledge, and understand that school policies and procedures are applicable to their children's conduct while they are at school and while they are attending events having a nexus with the school.

Teachers

Establish classroom-management procedures that concentrate on good student conduct and support school and district policies and procedures.

Administrators

Develop with all members of the school community an effective School-Based Discipline Management System that promotes and maintains the support of good student behavior.

Board of Education

Clarify the District's purpose, connect with the community, delegate authority, and monitor school performance. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, bus transportation, the school or any school-related activity and may include 'persistent' misbehavior. 'Persistent' shall be defined as more than one repeated instance of an administrative infraction. An administrator may find, on the basis of the facts and circumstances of the case that a student may benefit in an alternative educational setting.

Disciplinary measures applied to handicapped students are in accordance with the Rules and Regulations to Govern the Administration and Operation of Special Education in the State of Illinois, Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973.

DISCIPLINE PROGRAMS

Warning: This notifies a student and perhaps his/her parents/legal guardians that he/she is in violation of a rule or privilege of attending school.

Detention: The detention program is primarily a supervised study time for students. Students assigned Detentions shall not be penalized academically. The program will run from 7:00AM – 7:45AM and from 3:00PM to 4:00PM on Monday through Friday. Parents may request that their child be given the next level of consequence in place of a Detention (In School Suspension). This request must be made prior to the scheduled detention assignment. Any student who refuses to serve, misbehaves, skips or intentionally misses an assigned detention will be assigned to In School Suspension on the following day.

In School Suspension (ISS): Students will serve In School Suspension (ISS) at school during the school day for as many days as their disciplinary consequences stipulate. During this time, students should work on the assignments being covered in their classes. Students serving ISS will be counted present and receive full credit for academic work completed. Teachers must provide assignments for credit at the student's request. If a student has an unexcused absence in conjunction with serving an ISS, then make-up work will not be permitted. Students are responsible for obtaining assignments from their teachers prior to reporting to ISS. ISS is the last opportunity a student has for remaining in school following disciplinary infractions. If a student chooses not to follow proper ISS procedure, he/she will be suspended out of school, and may reserve an additional day in ISS and/or STOP program assignment. Abuse of an ISS assignment or continued violation of ISS rules may result in the loss of the ISS option. Students or their parent/guardian MUST provide transportation home should the ISS assignment not be completed successfully.

The following are rules, regulations, and procedures for the ISS assignment: 1) Students must be in their seats when the 7:55 a.m. bell rings; 2) Students may not talk or cause any type of disruption or distraction to the "Absolute Quiet" atmosphere of the ISS; 3) No sleeping is permitted; 4) Students are to be studying, reading, and completing academic assignments quietly. Students must come prepared with pen, pencil, etc. to work in ISS; 5) Students are responsible to acquire and return make-up work for missed classes; 6) Lunch is spent in ISS. Students may bring a lunch from home or order a lunch. All drinks must be sealed. No soda is permitted in the ISS room; 7) A type "A" lunch is the only purchasable option. No other eating or drinking is permitted. Gum and cough drops are not permitted at any time; 8) Once the lunch orders have been placed, no additions will be made; 9) There will be three breaks during the day. There will be no other breaks, trips to the lockers,

or use of the phones except for medical reasons or emergencies; 10) Students who leave ISS early on will not receive credit for the day and would therefore serve the ISS on the next day of attendance. The student will still receive academic credit for all work completed; 11) Students who are absent from school on days to be spent in ISS must make up the days absent when they return to school; 12) In the event that school is canceled for any reason on the day of an ISS assignment, the student should report to ISS on the first day that school resumes; In the event that a student is absent on the day of an ISS assignment, the student should report to ISS on the first day that the student returns to school, 13) Dismissal is at 2:55 P.M. Students are to take all of their books and materials with them each day of an ISS assignment. Nothing is to be left in the ISS room. Anything left in the room will be taken to the Lost and Found; 14) Students who fail to successfully complete an ISS assignment may be sent home. For a failure to complete ISS assignment: 1) the office will contact the parent; 2) the parent must arrange for student transportation home, and; 3) the day may be recorded as an Out of School Suspension. Additional failures of ISS may result in out of school suspension for the number days remaining for the ISS assignment.

If a parent/guardian is not able to arrange for transportation home: 1) the student will be sent to the library testing center; 2) the day attendance will be recorded as an in-building absence (IA) and; 3) the student must serve a STOP assignment on the next day of student attendance.

Short Term Option Program (STOP): The Short Term Option Program (STOP) is designed to keep suspended students in school. Students assigned to the STOP program report directly to the Collinsville High School office upon arrival to the CHS campus and are then transported to the Center for Educational Opportunities (CEO) Madison County (IL) Regional Safe School located in Troy, Illinois. Teachers at the Regional Safe School STOP Program work with students to complete assigned academic work from Collinsville High School.

Out of School Suspension (OSS): A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. *The level of consequences imposed will be consistent with the Illinois School Code.* Students assigned to Out of School Suspension (OSS) will not be allowed on school district property at any time during their Out of School Suspension. Out of School Suspensions are assigned only for days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

Out of School Suspension Procedures (OSS)

The following are suspension procedures: 1) Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges; 2) A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable; 3) Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education; 4) Upon request of the parent(s)/guardian(s), the Board of Education or a hearing Officer appointed shall conduct a review of the suspension by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or the hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action, as it finds appropriate.

NOTE: *Parents/Guardians who elect not to send their child to school on a day of assigned In-School suspension and/or Short Term Option Program (STOP) will be considered as unexcused absences from school. Students will not be allowed to make up work missed due to these days of unexcused absence.*

Expulsion

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the

classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

Expulsion Procedures

The following are expulsion procedures: 1) Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate; 2) During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine the witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Readmission to school after an expulsion

In order for a student to be readmitted to Collinsville High School after completing an expulsion, the student and/or parent/legal guardian must complete the following (consecutively): 1) Meet all standards of passing the Alternative School-CEO/ETC and or the terms of the expulsion specified by the C.U.S.D. No. 10 Board of Education (CHS and/or the CUSD10 District Office should receive documentation verifying completion of the Alternative School within the allotted timeframe of enrollment); 2) The student and/or parent/legal guardian must call the C.U.S.D. No. 10 Administrative Office to arrange a time to show proof of residency in the school district; 3) The student and/or parent/legal guardian must call the CHS Counseling Department (346-6320, ext. 1137) to meet with his/her counselor in order to arrange for class registration for the upcoming semester.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work within a reasonable time (this usually means one (1) day for each day of out-of-school suspension. Students suspended out of school for five (5) or more days shall have a maximum of five (5) days to submit academic work to their teacher.). Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date. The District has the discretion of providing additional support services as deemed appropriate by school officials.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures: Oral correction; Disciplinary conference, phone call, letter, and/or e-mail; Parent/guardian notification; Temporary removal from the classroom; Restitution for lost or stolen goods or property; After-school study or Before-school study provided the student's parent/guardian has been notified; Restitution or restoration, as applicable, from vandalism; Seizure of contraband, confiscation and temporary retention of the personal property that was used to violate school rules; Exclusion from extracurricular activities such as field-trips, commencement exercises/awards ceremonies;) Revocation of driving privileges (with no refund); Suspension of bus riding privileges; Restriction or removal of computer-use privileges for up to one school year; Suspension from school (and all school activities) for up to ten (10) days; Expulsion from school and all school activities for a definite time period not to exceed two (2)

years; Notification to juvenile authorities or other law enforcement in circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies; Transfer to the Center for Educational Opportunities (Madison County Regional Safe School Program) or other Alternative Education Program(s) if a student is expelled or otherwise qualifies for transfer under State Law; Any other appropriate disciplinary actions determined by the administration. The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Students may be disciplined for misconduct or gross disobedience, including, but not limited to the following: Academic dishonesty (including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores); Any threatening, harassing, or intimidating behavior; Attendance in restricted areas; Bus misconduct; Cafeteria misconduct; (In the absence of a reasonable belief that an emergency exists) Calling emergency responders (calling 911), signaling or setting off alarms or signals indicating the presence of an emergency or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity; Computer (inappropriate use); Conduct that includes public lewdness or indecent exposure, defined to include offenses against chastity, common decency, morals, and the like; Disobeying rules of student conduct or directives from staff members or school officials (Examples of disobeying staff directives include refusing a staff member's request to stop or submit to a search); Disrespect (behaviors verbal or in writing that are abusive or derogatory in nature); Dress/grooming (inappropriate displays); Endangerment of the physical or psychological well-being of school personnel or students by conduct or actions (including engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to be a threat or an attempted intimidation of a staff member; or endanger the health or safety of students, staff, or school property); Engaging in Bullying, Hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other student to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct); Engaging in the offense of retaliation against a staff member for that person's performance of upholding the rules and regulation of the school; Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault; Engaging in teen dating violence; Failure to abide by rules and regulation at extracurricular activities or at co-curricular activities such as field trips; Falsifying information; Fighting (with or without assault of another student or staff member – this includes any intentional physical contact such as hitting, slapping, punching, shoving, etc.); Gambling; Gang Activity or Gang-like activity; Horseplay (pushing, shoving, etc); Inappropriate displays of affection; Insubordination (willful failure to respond and carry out the directions of an administrator or school personnel); Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report; Loitering; Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studies within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school; Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal; Participation in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law; Profanity and Vulgarity (language, objects or gestures that may be found to be offensive to the commonly accepted standards of decency; Repeated violation of classroom or transportation rules; Selling or soliciting for sale any merchandise without proper administrative permission; Setting off the fire alarm and/or tampering with fire extinguishers and/or automated external defibrillators (AEDs); Tardiness/Tuancy; The possession and/or use of any object/material which reasonably could be considered to be distracting to the educational setting of the school (including, but not limited to, guitars, guitar cases, flowers, balloons, skateboards, hoverboards, unarmed aircraft systems, drones); The possession of matches or other flammable materials; The possession and use of

cellular and wireless telephones, laser pointers, IPODs, and electronic viewing or listening devices (including, but not limited to: pagers, text messaging devices, two-way radios, personal digital assistants [PDAs], audio, video, photographic or similar digital devices capable of storing, sharing, and/or transmitting information on campus or at functions during school hours or at any other time in a manner that disrupts the educational process or violates the rights of others, including using the device to take photographs in the locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”); The throwing of snowballs; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, of any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of alcohol; The use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of any tobacco or nicotine products (including electronic cigarettes or e-cigarettes); The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use, possession, distribution (including attempt to use, obtain or distribute), sale, or purchase of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale), purchase, or being under the influence of a harmful, illegal or across the counter drug; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale), or purchase of any performance enhancing substance on the Illinois High School Association’s most current banned substance list (unless administered in accordance with a prescription); The use, possession, distribution (including attempt to use, obtain or distribute) sale (or offering for sale), or purchase of any inhalant (or paraphernalia for an inhalant), regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system (The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications); The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of “look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of any weapons (including guns and knives and/or look alike weapons) or violating the procedures listed in the Weapons Policy of this handbook; The use, possession, control, or transfer of a firearm, a look alike, knife, brass knuckle or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm; Theft (including possession, distribution or attempt to obtain or distribute stolen items) and/or damage to property; Trespassing (entering school property or a school facility without proper authorization. NOTE: any student suspended out of school may not enter the school grounds, attend any school sporting events, or school-related activity or building at any time during the suspension); Unprepared for class (ie. not dressing for physical education class); Vandalism; Vehicle Infractions (including driving and parking without a sticker); Verbal confrontation; Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping,

vandalism and hazing; Violations of rules or procedures established by the classroom teacher; Any other acts that interfere with the orderly educational process in the classroom or the school.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DISCIPLINARY INFRACTIONS & CONSEQUENCES

The administration of Collinsville High School reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the aforementioned list. Similarly, the administration reserves the right, on a case-by-case basis, to deviate from the specified disciplinary actions when such deviations are determined to be necessary for the proper and safe operation of our school. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in a physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines: 1) The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required; 2) The material may be distributed at times and locations selected by the building principal-such as before the beginning or ending of classes at a central location inside the building; 3) The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed; 4) Distribution must be done in an orderly and peaceful manner, and may not be coercive; 5) The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds; 6) Students must not distribute material that: a) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; b) Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright; c) Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook; d) Is reasonably viewed as promoting illegal drug use; or e) Is primarily prepared by non-students and distributed in elementary and/or middle schools; 7) A student may use the School District's Uniform Grievance Procedure to resolve a

complaint; 8) Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that: 1) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; 2) Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; 3) Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; 4) Is primarily intended for the immediate solicitation of funds; or 5) The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

STUDENT PERSONNEL SERVICES

The CHS Student Personnel Services is made available to the students by a variety of professionals and specialists (school counselors, qualified school nurse, school social workers, school psychologist) for the health, education, and welfare of every student attending CHS. There are a limited number of services provided on campus, but many more services are made available through the referral process. The District, assumes no liability for preventing, identifying, or treating such problems for responding to students with social, emotional, or mental health problems that impact learning ability. Services shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

STUDENT PRIVACY PROTECTIONS

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

SURVEYS BY THIRD PARTIES

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: 1) Political affiliations or beliefs of the student or the student's parent/guardian; 2) Mental or psychological problems of the student or the student's family; 3) Behavior or attitudes about sex; 4) Illegal, anti-social, self-incriminating, or demeaning behavior; 5) Critical appraisals of other individuals with whom students have close family relationships; 6) Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; 7) Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; 8) Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STUDENT TEACHER VIDEO AND AUDIO RECORDINGS

Collinsville Community Unit School District No. 10 routinely participates in the education of college level student teachers seeking a degree in the education field. Student teachers are required by their college coursework to create audio and video recordings of their lessons and the reactions of students to their lessons. As a result, students may occasionally appear in video recordings taken by a student teacher authorized by the Building Principal to student teach and to create video or audio recordings of student reactions.

Confidentiality

The video and audio recordings of District students by a student teacher are to be solely in their coursework and in furtherance of their college education. The student teacher will not release the video or audio recording except to his/her college professor. The video/audio recording is destroyed after it is reviewed by the student teacher's professor.

Consent

The School District must have consent from the student's parent and/or guardian prior to a student teacher creating a video or audio recording of District students for their college coursework

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The student's written records are in two categories: permanent and temporary.

"Student Permanent Record" means and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents; Evidence required under Section (5)(b)(1) of the Missing Children's Records Act [325 ILCS 50/5(b)(1)]; Academic transcript, including: grades, class rank, graduation date and grade level achieved; scores on college entrance examinations, except that a parent may request, in writing, the removal from the academic transcript of any score received on college entrance examinations (also see Section 375.30(d)); the unique student identifier assigned and used by the Student Information System established pursuant to 23 Ill. Adm. Code 1.75 (Student Information System); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in Section 27-22 of the School Code [105 ILCS 5/27-22]; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with Section 2-3.157 of the School Code [105 ILCS 5/2-3.157] and 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); Attendance record; Health record; Record of release of permanent record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64a-5); and If not maintained in the temporary record, may also consist of: Honors and awards received; and Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

"Student Temporary Record" means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: A record of release of temporary record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64a-5); The completed home language survey form (see 23

Ill. Adm. Code 228.15 (Identification of Eligible Students)); *Information regarding serious disciplinary infractions* (i.e., those involving drugs, weapons, or bodily harm to another) *that resulted in expulsion, suspension or the imposition of punishment or sanction*; *Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]; Health-related information; Accident Reports; and May also consist of: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.); and Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

Student's written records are kept on file in the Counseling Department and are available to students, parents and/or legal guardian for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than fifteen days (15) after receiving the request. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record.

If information contained in the records is disputed by the parent, student, and/or legal guardian, a request to meet with the Principal or Superintendent must be made within a reasonable time after the review of the record to provide for the correction, deletion, or further explanation of such information.

In the absence of any court order to the contrary, to require, that upon the request of either parent of a pupil whose parents are divorced, copies of the following reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school initiated parent-teacher conferences, notices of major school sponsored events, such as open house, which involve pupil-parent interaction and furnished by the school district to one parent be furnished by mail to the other parent.

The school will review student's records periodically to make certain they are accurate. Permanent records will be maintained for not less than sixty (60) years after a student has graduated or otherwise permanently withdrawn from school. Temporary records will be maintained for one year following graduation and/or withdrawal and will be destroyed on July 1. A parent, student, and/or guardian have the right to inspect and copy such records before destruction. A charge of the actual cost for providing a copy of the school record will be paid by the requesting party, but may not exceed 35 cents per page.

Upon graduation or permanent withdrawal of a handicapped student, the psychological evaluation, special education files and other information contained in the student temporary record may be of continued assistance to the student may, after five (5) years be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

If a certified copy of an order of protection has been filed with a school district, then the district shall notify its school employees that the student records or information in those records of a protected child identified in the order shall not be released to the person against whom the order was issued.

RELEASE OF INFORMATION

The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) calendar

days after such service, if the parents make no objection, the records may be transferred to the requesting school.

No individual or agency can force an individual to release his/her records. A release of students' written record will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information will be given to the parents. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, media interviews, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

RULES REGULATING THE INSPECTION OF STUDENT'S WRITTEN RECORDS

~~The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians absent a court order to the contrary and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are: 1) **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. 2) **The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.** A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript to prevent multiple entrance examination results in their student records. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed. 3) **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing. 4) **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District~~

discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out of school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student. **5) The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for not less than 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for not less than 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. **6) The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of receipt of this Handbook.

7) The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal. **8) The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.** **9) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are: **1) The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student; **2) The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. A**

parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal; **3) The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing; **4) The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official-committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; **5) The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first; **6) The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to

grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal; 8) **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law;** 9) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW. Washington DC 20202-4605

STUDENT RIGHTS AND RESPONSIBILITIES

The School Board, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The School Board also believes that, while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, students who fail to perform those duties required of them upon attendance in a public school may be excluded from the school.

STUDENT RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have individual responsibilities that correspond. Parents, teachers, and administrators have a duty to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school: 1) To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers; 2) To respect the rights and individuality of other students and school administrators and teachers; 3) To refrain from libel, slanderous remarks, and obscenity in verbal and written material; 4) To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety; 5) To be punctual and present in the regular or assigned school program to the best of one's ability; 6) To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process; 7) To maintain the best possible level of academic achievement; 8) To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

STUDENT RIGHTS

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

STUDENT SUCCESS STRATEGIES

Students are reminded that the following strategies should be carried out on a daily basis in order to succeed academically in class: 1) Respect teaching and learning; 2) Prepare for each class; 3) Approach each class with enthusiasm for the learning process and academic inquiry; 4) Be willing to be active learners in the classroom; 5) Value diversity in the class and refrain from using language that may be insulting or insensitive; 6) Commit the necessary time and effort in each course; 7) Complete all assignments in a timely and neat fashion; 8) Communicate with teachers in a respectful tone to prevent an issue from becoming an insurmountable problem; 9) Respect the learning environment by minimizing distractions such as arriving late or reading other materials in class.

STUDENT RIGHTS PROCEDURES

GRIEVANCE

A grievance is a difference of opinion raised by a student or a student's parent or parents involving: 1) The meaning, interpretation or application of established policies; 2) Difference of treatment; or 3) Application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons involved.

DUE PROCESS FOR STUDENT GRIEVANCE PROCEDURES

The Grievance Procedures, along with explanation, due process and directions, are available for inspection in the Superintendent's office, building Principal's office, Counselor's office, and Coordinator's offices for Title IX, Section 504 and Title VI. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

1. **Right to Representation:** The aggrieved may choose to be represented by an attorney or other person of their choosing.
2. **Right to Present Witnesses and Evidence:** The grievant(s) shall be allowed to present relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. **Time Limits:** All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step to the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant to appeal the decision to the next step within the specified time limits shall be an acceptance of the decision rendered at that step.
4. **Right to Information:** Unless state laws and right-to-privacy acts are violated, all relevant information must be made available to all parties.
5. **Right to Privacy:** During the grievance procedure, prior to Step III, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential.
6. **Reprisals - Retaliation:** Participants in a grievance submitted to this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student(s)' file(s) or used to affect equal opportunity for access and equity in educational programs and services.

Time limits refer to days when school is in session unless other agreed to limits by both parties.

STEP I. The student(s) and/or parent(s) should discuss the matter with the building principal within ten (10) days of the time when a reasonable alert person should have been made aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP II. If the problem is not resolved, the grievance should be submitted in writing to the building principal and the Coordinator responsible for the civil rights legislation within ten (10) days. A meeting must be held within five (5) days from the written notification of referral with the grievant(s), building principal, coordinator and any other involved person(s). A written response must be made within ten (10) days.

STEP III. If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Superintendent. The grievance should be described as specifically and completely as possible. All documentation submitted in previous steps should be submitted to the Superintendent. A meeting must be held between the grievant(s), Superintendent and district representatives within ten (10) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference. A written response from the Superintendent shall be given within ten (10) days.

STEP IV. If the issue is not satisfactorily resolved in STEP II, the grievant(s) may appeal in writing to the School Board within five (5) days from the receipt of the written response. The School Board shall consider the appeal and may request a formal hearing of all evidence, written and oral, within sixty (60) days of the written appeal. A written response shall be given to the grievant(s) within ten (10) days of the School Board's examination of the appeal.

STEP V. None of these grievance procedures preclude the grievant(s)' use of alternative procedures for resolving the grievance.

STUDENT SAFETY SECURITY PLAN

THREAT OF VIOLENCE

Purpose

Collinsville High School is committed to providing and maintaining a healthy and safe environment for its students and staff. The purpose of the Collinsville High School Safety Plan is to help ensure the care, welfare, safety, and security of students and staff members. This plan is a guide and is only used when a student has made a threat. The plan is intended to classify the level of a threat and give guidance for responding to the threat.

Threat Defined

A threat is an expression of intent to do harm or act violently against someone or something. The threat can be spoken, written, or gestured. Threats may be direct or indirect, and need not be communicated to the intended victim(s).

Threat Assessment Team

Social Worker/and or Counselor – interviews the student, conducts the risk assessment, and helps to evaluate the threat; **Assistant Principal** – interviews the student, evaluates the threat, assigns appropriate discipline, and notifies the parent; **School Resource Officer** – interviews the student, helps to evaluate the threat, determines if further legal action is needed, and receives all information pertaining to the incident.

Procedure

1) The CHS School Administrator is informed of the threat; 2) The threat assessment team conducts an investigation/interview; 3) The school social worker or counselor conducts a threat assessment; 4) The threat assessment team determines the risk level of the threat; 5) Discipline is assigned by the Administrator; 6) The student is monitored; 7) The Collinsville Police Department is notified; 8) A referral to social worker/school counselor for anger management, coping skills, or conflict resolution; 9) The parents of all students involved are contacted; 10) Resources are provided to student and parents; 11) Student released to parent/parent designee; 12) The parents, student, and threat assessment team will develop an Emergency Plan. Due to the safety of all involved, failure to follow through with the agreed upon follow up plan may result in the school contacting the Department of Children and Family Services Child Abuse Hotline; 13) There is communication with teachers/school counselors to make aware of conflict; 14) A request is sent to school counselor to separate students in class (if appropriate).

Discipline

When considering the appropriate discipline for a student who has made a threat of violence, the student's prior disciplinary records, as well as the nature of the threat are taken into account. All discipline is administered on a case-by-case basis.

IMPORTANT: If a student is in need of emergency assistance to address the care, welfare, safety and security of self or classmate when school is not in session, please contact the proper authorities listed below:

Police, Fire, & Emergency Services: 911
Collinsville Unit 10 Safe and Secure Hotline: 618-979-6406 (anonymous)
Suicide Prevention Lifeline: 800-273-8255
Child Abuse Hotline: 800/25-ABUSE

STUDENTS WITH DISABILITIES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to

ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. If you believe your child may have a disability, and this disability is adversely affecting your child's educational performance, please contact your building principal to receive your full procedural rights. Requests for evaluations must be in writing, and state the reason for the referral.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. In a situation in which a student expresses suicidal thoughts, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

TELEPHONE CALLS & REQUEST

Parents may reach students by calling the high school office (346-6320). A student will be called out of class only in cases of emergency. School phones are to be used on an emergency basis only.

TEXTBOOKS

Textbooks used at Collinsville High School are the property of the Collinsville School District. The textbooks issued to a student become his/her responsibility until they are returned to the school. Any rental fees are to be paid on registration day at CHS. Collinsville Community Unit School District Ten (10) is a participant in the State Free Textbook Loan Program. When parents or students have requested participation in writing, no rental fees are assessed on the books supplied through the Free Textbook Loan Program. If a textbook issued to a student is lost or damaged (regardless of the reason) the student has the financial responsibility to pay the replacement price.

TOBACCO/SMOKING

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. The possession, use, distribution of (or any attempt to use, obtain or distribute), sale or purchase of any tobacco products (or look-alike tobacco products such as electronic cigarettes) is prohibited in school buses, in school buildings and on school property. This policy extends to all school sponsored and related activities as well as field, athletic and music trips, whether held before or after school, evenings, or weekends.

DISCIPLINE POLICY FOR TOBACCO/SMOKING/ELECTRONIC CIGARETTES

Under age 18

1st Offense: 2 Days of I.S.S. + Court Citation
2nd Offense: 2 Days of O.S.S. + Court Citation
3rd Offense: 5-10 Days of O.S.S. + Court Citation

Age 18 and older

1st Offense: 2 Days of I.S.S.
2nd Offense: 2 Days of O.S.S.
3rd Offense: 5-10 Days of O.S.S.

All discipline imposed will be determined on a case-by-case basis.

The Illinois General Assembly finds that tobacco smoke is a harmful and dangerous carcinogen to human beings and a hazard to public health. Pursuant to Illinois Public Act 095-0017, no person may smoke in a

public place or in any place of employment. To 'smoke' means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment. CHS will work cooperatively with local law enforcement to enforce provisions of the Smoke Free Illinois Act and fines may be assessed pursuant to this Act.

TRANSCRIPTS

Collinsville High School will provide students with four free transcripts. There will be a cost of \$1.00 for every transcript after four. A student's final transcript will be sent at no cost. Students must meet with their counselor to sign a Transcript Release Form. Students requesting official transcripts must have all fees paid in full (includes previous year's fees, lost textbooks or library books). If all fees are not paid in full, only unofficial transcripts will be available upon request.

TRANSFER OF GRADES

A student seeking admission to Collinsville High School must meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by state law. A student must also present a completed good standing form from the school from which the student is transferring. Courses from schools accredited by a state accrediting agency or one of the seven nationally recognized regional accrediting associations will be accepted and granted the same credit as given by Collinsville High School for corresponding courses (Note: as CHS is a public school, no credit will be granted for religion courses.) Credit from non-accredited high schools may be accepted and granted for courses comparable to those offered at CHS only after the student has demonstrated proficiency in those subjects. The Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendation. An assigned administrator may administer proficiency exams. An official written course description will be required for any course that is not offered at CHS. Credit for such courses may be granted only after a review of the course description and related material. To receive a diploma from CHS, graduating seniors transferring to CHS must be enrolled as full-time student for their final semester and earn a total of three (3) credits (exceptions will be at the discretion of the principal). Students who transfer to CHS during a semester will have their grades from their former school averaged (as is possible) with their classes at CHS. The administration reserves the right to make recommendations in the event a particular student's circumstances require special consideration. Parent(s)/guardian(s) of a student transferring from Collinsville High School should give the Building Principal written notification of their transfer intent, pay outstanding fees or fines, sign a release form and return all school-owned property.

TRAVEL TO SCHOOL SPONSORED EVENTS

The regulations for student travel have been adopted by the Board of Education and apply to all students in grades 9-12 who desire to participate in athletics and all school sponsored activities. All student participants will ride in school approved transportation (usually buses, vans, or pre-approved automobiles) to and from scheduled away events. Student participants may receive prior approval from the building principal or his/her designee that allow for parent/guardian-provided transportation to or from a scheduled event. This request must be made in writing and must be approved at least twenty four (24) hours before the transportation is provided. Student athletes may receive approval from the athletic coach or student activity sponsor to allow for parent/guardian provided transportation away from an athletic contest with an approved written request from the parent/guardian. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the district's athletic discipline policies, rules and regulations as provided herein.

VANDALISM

Intentional damage to the school building, its equipment, or its property is intolerable. Those in violation can expect penalties fitting such destructive behavior. Vandalism of vehicles on school grounds is a criminal offense with criminal consequences. Any act of vandalism will be subject to restitution for damages, disciplinary action and possible legal action.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff,

visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

VISITORS

VISITORS - BADGE SYSTEM/SIGN IN – SIGN OUT

Visitors are welcome to Collinsville High School. To ensure the safety of our students, staff and faculty, all visitors must report to the attendance office of the school building. This prevents any misunderstandings, gives the office an opportunity to assist visitors and to inform the office who is in the building. Visitors must sign in, identify the date and time of arrival, inform office personnel of their reason for being at school and the classroom or location they are visiting, and present an appropriate state or government issued photo identification to be scanned by the Raptor Visitor Registration System. RAPTOR will provide a consistent system to track visitors and volunteers while protecting our children from people who present a danger to students and staff members. All school RAPTOR administrators have received training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's photo badge visible. This training is conducted by Mr. Robert Carpenter, Director of Security for Collinsville Community Unit School District. When the visitor arrives to the attendance office, he/she will be greeted and asked for photo identification. The designated staff member will scan the visitor's identification and issue a photo badge with the visitor's destination if there is no alert indicated on the database. Accepted forms of photo identification will include: driver's license, consular identification card, green card, U.S. passport card (not full passport), and military identification card. The staff member will keep the individual's identification in plain view, to reduce concerns that anyone might be copying personal information. This photo ID is scanned into the RAPTOR system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by RAPTOR Technologies, Inc. Within moments, the RAPTOR administrator will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the system will print a visitor's pass which includes the person's name, photo, date of visit, and destination within the building. RAPTOR is only scanning the identifying information from the document, such as the visitor's name, date of birth, address and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. If the visitor does not have acceptable photo identification available, the campus administrator on duty (or designee) will be called to assess the situation. If he/she determines the visitor is known, the visitor's information can be manually entered by the campus RAPTOR administrator. Approved visitors without acceptable photo identification may be allowed access to areas of school business requested through escort by the campus administrator (or designee). The visitor will return to the attendance office to check-out when departing the campus. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge will be torn thoroughly so it cannot be reused.

Visitors are required to proceed immediately to their location in a quiet manner. If parents/guardians wish to visit a classroom or talk to a teacher, arrangements should be made beforehand to assure that there is no disruption to the educational services to students. In order to limit interruption to the educational process of our students, student visitors from other schools will not be permitted.

Students who need to be picked up from school by a parent are to wait in the attendance office. The parent/guardian should come into the office to sign out their child on a list used by the school. If the student will return to school that day, he/she will be required to sign in.

WEAPONS PROHIBITION

The establishment and maintenance of a safe, pleasant, educational school environment that is conducive to learning is a high priority to Collinsville Unit School District 10. For this reason, students who engage in such activities as the use of or possession of a weapon, physically attacking faculty, staff, or other students, threatening or verbally abusing faculty, staff, or other students, theft, arson or vandalism are subject to extremely serious penalties. These penalties include suspension up to and including ten (10) days, along with

possible expulsion and criminal prosecution. Board of Education policy forbids students from bringing or being in possession of illegal weapons on school property, at any time. The display, possession, and transportation of dangerous and illegal weapons, including look-alike weapons, are strictly prohibited on school property, school buses, and at authorized school activities. Items in the following categories are defined as weapons: Any firearm of any description, a bludgeon, black-jack, sling-shot, metal knuckles, any switchblade knife, stiletto knife, or any item considered dangerous to others, including but not limited to, those items defined by Illinois State Law in 720ILCS5/24-1.

Violators of this policy will be suspended for a period up to ten (10) days and may be referred to the Board of Education for a hearing and possible expulsion from school for up to two (2) calendar years. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to local authorities for possible prosecution, in all criminal cases. This policy shall not restrict the authority of the Superintendent of Schools or designee to seek prosecution of violators to the maximum extent of the law. Strict and consistent consequences on all weapons violations will be enforced. Therefore, the building principal will review the case and facts with the Superintendent of Schools or designee in order to determine the full extent of the penalty to be imposed. Such factors as the nature of the infraction, the severity of the offense, the age of the students, and other extenuating circumstances might reasonably be considered.

Pursuant to the federal *Gun-free Schools Act* and Section 10.22.6 of the *School Code*, any student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (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 of 1961, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or other knuckle weapon regardless of its composition, billy-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 Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

PROCEDURES FOR WEAPON POLICY VIOLATION

Procedures for a student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school: 1) A written referral will accompany the student; 2) A student/administrator conference will be held to gather evidence [this meeting may include the School Resource Officer (SRO)]; 3) The student will receive a ten (10) day suspension; 4) A meeting will be held with the assistant principal, student, parent, and building principal; 5) An expulsion hearing will take place within the ten (10) day suspension with the school's personnel and hearing officer; 6) A written report will be submitted to the Board of Education. *The Board of Education will rule on the length of the expulsion* (period of not less than one year but not more than 2 calendar years). The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

WEATHER CLOSURE, DELAYED STARTS & EARLY RELEASE

Collinsville Unit #10 Schools do not take weather-related decisions lightly. As with any decision, student learning is our top priority, but student safety is always our first consideration. Here is some information about how the district balances the factors that come into play when we face a weather-related decision.

HOW THE CALL IS MADE

The district will make the call about delaying or closing school based on reports from our bus company, weather reports, and information gathered from Unit 10 staff and municipal employees who are out driving and assessing road conditions in all parts of our school district. We use the following criteria to make a decision: Safety of students, Impact on families in the affected areas if they must report for school, Areas affected - is the event district-wide, localized, or scattered?, and Ability of buses to get to students.

CLOSURES, DELAYED STARTS & EARLY RELEASE

The district has three options in the event of bad weather. The district could close the schools altogether, delay the opening of school for two hours or release/dismiss students early. School release, delay and closure information is relayed in a variety of ways: The district instantly publishes the information through phone messaging system, television networks, district web site (If you have Internet access, the link to weather-related closure information is www.kahoks.org. The site is available 24 hours a day.)

In the rare event Unit 10 calls a 2-hour late opening, school will start 2 hours later than your normal bell time. For example if your normal bell time is 8:00 AM, your scheduled late start time is 10:00 AM. The morning bus routes will run 2 hours later than normal. The school day will end at their normal times. Once children are in school, approximately two hours are required to get the last child home after a decision is made to close schools. For this reason, it is unlikely school will be canceled once classes are in session. However, when conditions dictate an early release, school will be dismissed. The School Messenger calling system will notify parents of any early school dismissal. It is also a good idea to check updates posted on the local television stations any time weather conditions are changing or in question. The district website will carry early school dismissal information as soon as decisions are made. It is very important that parents have plans for younger children when school is dismissed early. In the event that the district releases students early due to weather, please communicate with the school if alternate student pick-up plans are made. Please insure children dress for protection against prolonged exposure to the weather as a safety precaution. *If no report is made, it can be assumed that school will be in session.*

WITHDRAWAL FROM SCHOOL

We at Collinsville High School believe it is in the best interest of all students to complete their high school education and receive a diploma. Before a student may apply for permanent withdrawal, he/she must be of legal withdrawal age and have approval of parent or guardian. A parent or legal guardian must accompany a student withdrawing from school to meet with the assigned Counselor, and to sign proper withdrawal forms in the Counseling Department. This form must be presented to each of the following: 1) The secretary for textbook distribution (to make proper financial settlement for textbooks not returned, textbook rental fees not paid, or receive a partial refund on textbook rental fees if they have been paid and to record if all books have been returned; 2) The Librarian (to make proper financial settlement for lost or overdue library books); 3) The Main Office and Assistant Principal's Office (to make proper financial settlement for textbooks not returned, textbook rental fees not paid, or receive a partial refund on textbook rental fees if they have been paid and all books have been returned; 4) The Attendance Secretary and 5) The Registrar (for record keeping purposes). Students withdrawing from Collinsville High School will receive grades of 'W' on the mark history; quarter and transfer grades will be sent to the receiving school, unless fees are owed or they do not transfer to another accredited secondary school program. After all signatures have been obtained, the withdrawal form is to be returned to the Counseling Department.



COLLINSVILLE C.U.S.D. 10 VISION STATEMENT

Collinsville Community Unit School District Number Ten is committed to world-class excellence through a culture of acceptance, collaboration and achievement.

COLLINSVILLE C.U.S.D. 10 MISSION STATEMENT

In collaboration with all stakeholders, the Collinsville Community Unit School District Number Ten will provide appropriate learning opportunities within a safe and caring environment. Collinsville Community Schools will develop lifelong learners who are productive and successful members of a diverse society.

COLLINSVILLE HIGH SCHOOL MISSION STATEMENT

The Kahok family offers and embraces opportunities for everyone to reach his/her fullest potential.



STUDENT/PARENT HANDBOOK RECEIPT

(Handbooks will be distributed to students/parents/guardians at registration).

Please sign and date below to indicate that you have received the 2017-2018 Collinsville High School Student/Parent Handbook which covers policies and procedures for our school. By signing the handbook receipt, students acknowledge that they will read and follow the policies and procedures set in place for CHS students by the C.U.S.D. No. 10 Board of Education. I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. Parents who sign for their child do so with the understanding that their child will read and follow the policies and procedures set in place for CHS students by the C.U.S.D. No. 10 Board of Education. Best wishes for a successful school year.

Student Handbook Acknowledgment and Pledge

Name of Student: _____

STUDENT ACKNOWLEDGEMENT

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

PARENT/GUARDIAN ACKNOWLEDGEMENT

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

9.3. Approval of 2018-2019 CMS Student and Parent Handbook

Collinsville Middle School Student/Parent Handbook

Proposed Changes for 2018-19

1. Remove Tiffany Zobrist- Personnel change
2. Attendance Policy Update- Illinois Principal's Association Update
3. Bullying Policy Update- Illinois Principal's Association Update
4. Compliance Officer Update- New Personnel title and position
5. 2 rules added in cafeteria rules- adjustments made to procedures during 2017-18 school year
6. Health Service – Revised Policy Update regarding lice and Communicable Diseases/School Exclusion for Illness Guidelines – Mrs. Lisa Sabatino (CUSD10 Nurse)
7. Student Medication Authorization Form Update- Illinois Principal's Association Update
8. Home and Hospital Instruction Policy Update- Illinois Principal's Association Update
9. PE Exemption Update- Illinois Principal's Association Update
10. Student Record and Information Policy Update- Illinois Principal's Association Update
11. Suicide and Depression Awareness and Prevention- Revised language as proposed by Mr. Barney Mundorf, Legal counsel for CUSD10.

COLLINSVILLE
MIDDLE SCHOOL



STUDENT HANDBOOK
2018-2019

COLLINSVILLE
MIDDLE SCHOOL

VISION:

COLLINSVILLE MIDDLE SCHOOL WILL PROVIDE A SAFE AND POSITIVE EDUCATIONAL ENVIRONMENT THAT OFFERS MULTIPLE LEARNING OPPORTUNITIES TO A DIVERSE POPULATION.

MISSION:

COLLINSVILLE MIDDLE SCHOOL, IN PARTNERSHIP WITH PARENTS AND THE COMMUNITY, ENRICHES STUDENTS' ACADEMIC AND SOCIAL EXPERIENCES, EXPOSING THEM TO EDUCATIONAL OPPORTUNITIES THAT ALLOW THEM TO BECOME WELL-ROUNDED AND PRODUCTIVE CITIZENS.

Collinsville Middle School

9649 Collinsville Road

Collinsville, Illinois 62234

(618) 343-2100

Fax: (618) 343-2102

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WELCOME

The Collinsville Middle School administration would like to welcome you to a great school year! Our staff is committed to providing opportunities for students to succeed academically, behaviorally and socially. Our goal is to provide a safe and caring learning environment that will develop life-long learners, who become productive and successful members of a diverse society. Best wishes for a great 2016-2017 school year.

Yours in education,

Dr. Kimberly Jackson, Principal

Darrin Houck, Asst Principal

TBA, Asst Principal

COLLINSVILLE MIDDLE SCHOOL COMPACT

Collinsville Middle School promises to:

- Create a partnership with every student and family in each classroom.
- Monitor and communicate student progress to parents /guardians.
- Ensure that all students get help as soon as it is needed.
- Assign work that is relevant and interesting.

CMS Students promise to:

- Read daily to increase their level of understanding in each class.
- Be responsible for their own learning by completing all assignments.
- Advocate for themselves by letting their teachers know when they need help.
- Demonstrate good behaviors that establish a quality learning environment for all students.

CMS Parents promise to:

- Help their child see the importance of education to pursue his/her interest and goals.
- Partner with their child and his/her teachers to establish a learning team.
- Establish a routine that ensures homework completion.
- Discuss their child's challenges or misunderstanding's with his/her teacher.

COLLINSVILLE MIDDLE SCHOOL HISTORY

Collinsville Unit 10 School District strives to create a school environment where children are intellectually challenged in ways appropriate to their individual strengths, needs, and experiences. In doing so, the teachers, staff, and administration, strive to develop thriving individuals, responsible citizens, and lifelong learners who will be active in their local and global communities. A long-term goal of the Collinsville School District is to move from a neighborhood school model to a centralized grade-level model. One of the first milestones for this goal was the construction of our new seventh and eighth-grade attendance center where we are located this year.

Collinsville Middle School has experienced many changes since opening as North Junior High School in September 1962. All programs of instruction are recognized by the Illinois State Board of Education for Recognized School Districts and/or Attendance Centers. Collinsville Middle School is also renowned throughout the area as a quality educational attendance center and has maintained this tradition throughout the years. Collinsville Middle School currently serves students in grades seven and eight that come from Collinsville Intermediate School. Extracurricular activities include fine arts, music, sports, student organizations, contests and tournaments.

BOARD OF EDUCATION, DISTRICT/SCHOOL ADMINISTRATION

(105 ILCS 5/4-6.2, 105 ILCS 5/10-20.14, 5/10-21.4a., 105 ILCS 127/)

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (www.kahoks.org) or at the Board Office at 201 West Clay Street, Collinsville, IL 62234. The school's website also has important information and that address is <https://sites.google.com/a/cusd.kahoks.org/cms/>

The School Board governs the school district, and is elected by the community. Current School Board members are:

Mr. Tim Hasamear, Mr. Gary Clark, Dr. Dennis Craft, Mr. Gary Kusmierczak, Mr. Gary Peccola, Ms. Jane Soehlke, Mr. Wayne White
The School Board has hired the following administrative staff to operate the district:

Superintendent Dr. Robert Green
 Assistant Superintendent of Student Services Mr. Brad Hyre
 Director of Curriculum & Assessments Mrs. Latoya Berry-Coleman
 Assistant Superintendent of Human Resources Mr. Kevin Robinson
 Director of Buildings and Grounds Mr. Mike Hollingshead
 Chief School Business Official Mrs. Uta Robison

Director of Technology Mr. Derek Turner
 Director of Special Education & Related Services Mrs. Alison Underwood

The School Board has hired the following administrative staff to operate Collinsville Middle School:

Principal Dr. Kimberly Jackson
 Assistant Principal Mr. Darrin Houck
 Assistant Principal

ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES

(*Americans with Disabilities Act, 42 U.S.C. §§ 12111 et. seq., 12102, and 12131 et seq.; 28 C.F.R. Part 35*)
 Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the Collinsville School District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

ADMISSIONS

Admission to Collinsville Middle School will be authorized according to the following regulations:

1. The student must legally reside in Unit #10 School District with a parent or legal guardian; must prove proof of residency.
2. The student must have completed all of the requirements for elementary school and be promoted or assigned to the middle school.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists or has knowledge of a violation of any school rule committed by another student, s/he may be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

ASBESTOS MANAGEMENT PLAN

(820 ILCS 255/1 et seq., 105 ILCS 5/10-20.17a and 135/1 et seq., 225 ILCS 235/2., 415 ILCS 65/3(f). 105 ILCS 105/1-105/10)

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

To All Parents, Guardians, Faculty and Staff:

The U. S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing material in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at all schools located within Collinsville C.U.S.D. #10; furthermore, a site specific asbestos management plan was developed, reviewed by the Principal and the Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty, and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's Office.

ASSEMBLIES

The assembly program is an integral part of the total Collinsville Middle School educational program. The assemblies are conducted to complement and enhance the value of the academic/extra-curricular programs. The expectations for student behavior and conduct at assemblies are the same as in the classroom. Students who do not conduct themselves in an appropriate manner during assemblies may receive disciplinary consequences.

ATTENDANCE POLICY

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

One of the keys to receiving an excellent educational experience is regular school attendance. The Collinsville School District attendance plan complies with the Illinois School Code Section 105 ILCS 5/26-2A. In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities imposed upon parents therein, it is the policy of the Board of Education of District #10 that students shall attend school during the entire time school is in session and be on time for classes. The Board believes that regular class attendance fosters successful academic performance and development of punctuality, self-discipline and responsibility. The Illinois code defines chronic absenteeism as missing school 5 percent of the previous 180 school days.

The School Code of Illinois defines chronic absenteeism as missing school for five (5) percent of the previous 180 school days. That equates to nine (9) days of absence over a 180-day period. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. The parent and/or student may be subject to legal citation through the courts. Special circumstances such as hospitalization, chronic illness etc. will be considered in this process. Collinsville Community Unit School District Ten (10) appreciates the cooperation of parents and students on this matter of vital importance to your child's education.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS1, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days per school year in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

ABSENTEEISM/ABSENCE REPORTING

In order for an absence to be considered reported, a parent or guardian is expected to notify the school by telephone between the hours of 7:45 A.M. and 9:30 A.M. State the name of the student who is going to be absent, his/her grade, the reason for the absence, and the phone number where the parent or guardian can be reached for verification. The office number for reporting is (618) 343-2100. The State of Illinois requires we request reasons for absences and to submit a yearly report. If a student's absence is excessive, a physician's note may be requested. Failure to give proper notification to the school will result in an absence being considered as an unexcused absence. The determination as to whether an absence is classified as reported, documented or unexcused is the sole responsibility of the school. The responsibility of the parent or guardian is to report the reason for the absence.

REPORTED ABSENCES

The following shall be the only acceptable reasons for reported absences with full make-up privileges:

1. The student is ill
2. Death in the immediate family
3. Serious family illness
4. Serious home/family emergency
5. Time is needed for medical or dental appointments
6. Religious instruction/observation such as religious holiday or convocation classes. Written notice must be given to Principal 5 calendar days before absence.
7. Emergency situations which arise that are justifiable in the opinion of the principal
8. Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
9. Attending a military honors funeral to sound of TAPS.

Note: One day for each day consecutively missed will be allowed to makeup work

Example: 3 days missed in a row equals 3 days to make up all work missed in those 3 days.

DOCUMENTED ABSENCES

A documented absence will be issued for personal illness, serious family illness, the death of immediate family member, court appearance, or other absence beyond the control of the student. The following documentation must be presented to the Main Office regarding documented absences: 1) Personal illness – a note from a doctor or dentist; 2) Court appearance – a document from the court system, 3) Funeral – an Obituary Notice. Requests by parents/guardians to have an absence recorded as “Documented” must present the documentations as soon as possible.

EARLY DISMISSALS

Early dismissals will be allowed only in necessary and reasonable situations where no other arrangements can be made. A parent or guardian requesting an early dismissal must present a written request to the office before school starts. This request may be sent with the student. The request must list the name of the student, his/her homeroom, time for the dismissal and a phone number where the parent/guardian can be contacted.

In emergency cases, a parent/guardian phone call stating the name of the student, reason and time for dismissal and the telephone the parent/guardian can be contacted will be accepted.

At the time of dismissal the student must sign out in the office. If the student returns the same day, they must sign in at the office.

UNEXCUSED ABSENCES

The following types of absences are considered unexcused absences:

1. Truancy - any absence from school without school authorization
2. Skipping class(es) - any absence from a class without school authorization
3. Unauthorized - any unauthorized absence from school other than truancy or skipping. Included in this classification are absences for reasons other than those previously mentioned acceptable reasons and absences in which the school is not given proper notification. Any unexcused absences are violations of the law and are the basis for legal action to be instituted in the appropriate courts. Therefore, it is imperative we receive information regarding absences correctly and accurately. We cannot be expected to make reasonable judgments regarding absences unless we have the correct information.

Medical Non-Compliance:

This code will be used when a student is excluded from school due to failure to comply with physical examination and immunization requirements. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences. The District will also report the student as truant. If a student submits a valid waiver to be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.

BELL SCHEDULE

Period 1	8:35-9:26
Period 2	9:30-10:21
Period 3	10:25-11:16
Period 4	11:20-12:20 (8th Grade)
Period 4	11:20-12:54 (7th Grade)
4A Lunch	11:20-11:50 (7th Grade)
4B Lunch	11:50-12:20 (7th Grade)
Period 5	12:58 – 1:58 (7 th Grade)
Period 5	12:24 – 1:58 (8 th Grade)
5A Lunch	12:24-12:54 (8th Grade)
5B Lunch	12:54-1:24 (8th Grade)
Period 6	2:02-2:53
Period 7	2:57-3:30

Other bell schedules may be used in cases of assemblies, early dismissals, standardized testing and late starts.

BULLYING, INTIMIDATION, HAZING, AND SEXUAL HARASSMENT POLICY

BULLYING, INTIMIDATION, HAZING, AND SEXUAL HARASSMENT POLICY

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations: 1) During any school-sponsored education program or activity; 2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; 3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; 4) Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

II. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

III. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials Complaint Manager or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted, however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator: Dr. Robert Green, Superintendent, 201 West Clay Street, Collinsville, Illinois 62243 (168-346-6350. **Male Complaint Manager:** Mr. Bradley Hyre, Assistant Superintendent - Student Services, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350; **Female Complaint Manager:** Mrs. Latoya Coleman, Director, Curriculum & Assessment, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350.

IV. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

V. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident; 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; 3) Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received; 4) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying; 5) The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

VI. The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

IX. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

X. The Superintendent or designee shall post this Bullying Prevention and Response Plan on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The Bullying Prevention and Response Plan will be distributed annually to parents/guardians, students, and school personnel, including new employees when hired, and must also be provided periodically throughout the school year to students and faculty.

XI. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation: 1) The frequency of victimization; 2) Student, staff, and family observations of safety at a school; 3) Identification of areas of a school where bullying occurs; 4) The types of bullying utilized; and 5) Bystander intervention or participation. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the

policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

XII. This Bullying Prevention and Response Plan is consistent with the policies of the school board. ~~Students, who believe they are victims of bullying, intimidation, teen dating violence or (sexual) harassment, or have witnessed such activities, are encouraged to discuss the matter with the Building Principal or Assistant Building Principal.~~ Students are encouraged to **immediately** report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager, or any staff member with whom the student is comfortable speaking. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal.

Any student of the District who is determined, after an investigation, to have engaged in bullying, intimidation or (sexual) harassment will be subject to disciplinary action as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy. Any person making a knowingly false accusation regarding bullying, intimidation or (sexual) harassment will likewise be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

CYBER-BULLYING

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*. Cellular telephones, cameras or any electronic devices used to harass or bully students or harass school personnel (ie. the student has i) been determined to have made an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, (ii) the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and (iii) the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school) may be subject to the following disciplinary action: 1) In-School Suspension assignment, 2) Short Term Option Program (STOP) assignment, 3) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund). Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

SEXUAL HARASSMENT

Any person, including a district 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 the education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or 2) Has the purpose or effect of: a) Substantially interfering with a student's educational environment; b) Creating an intimidating, hostile or offensive educational environment; c) Depriving a student of educational aid, benefits, services or treatment; or d) Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student. The terms 'intimidating', 'hostile', and 'offensive' include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics or perceived sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

TEEN DATING

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

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. 'Hazing' means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students who engage in hazing that endangers the mental or physical health or safety of another may be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

We encourage students and parents to notify the CHS office of any incidents regarding bullying immediately. The school will protect students against retaliation for reporting incidents of bullying, intimidation or (sexual) harassment. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

FIGHTING

Fighting with or any assault of another student involves any intentional physical contact (i.e. hitting, slapping, punching, shoving, etc.) – including, but not limited to, self-defense. Police may be notified with possible legal action for disorderly conduct or breach of the peace on school property in addition to any school discipline issued. Students involved in any fighting may be disciplined as deemed necessary by the school administration which includes Detentions, In-School Supervision, Out-of-School Suspension or a referral to the Board of Education for possible expulsion for up to two calendar years.

ADVICE TO STUDENTS

If another student who threatens you and wants to fight approaches you, simply tell the nearest staff member or go to the principal's office and report the situation. DO NOT involve yourself in a fight; if you do, you will receive disciplinary consequences. When such an event happens, an investigation of the activity is conducted by the administration, and discipline may be issued to all participants. Usually, the fight is a result

of a web of circumstances and arguments that have transpired for days or even weeks.

We encourage students and parents to notify the Collinsville Middle School office of any incidents regarding bullying immediately. The school will protect students against retaliation for reporting incidents of bullying, intimidation or (sexual) harassment. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

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BUS CONDUCT AND SAFETY

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.

6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something

DISCIPLINE PROCESS

All students, regardless of age, are subject to the rules and regulations of the School District when riding a bus. When a student's bus riding privileges are suspended, the suspension includes field trips and extracurricular activities.

BUS CONDUCT

Students are expected to follow all school's rules when riding the bus. A student may be suspended from riding the bus for up to 10 consecutive days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating a school rule or school district policy.
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 a directive from a bus driver or other supervisor.
6. Such other behavior as the CMS Administration deems to threaten the safe operation of the bus and/or its occupants

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the bus for a period in excess of 10 days for safety reasons.

RIDING ANOTHER BUS

If your child needs to ride a different bus for safety purposes or in an emergency situation, you must notify the main office and provide a signed explanation. Riding another bus is at the sole direction of the Principal and is also determined by the space available on the buses.

TRANSPORTATION REIMBURSEMENT

Notice of the statutory transportation reimbursement eligibility requirements shall be available by November 1 of each year and claim forms shall be available by March 1 of each year in the school office. There is an existence of dispute resolution procedure regarding reimbursement disputes as per Illinois School Code; contact the school office for information.

CAFETERIA

The school cafeteria is a vital part of our school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at reasonable prices. A snack bar is also available. Students may choose to bring lunches from home. No student is allowed to leave the campus without permission from the office. Lunch is a scheduled period. All students must report to the cafeteria for their assigned lunch period and remain there until instructed to leave by the cafeteria supervisors.

Collinsville Middle School offers a breakfast and lunch program to assist families in maintaining the nutritional needs of our students. Applications for free and reduced breakfast and lunch are available at the school office. Approval for free/reduced lunch and breakfast programs will be mailed from the District's Cafeteria services. You may contact the Cafeteria at 346-6350 ext. 1147 if you have questions or go to the CUSD Website at www.kahoks.org.

All students will have an established debit account, although you will not be required to make advanced payments because the system has the ability to act as a cash register and can accept cash payments on a daily basis. However, for your convenience, you may wish to choose one of the following options for making

advanced payments. To prevent fraudulent use of student accounts, one of the registers will be equipped with a digital camera that will take digital image of your son or daughter and download it into the system the first time they purchase foods in the cafeteria. This digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child's account.

ADVANCED PAYMENT OPTIONS

Option #1: Cash on Account

A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria. These funds are then deposited into your son's or daughter's debit account and available to your child when purchasing lunch and/or a la carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases may be made. The account balance will simply decrease as purchases take place.

Option #2: Prepaid Meals Only

Meals may be purchased in advance and moneys put on account can be designated for student meals only. No snacks or a la carte food items can be purchased with this payment. Your son or daughter will need to pay cash for any snack or a la carte items being purchased. This payment amount would be calculated by determining the number of meals you wish to purchase and multiplying by the meal price determined by the food service company. Any number of meals may be purchased at one time.

Option #3: Both: Prepaid Meals and Cash on Account

You may purchase prepaid meals and put "cash on account." This option ensures that your child receives a lunch and allows him or her to purchase a la carte foods as well. However there are no limitations as to what foods may be purchased a la carte, or how many a la carte purchases can be made. When making a payment for both, please state clearly how much money is for prepaid meals and how much is for "cash on account."

Money can be deposited into your child's debit account regardless of your son or daughter's meal status and can be used for meals and/or a la carte food purchases. Money will not be deducted automatically; it will only be deducted when your child uses his or her account. The system will know the meal status of you student and the money will be deducted accordingly. There is not a limit on the amount of money that can be deposited into the debit account. Cashiers will have pre-printed envelopes available to be used when making advanced payments. To make an advanced payment, fill out the information on the outside of the envelope, enclose payment, and return envelope with payment to the cafeteria in the morning. When the account balances reach below \$5.00, the cashier will remind the student by providing him or her with a pre-printed envelope.

CAFETERIA RULES

Lunch is like a class. Be there on time! Remain in designated areas until the bell for the next passing period.

1. You must arrive to the cafeteria on time.
2. You may not go to your lockers during lunchtime without a pass.
3. No book bags may be brought to the cafeteria. Books may be taken to the cafeteria.
4. Clean up your own spills.
5. Throw away your own trash.
6. No food is to be taken out of the cafeteria.
7. Throwing food is not allowed.
8. Students will be able to go outside after eating with Administrative discretion.
9. No loitering in the bathroom or cafeteria.
10. No horse playing.

11. Chromebooks are not allowed in the cafeteria

12. Students must raise their hand and ask for permission to get up in the lunch room

Students who do not comply with the cafeteria rules will be subjected to consequences that may include parental notification, Detentions, In-School Supervision, suspension from school, and/or any such action as may be deemed appropriate.

Federal School Lunch Regulations prohibit competition with the school lunch program. In keeping with these Federal regulations, food that is purchased at local restaurants cannot be brought to school for students during the lunch periods. Students may bring sack lunches from home as an alternative to the school lunch program

if they so desire. The sharing of food brought from home is discouraged due to health concerns.

Line Infractions

1. Buying food for someone else is not allowed.
2. Cutting in line is not allowed.
3. You will report to the school administrator for line infractions.
4. You may bring your lunch to school, but lunches may not be brought in to you.

CAMPUS MONITORS

The Unit 10 Board of Education has appointed campus monitors with duties and responsibilities to assist the teachers and administration with maintaining order, discipline, and supervision on campus and in the cafeteria. The monitors are authorized school personnel. In disciplinary and supervisory situations, the monitors will provide supervisory duties to ensure the safety of the students in the absence of a teacher. Students are held directly responsible to them. Failure to cooperate with the monitors in maintaining discipline on campus will result in disciplinary action in accordance with school policies and procedures.

CELL PHONE/ELECTRONIC COMMUNICATION DEVICES MOBILE INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS

Students may not have cell phones/electronic communication devices, mobile internet devices (MID), personal laptops or netbooks either visible or heard while on school property beginning with the first attendance bell until the dismissal bell. These devices should not be seen or heard during school hours. The only devices authorized for use during school hours will be school issued Chromebooks.

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Use of picture phones and other recording devices in locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected will be treated at an elevated level of offense in relationship to other technology offenses. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting') is prohibited and subject to disciplinary action will be immediately referred to legal authorities. Students using technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above may be subject to the following disciplinary action: 1) Detention(s), 2) In-school Supervision, 3) Out-of-school Suspension for up to ten (10) days and referral to the Board of Education for possible expulsion for up to two (2) years; 4) legal action through local law enforcement. Emergency use of a cell phone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office at 343-2100 or via school provided email.

Violation of the school's electronics policy will result in disciplinary action.

The following discipline action will be assigned:

1st offense – Warning from School Administrator, student may pick up the electronic viewing/listening device after school;

2nd offense - 2 Detentions, a parent/guardian must pick up the electronic viewing/listening device;

3rd offense – 1 Day of In-School Supervision (ISS), a parent/guardian must pick up the electronic viewing/listening device;

4th offense – 2 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device;

5th offense – 3 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device.

Each additional offense will result in an additional Day of STOP (ex., 6th Offense – 4 Days of STOP); parent/guardian must pick up electronic viewing/listening device. *The School District is not responsible for*

the loss, theft or damage of any electronic device brought to school.

CONFISCATED PERSONAL ITEMS

Any items that interfere with the learning process or pose a safety concern may be confiscated and turned over to the office. A discipline penalty may be issued. **CMS is not responsible for lost, stolen, or damaged personal items**

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. 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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

CURRICULA

The academic courses taught at Collinsville Middle School are in the following major academic fields:

Grade Seven Required Courses

- Language Arts – 5 days a week for 1 year
- Health – 5 days a week for one semester
- Keyboarding – 5 days a week for one semester
- Mathematics – 5 days a week for 1 year
- Physical Education – 5 days a week for 1 year
- Science – 5 days a week for 1 year
- Social Studies – 5 days a week for 1 year

Grade Seven Elective Courses

- Band – As needed throughout week
- Choir – 5 days a week for 1 year

Grade Eight Required Courses

- Language Arts – 5 days a week for 1 year
- Mathematics – 5 days a week for 1 year
- Physical Education – 5 days a week for 1 year
- Science – 5 days a week for 1 year
- Social Studies – 5 days a week for 1 year

Grade Eight Elective Courses

- Art – 5 days a week for one semester
- Music Appreciation – 5 days a week for one semester
- Band – As needed throughout week
- Choir – 5 days a week for 1 year

If you would like a course description of the courses, please contact the appropriate teacher or department chairperson.

DISCIPLINE & CONDUCT

Discipline is determined on a case-by-case basis and is at the discretion of school administrators and the Board of Education. The level of consequences imposed will be consistent with The Illinois School Code. Out of School Suspensions and expulsions are only used for legitimate and educational purposes. The district will make all reasonable efforts to resolve such threats, address disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsions. The district does not allow for zero-tolerance discipline except as required by Federal Law or in The Illinois School Code.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of

an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had

alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:

a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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 telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, or backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Lunch Detention.
7. In-school supervision.
8. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as,
 illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by
 the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

SUBSTANCE ABUSE OPTION

For certain alcohol and drug related offenses; a student may be referred to a substance abuse program. If offered this option, the student's recommended discipline may be reduced. In lieu of a recommendation for expulsion, the student and parent(s)/guardian(s) must agree to an assessment/treatment alternative. If the parent(s)/guardian(s) accept the assessment, they must consent to release information between the school district and the substance abuse program and comply with all terms and conditions as determined by the appropriate administrator. The service provider must be approved by the building principal (or designee). Parent(s)/guardian(s) must make contact within the first five days of the suspension to set up an appointment with the selected service provider and notify arrangements with the principal (or designee). Upon confirmation of the appointment, the recommendation for expulsion will be conditionally withdrawn.

After the appointment is made, the principal (or designee) must be contacted by the service provider and be notified of the initial assessment date. After the assessment is complete, the service provider must verify that

the student was assessed and inform the principal (or designee) of the expected length of treatment and or education program. If treatment is long-term, the service provider must contact the principal (or designee) minimally every month to provide and updated on the student's progress. Should the student terminate treatment/education prematurely or miss more than two appointments, the principal (or designee) will be notified and the recommendation for expulsion shall be renewed. When treatment/education is completed the service provider will send the principal (or designee) a final report verifying that treatment has been completed in addition to any other appropriate information. Any second drug/alcohol violation during a student's middle school career will result in a ten (10) day out-of-school suspension and a recommendation for expulsion with no opportunity for the assessment/treatment alternative.

NOTE: *All costs associated with any assessment, education program or treatment referred to herein above shall be borne exclusively by the student and the parent(s)/guardian(s). The administration reserves the right to withhold this option and/or recommend expulsion for a first offense.* The administration further reserves the right to recommend expulsion of a student who has been offered and accepted the substance abuse option if he or she commits any major behavior violations.

DISCIPLINE – CHROMEBOOKS

Chromebooks are property of the Collinsville Unit School District. The following are consequences for violations of breaking a Chromebook.

First break -\$25 fine required to replace as a take home device; if choose not to replace, student loses take home privileges. (required Chromebook video review and questions)

2nd Break- \$25 fine and no more take home privileges. Student must pay prior to being able to check in and out. If no payment, student will use desk top in classroom (required Chromebook video review and questions)

Any further issues, student will not be allowed any Chromebook options. Student must use desktop/laptop in each teachers' classroom. Damage to a device beyond repair may result in a replacement fee of up to \$250.

Students who are on check-in/check-out will be required to show ID with the assigned Chromebook number on back. Failure to produce identification will result in no Chromebook. Chromebooks will be checked for damage upon return every evening.

Any situation in which a student intentionally damages a Chromebook, no additional device will be issued and student will be required to utilize the device in the teachers' rooms per Administrative discretion.

No cases will be provided. Students will be able to purchase a sleeve from a school sponsored club or on their own.

Other Chromebook violations are as follows:

First offense- 2 lunch detentions; warning about proper use

Second offense- ISS; restrictions placed on usage

Third offense- 2 ISS; no take home privileges, check-out only

Fourth offense and up- 2 STOP; no Chromebook, classroom desk top only

Note- Violations that include inappropriate content such as nudity or weapons warrant a greater consequence and will be handled at the discretion of administration

DISCIPLINE - PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

School problems can best be resolved at the campus level where problems start. In order to resolve problems, parents/guardians and students can meet with a teacher or team at an appropriate time to discuss existing problems. If the parents/guardians or students are dissatisfied with the teachers' decision or explanation, they can meet with the grade level administrator to review the area of concern. If further assistance is needed, parents/guardians or students may meet with the building principal.

DISCIPLINE - STUDENT & PARENT INTERVENTION RESPONSIBILITIES

The effective enforcement of a school based disciplinary management style is essential in keeping school and school-related activities free of disruption and are dependent upon the following:

STUDENTS

- Adhere to classroom, school, and district rules and regulations for behavior and good conduct.

PARENTS

- Support classroom rules for student's behavior and ensure that their children conduct themselves according to district standards.
- Parents must present the school office with the most recent information in order to complete a formal change of an address or telephone number. Only the parent/guardian or legal custodian may request a change of address or a change made to the logged phone number.
- Ensure student attendance at school. By state law, student attendance is the sole responsibility of the parent or legal guardian.
- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and/or the student's behavior.
- Read, acknowledge, and understand the rules applicable to their children's conduct while they are at school or school related activities.

TEACHERS

- Establish classroom management procedures that concentrate on good student conduct and support school and district policies and procedures.

ADMINISTRATORS

- Develop with all members of the school community an effective school-based discipline management system that promotes and maintains the support of good student behavior.

BOARD OF EDUCATION

- Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, the school, bus transportation, or any school related activity and may include persistent misbehavior. Persistent shall be defined as more than one repeated instance of administrative infraction. An administrator may find, on basis of the facts and circumstance of the case, that a student that may benefit in an alternative educational setting.

DISCIPLINE OPTIONS

Staff members will use their professional judgment to determine the most effective way to correct student misconduct. Disciplinary actions apply equally to all students.

School officials shall limit the number and duration of expulsions and out-of-school suspension to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, and of the following measures:

1. Detentions

Reason for Detention: A teacher, staff member, or an administrator can write a referral for any reason considered interfering with the education process or noncompliance of school rules.

Notice: A one (1) day notice of before/after school detentions must be given by all teachers in order for the student to inform their parents, to arrange transportation, and to notify the location of the detention.

Lunch Detentions: Assigned by administration and are served during student's lunch period. Students in Lunch Detention will have a lunch provided to them (based on their recorded lunch status) or will be permitted to bring lunch from home.

Absences: If absent or suspended, the student is required to serve the detention the next day he/she returns to school. It is the student's responsibility to remember the detention obligation.

Detention Rules: All school rules apply to detention. A student cannot be late or disruptive for detentions and must be busy with schoolwork during the entire detention period. Students are expected to arrive in the detention room on time, bring and work on assignments/school work.

Skipping Detention or Not Following the Rules of Detention: If a student skips detention or chooses not to follow the rules of detention, then the student may be assigned more detentions or ISS.

Tardy Detention: Tardy detentions will be assigned by administration.

Teacher Detention: Teacher detentions will be held by the classroom teacher in a supervised classroom before or after school, or during lunch periods.

Problems: If a student or parent has questions concerning detention, they should contact the teacher regarding teacher-issued detention(s) or contact the administrations regarding administrative-issued detention(s).

2. In-School Supervision (ISS)

In-school supervision may be offered as an alternative to out-of-school suspension.

1. Students assigned to In-School Supervision (ISS) must first report to first period class and then proceed to the ISS room.
2. It is the student's responsibility to obtain homework assignments and take work materials to ISS daily. Administrators will give students ample time to collect homework assignments.
3. Any student who refuses to report to ISS will be subject to STOP or out-of-school suspension.
4. The rules of ISS are posted in the ISS room and are available to parents/guardians upon request.
5. Failure of In-School Supervision (ISS); Students must pass a full day of ISS to fulfill their ISS obligation. The ISS Supervisor will determine whether a student passes or fails based on the compliance of the student to the rules of ISS. If a student chooses not to follow proper ISS procedures, s/he may be suspended out of school for the day s/he failed. Based on the reason for ISS failure, the remaining ISS days may be turned into STOP or Out-of-School Suspensions. Parents are encouraged to avoid scheduling appointments or requesting early dismissal(s) of students on an assigned, ISS day(s). Changes to the ISS date(s) selected by administration may only occur when the parent/guardian of the assigned student contacts the administrator who made the assignment to request an alternative ISS date(s). CMS encourages all students to serve ISS assignments; parent(s)/guardian(s) may opt for their child to serve one day of Out-of-school suspension for every ISS assigned to their child, but it is highly discouraged.
6. Students who are absent from school on days to be spent in ISS will have to make up the days absent when they return to school.
7. Homework assignments completed during ISS can be turned in for credit when the student returns to regular classes. Quizzes and tests missed while a student is assigned to ISS can be made up.
8. All students in ISS will have a lunch provided to them (based on their recorded lunch status) during a common ISS lunch period.
9. ISS assignments must be served on school days when school is in session. In the event that the ISS day(s) assigned to a student spans a day(s) classified as a district emergency day (i.e. snow day) the emergency day(s) will not be counted toward the fulfillment of the ISS assignment.

3. Out-Of-School Suspension

For discipline violations including, but not limited to, fighting, weapons, drugs, alcohol, fire alarms, fireworks, continued misconduct, ISS violations, insubordination, or misconduct, out-of-school suspension may be used. The discipline will be determined on a case-by-case basis. Students who are suspended out-of-school are not to be on campus during suspension, except with administrative authorization. Unauthorized campus visitation may result in charges of trespassing being filed. Parents/Guardians may request homework during OSS by contacting a school secretary and to arrange a time for pick up (Refer to Reported Absence Policy, #8). OSS assignments must be served on school days when school is in session. In the event that the OSS day(s) assigned to a student spans a day(s) classified as a district emergency day (i.e. snow day) the emergency day(s) will not be counted toward the fulfillment of the OSS assignment.

- The Short Term Option Program (STOP) is a program created by the Madison County Regional Office of Education that is funded by a coalition of school districts including the Collinsville Community Unit School District #10. This program strives to offer students with an OSS penalty a structured setting where instruction and direct supervision may continue away from their school of regular attendance. The current location for the STOP alternative is the Freeman School located in Troy, IL. Students who utilize this alternative will be transported by school bus from their school of regular attendance to the STOP facility. Parents are not permitted to "drop off" or "pick-up" students from the STOP facility.

STOP is utilized in conjunction with the Out-of-School Suspension (OSS) penalty for less severe and/or habitually-committed offenses. Although STOP is only offered for offenses which warrant OSS as a penalty, Administration reviews the nature and extent of one's involvement in an infraction when choosing to offer the STOP alternative as a discipline penalty. Parents reserve the right to accept or reject the STOP alternative when presented by Administration as a discipline penalty. If the STOP alternative is rejected, the student will serve a typical, OSS penalty. If the STOP alternative is accepted, parents acknowledge that they will adhere

to the following: Provide transportation for the student to the school prior to the time slotted for school bus arrival (Administration will disclose the time); Provide the cost for a lunch to be purchased at the STOP center (outside food or beverages are not permitted); Inform the Administration if the student is to be picked up from CMS by parental transportation or transported from CMS by his/her regular school bus when the school day has concluded.

Procedures:

An administrator will contact parents regarding the misconduct and consequences. An administrator may contact the School Resource Officer or other necessary agencies.

4. Expulsion

For discipline violations that include serious misbehavior and/or illegal acts that threaten to impair the education efficiency of the school and/or that seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one to two school years.

Procedures:

An administrator will contact parents regarding the misconduct and consequences. An administrator will contact the School Resource Officer or other necessary agencies. An administrator designee will contact the Collinsville Unit 10 Board Administration.

Expulsion Procedures The following are expulsion procedures: 1) Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated by the Board, s/he shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate; 2) During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine the witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

SUPPORT SERVICES A student who has been suspended for more than 4 days may be provided with support services as deemed appropriate by school officials.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion. Additional re-engagement services may be provided as deemed appropriate by school officials.

Other misbehavior or discipline issues that may arise and not addressed specifically in this section, will be handled by the administration in a manner that is consistent with the Collinsville Unit 10 District Policy Manual and the Illinois School Code Laws.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DISCIPLINE - STUDENT RIGHTS PROCEDURES

Grievance

A grievance is a difference of opinion raised by a student or a student's parent or parents involving:

1. The meaning, interpretation or application of established policies.
2. Difference of treatment; or
3. Application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons involved.

Due process shall exist throughout the procedure with the right to:

1. Representation;
2. Present witness and evidence;
3. Confidentiality;
4. Review relevant reports;
5. Proceed without harassment and/or retaliation.

Time Limit

Refer to days when school is in session unless other agreed to limits by both parties.

Step I. The student(s) and/or parent(s) should discuss the matter with the building principal within ten (10) days of the time when a reasonable alert person should have been made aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step II. If the problem is not resolved, the grievance should be submitted in writing to the building principal and the Coordinator responsible for the civil rights legislation within ten (10) days. A meeting must be held within five (5) days from the written notification of referral with the grievant(s), building principal, Coordinator and any other involved person(s). A written response must be made within ten (10) days.

Step III. If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Superintendent. The grievance should be described as specifically and completely as possible. All documentation submitted in previous steps should be submitted to the Superintendent. A meeting must be held between the grievant(s), Superintendent and district representatives within ten (10) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference. A written response from the Superintendent shall be given within ten (10) days.

Step IV. If the issue is not satisfactorily resolved in STEP II, the grievant(s) may appeal in writing to the School Board within five (5) days from the receipt of the written response. The School Board shall consider the appeal and may request a formal hearing of all evidence, written and oral, within sixty (60) days of the written appeal. A written response shall be given to the grievant(s) within ten (10) days of the School Board's examination of the appeal.

STEP V. None of these grievance procedures preclude the grievant(s)' use of alternative procedures for resolving the grievance.

DISCIPLINE - DUE PROCESS FOR STUDENT GRIEVANCE PROCEDURES

The Grievance Procedures, along with explanation, due process and directions, are available for inspection in the Superintendent's office building Principal's office, Counselor's office, and Coordinator's offices for Title IX, Section 504 and Title VI.

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

Due Process

1. **Right to Representation:** A grievant may choose to be represented by an attorney or other person of their choosing.
2. **Right to Present Witnesses as Evidence:** A grievant(s) shall be allowed to present relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. **Time Limits:** All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step to the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be an acceptance of the decision rendered at that step.

4. **Right to Information:** Unless state laws and right-to-privacy acts are violated, all relevant information must be made available to all parties.
5. **Privacy:** During the grievance procedure, prior to Step III, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential.
6. **Reprisals-Retaliation:** Participants in a grievance submitted to this district shall not be subjected to reprisal, retaliation or different treatment because of such participation. Participation shall not be recorded in the student(s)' file(s) or used to affect equal opportunity for access and equity in educational programs and services right to designate whether the procedure and meetings will be confidential.

DISPLAYS OF AFFECTION

Students should refrain from public displays of affection that tend to cast an unfavorable impression on the school and the individuals involved.

DRESS AND GROOMING

The dress and grooming of students attending CMS are the responsibilities of the students and their parents. The student's right of personal freedom to dress and groom themselves according to their personal tastes will be respected at CMS as long as the dress and grooming meet the reasonable standards of health, cleanliness, safety, modesty, and are not disruptive to the educational process.

- **The Seven "B's" That Should NOT Be Visible at Collinsville Middle School: Bras, Bellies, Bottoms, Backs, Bandanas, Boxers, Bedroom Attire.**
- **Yoga pants and leggings must be worn at the normal waist line at all times (hip area covered) and must be covered to mid-thigh by outer attire (i.e., sweaters, skirts, shorts).**

Students are to wear clothing that is clean and safe; Shoes must be worn at all times (for safety purposes, shoes such as "flip flops" may not be worn in environments such as Physical Education and Industrial Arts); Clothing that is revealing or suggestive may not be worn (Administration will be the judge of what is revealing and/or suggestive. Some examples may include, but are not limited to tube tops, tank tops, halter-tops, bare-midriff, and see-through clothing); Headgear may not be worn in the building (Hats, caps, hair rollers, hairnets, picks, and combs are not permitted); Sunglasses and dark glasses, unless prescription, are not to be worn in the building; Pants/shorts must be worn at the normal waistline at all times (underwear or undergarments are not to be seen at any time - students will be required to pull pants/shorts up; Pants with holes allowing visibility of personal and sensitive areas will not be permitted; Shorts and Skirts must be no shorter than lower-thigh; Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products are also inappropriate for school and not to be worn in the building; Coats of a long nature should not be worn in the building (put coats in the lockers when arriving to school. If you believe that it is cold in the building, wear a sweater or sweatshirt); Clothing worn in a manner that is deemed inappropriate by an administrator is prohibited; Chains, chains from wallets, metal or plastic spikes, or any other apparel which could be a safety concern is prohibited. Caps, clothing, coloring, insignia, or other symbol(s) or combination of symbols indicating or suggesting membership in, affiliation with, or support for any gang or similar organization associated with intimidation, violence, drugs, or illegal activity will not be allowed on school grounds or at school-related activities. Examples of such items include scarves/bandanas that feature colors, numbers, pictures or wording associated with any group that intimidates or performs illegal activity. Students will be suspended and/or recommended for expulsion for displaying or engaging in any gang related activity.

Students will be required to change clothing or face disciplinary consequences for these dress code violations. Other dress and grooming issues that may arise and not addressed specifically in this section will be handled by the administration in a manner that is consistent with the items in the preceding paragraphs.

ENGLISH LEARNERS

Collinsville Middle School places students with limited English proficiency in classrooms with teachers who are certified to teach them. Less than one percent of our student population currently needs these services. Working with other schools in our district, Collinsville Middle School established a program for appropriately identifying students with limited English proficiency and determining the appropriate instructional environment for each student. On a regular basis we assess the English proficiency of these students and monitor their progress in order to determine their readiness for a mainstream classroom environment. Over time, all students that receive limited English proficiency services become fully integrated into the classrooms.

As part of our Limited English Proficiency program, we notify parents/guardians of, and provide information about: (1) the instructional program, reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's IEP, if applicable, and (7) information on parent/guardian rights. Parental involvement will be encouraged and parents/guardians will be regularly apprised of their child's progress.

The parents/guardians of limited English proficient students are given an opportunity to provide input to the program and are provided notification regarding their child's placement in, and information about, the school's Limited English Proficiency program.

For more information you may contact:

Carla Cruise - ccruise@cusd.kahoks.org - Director of English Learners

(618) 346-6320 ext. 1222

Cindy Church - cchurch@cusd.kahoks.org - Translator/Parent Liaison

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact Assistant Superintendent of Human Resources & Information Services, 201 West Clay, Collinsville, IL 62234.

FEES

Instruction fees are required for instructional materials, computer usage, vocal, and instrumental music. Fees are determined annually by the Board of Education. Report Cards are mailed to those students who pay their fees. Arrangements to pay by the semester may be made by calling the school office (618) 343-2100.

Students are issued one complimentary handbook and one complimentary student identification card. If either (or both) complimentary item is lost (misplaced), the student must pay the cost of replacing the item(s). The replacement fee for a student identification card is \$2.

STUDENT FEES WAIVER POLICY

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal. A student shall be eligible for a fee waiver if at least one the following prerequisites is met: (1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; (2) The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee. A separate application form shall be submitted for each fee assessed to each student. The Fee Waiver Policy does not apply to Summer School. Questions regarding the fee waiver applications process should be addressed to the Building Principal.

FAILURE TO PAY FEES: COLLECTION

To maintain the quality of our educational programs, Collinsville School District will make every effort to secure payment of student fees for each parent/guardian who is able to pay. Collinsville School District participates in the Illinois Local Debt Recovery Program; establish to collect outstanding debt in coordination with the Illinois Comptroller's Office.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from parent/guardian with authority to give permission. Students may be prohibited from attending field trips at the discretion of the school administration.

FUNDRAISING AND ADVERTISING REGULATIONS

Only approved student organizations will be permitted to advertise and conduct fundraising projects on campus. A form must be filled out and approved before any fundraising project is begun. Forms are available in the Main Office. Organizations may advertise on campus by using posters, signs and the morning announcements. A copy of all posters, signs and bulletin notices to be used must be submitted to the main office. All advertisements must be removed the day after the project has ended. Individuals may not sell any type of merchandise without consent of the Principal. Merchandise will be confiscated and students will be disciplined for violation of this policy.

GANG POLICY

The Board of Education considers the presence of gangs and gang activities a substantial disruption of or material interference with, school and school activities. A “gang” is defined as any group, club or organization of two (2) or more persons whose purpose includes the commission of illegal acts. By this policy, the Board of Education acts to prohibit gang activity on or about school grounds, on school buses, or off school at any school activity. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity shall engage in any gang activity or gang-like activity, including, but not limited to:

(1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

GENERAL EVENTS POLICY

All handbook rules and regulations apply to all on-campus events as well as all off-campus school sponsored events. When school is not in attendance (due to such as district cancellation because of inclement weather) all school related activities and sport/club events are cancelled for the length of the district cancellation notice. Students who attend after school events on campus, such as sporting events and dances, are to remain on school property until they depart for home. These students will have to arrange and use transportation provided by their parent/guardian. Parent(s)/Guardian(s) are asked to be prompt when picking your child up from an after school event.

GRADES & PROMOTION

Grades and grade point average are reported to the parents at the end of each quarter (nine weeks). The report cards will be available to be viewed by parents/guardians at the end of each grading period. Subject achievements are reported as letter grades and grade point averages are reported as numerical points. For questions regarding grades, please contact the classroom teacher.

Grade Scale

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 – Below

The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student’s final grade include:

A miscalculation of test scores; A technical error in assigning a particular grade or score; The teacher agrees to allow the student to do extra work that may impact the grade; An inappropriate grading system was used to determine the grade; An inappropriate grade was based on an appropriate grading system.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized test or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.

***The Promotion/Retention Policy is as follows and is used as a guide by the Collinsville Middle School Administration:**

- 4 Failures (Core Classes) – Automatic Retention
 - 1, 2 or 3 Failures (Core Classes) – Summer School Required for Promotion to next grade level.
- Administration will make final determination for Summer School on a case by case basis.

Skyward Family Access- (Parent and Student Portal)

Family Access is a real time district-sponsored tool for students and parents to track progress and keep current on assignments, tests and other academic activities. It may be accessed through the school district website www.kahoks.org - **Parents/Students>Family Access**. Activation codes will be mailed to parents and students when they enroll in the district. The activation code is designed to protect the privacy of data. Information which may be obtained through the Family Access website includes: On-line Registration, daily announcements, class schedules, updated grades, report cards, attendance reports and the ability to update their School Messenger information. Collinsville Middle School believes that communication between parents and school is critical for the success of students.

HANDBOOK RECEIPT REQUIRED

All students must sign a receipt indicating that they have received a CMS handbook. This will be completed during the registration process. By signing the handbook receipt, students acknowledge that they will read and follow the policies and procedures set in place for CMS students by the CUSD No. 10 Board of Education. I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. Parents who sign for their child do so with the understanding that their child will read and follow the policies and procedures set in place for CMS students by the CUSD No. 10 Board of Education.

HEALTH SERVICE

Collinsville Middle School Health Service provides emergency care and referral services through the Health Office. The phone number for the Health Office is (618) 343-2161. The health and welfare of every student is important. Regardless of the nature and extent of a student's illness or injury, it should be reported to the nurse. Staff members can refer students to the health office and students can refer themselves by requesting a pass from a staff member.

Parents are encouraged to contact and/or present medical documentation of any injury sustained outside the school day and school grounds that may warrant a change in the routine of the student or warrant the use of medical devices (i.e. crutches and wheelchairs). Students without proper medical documentation and authorization from the health office may not bring or use any medical device at school (i.e. crutches, wheelchairs, scooters, etc.).

EMERGENCY REFERRALS

Serious illness or injury must be reported immediately to the health office. If a student is too ill or seriously injured and cannot report to the health office on his own, the teacher should contact the main office. If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home.

NON-EMERGENCY REFERRALS

Situations that do not demand emergency treatment can be referred according to the following procedure.

1. The student reports to class and requests a pass to go to the health office.
2. The student will go directly to the health office and remain there until released. If the nurse is not in, report to the Main Office.
3. If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home.
4. Parents will be contacted to make arrangements to pick-up the student.
5. It is at the nurse's discretion as to whether there is indication for the student to be sent home ill.
6. If the child has been found to have a head lice infestation (live bugs) the child should have limited direct contact with other students until treated, parents should be notified, and student sent home as soon as possible. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. If nits only are found on a student, it should be at the nurse's discretion to send the student home right away or at the end of the day (few nits that can be removed by the nurse versus numerous nits that cannot

be removed in a timely manner at school). Parent notification of the affected student should be made as soon as possible. Upon returning to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and nits remain, a child may be sent back home

Parents/guardians are required to notify the school nurse if they suspect their child has head lice. If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Prompt treatment is recommended. The school will provide written instruction to the parent or guardian regarding appropriate treatment for the infestation. Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation is a must. Exclusion from school shall be per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

STUDENT HEALTH SERVICE RECORDS

1. Students must have a completed physical/dental/eye exam and up-to-date immunizations on file in the health office. Required grade levels include: Physicals (Prekindergarten/Kindergarten/sixth/ninth), Dentals (Kindergarten, second, sixth), Eye exams (Kindergarten or any grade level transferring into an Illinois school for the first time). If these required exams/immunizations are not on file by the district exclusion date, your child may be subject to exclusion from school until all requirements are met.
2. Proof of at least one Tdap immunization (grades 6 thru 12). Proof of Meningococcal Immunization (grades 6 and 12).
3. The emergency health information section must be completed at the time of online registration. Additional emergency health information can be shared with the school nurse at any time.
4. Students will be excused from physical education classes by written direction from a doctor. A written release from a doctor is needed to return to physical education classes. Student may be taken out of physical education classes at the discretion of the school nurse, or written request from a parent/guardian, not to exceed two days of missed PE class. After two days of missed PE class, a written doctor's excuse is required.

Collinsville Unit School District #10

Student Medication Authorization Form

Required for all prescription and non-prescription medications at school.

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: ____/____/____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant with prescriptive authority or advanced practice RN with prescriptive authority (Note: for asthma inhalers only, use the Asthma Inhalers section below):

Prescriber's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day ? _____ Yes _____ No

Expected side effects, if any: _____
Time interval for re-evaluation: _____
Other medications student is receiving: _____

Prescriber's signature _____ Date _____

Asthma **Inhalers**
Parent(s)/Guardian(s) please attach prescription label here: _____

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine auto-injector. 105 ILCS 5/22-30.

Please initial to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian initials _____

For all Parents/Guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors or opioid antagonist to my child when there is a good faith belief that my child is having an anaphylactic reaction or opioid overdose, whether such reactions are known to me or not. 105 ILCS 5/22-30, amended by P.A. 99-480. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian _____ printed _____ name _____
Address (if different from Student's above): _____
Phone: _____ Emergency Phone: _____
Parent/Guardian _____ Signature Date _____

COLLINSVILLE UNIT #10 SCHOOL DISTRICT MEDICATION POLICY
STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS.

(Unless the physician/parent/school personnel agree that it is medically necessary for the student to carry his/her inhaler, Epi-Pen, or diabetic supplies. If it is necessary to carry these medications/supplies on the bus, an *Emergency Medical Information for Students with Special Needs/Medical Concerns During Bus Transportation* form may be completed.)

1. School personnel will not administer medication at school if arrangements can be made so that the student can receive the medication at home. Medications that can be given before and/or after school should be given at home.

2. **Epi-Pens** may be carried and self-administered by the student if the physician indicates in writing on the medication request form that it is medically necessary that the Epi-Pen be carried by the student at all times and that the student has been instructed in the use and self-administration of the Epi-Pen and can fulfill the requirements of the procedure. (The student will be issued a permanent pass for the school year at the senior high level).

Inhalers kept in the health room must have a pharmacy label and/or copy of the pharmacy label and the **Student Medication Authorization Form signed by the physician and parent** on file at school.

Students who self-carry their inhaler must have a copy of the pharmacy label and the **Student Medication Authorization Form signed by the parent** on file at school.

An **Asthma Action Plan** should be on file for all student who keep an inhaler in the health room or self-carry and inhaler.

It is recommended to keep an extra inhaler in the health room for emergency use even if the child will self-carry an inhaler.

3. All medications administered to students during school hours must be transported to and from school by a parent or another adult acting on the parents' behalf.

4. **All requests to administer medication (prescription or non-prescription) to students must be in writing on the designated "Student Medication Authorization Form" and signed by the parent or legal guardian and the physician or appointed designee. Medication will not be administered unless a request form is properly completed and the medication is labeled properly.**

5. All medications, prescribed by the physician, must be in the original pharmacy container. **Prescription medication must have the pharmacy label on the medication bottle, box, or administration device. Non-prescription medication must come in a new sealed container.** Any change in the dosage of the medication and/or the directions for use will requires a *corrected pharmacy label* indicating the changes and a *signed note from the physician*.

6. All medications given at school require a new Student Medication Authorization Form at the start of each school year.

1. **The administration of any medication containing a narcotic is discouraged during school hours.** If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.

2. **Cough drops are permitted at the elementary and intermediate levels (Pre-K to 6th) with a medication permission form or dated note signed by parent. All cough drops need to be in a new, sealed package.** Student will be asked to stay in the health room or supervised by the teacher in the classroom while the cough drop is administered. However, cough drops are discouraged at this grade level due to risk of choking.

3. **School personnel will destroy any medication that is not removed from the school at the end of the school year.**

Resources: Public Act 096-1460 Recommended Guidelines for Medication Administration in Schools

Illinois Department of Human Services and Illinois State Board of Education, 9/2000

Public Act 099-0843 Asthma Episode Emergency Response Protocol and Asthma Action Plans

Public Act 98-0795 Self-Administration and Self-Carry of Medications for Asthma and Allergy

Revised 2/2017

HEARING AND VISION SCREENINGS

The Illinois Department of Public Health requires certain grade levels be screened for hearing and vision. Certified vision and hearing technicians will perform the screenings. Hearing screening will be conducted for early childhood, pre-kindergarten, kindergarten, first, second, third, and special education students. Vision screening will be conducted for early childhood, pre-kindergarten, kindergarten, second, eighth, and special education students. Color vision screening will be performed for second grade. Vision screening is not a substitute for a complete eye exam by an eye doctor. If your student has completed a hearing or vision exam within one year, you may send a copy of the report to the school to be kept with your child's health record. Only if this documentation is present will your child be exempt from testing. Your child may also be screened

during the school year upon request of the teacher based on the observable signs of hearing or vision difficulties in the classroom. If your child fails either the hearing or vision screening, you will receive a letter of notification.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The state of Illinois requires all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums/wrestling rooms/weight training rooms/physical education classes. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillating heart. All CUSD 10 school buildings are equipped with AEDs. There are additional AED's available for events and athletic practices. Several staff members have complete CPR/AED training. Please make your child(ren) aware that these units will be in the buildings. They will be housed in wall hanging cabinets and should not be tampered with by students.

COMMUNICABLE DISEASES/SCHOOL EXCLUSION FOR ILLNESS GUIDELINES

The district follows recommendations from the CDC and IDPH and local health departments regarding exclusion from school for communicable diseases.

COLLINSVILLE UNIT SCHOOL DISTRICT #10

PRACTICE REGARDING EXCLUSION FROM SCHOOL FOR ILLNESS

DATE: _____ STUDENT: _____ TEACHER: _____

If your child exhibits SYMPTOMS of the following illness(es), please follow these guidelines before returning to school:

~~ALLERGIC CONJUNCTIVITIS~~ (caused frequently from allergies) May return to school immediately with confirmation from doctor.

~~CHICKEN POX/SHINGLES~~ Exclusion from school for at least 5 days after the eruption of the last vesicles or until all lesions are dry and scabbed over with absence of fever.

~~COMMON COLD~~ Exclude from school for fever 100 degree F or greater for 24 hours and/or excessive coughing.

~~CONTAGIOUS CONJUNCTIVITIS~~ (Pink eye) Exclusion from school until 24 hours after treatment begins or written permission from the doctor to return to school.

~~FEVER~~ Fever is considered to be 100 degree F or greater. Exclusion from school until the student is fever free for 24 hours without fever-reducing medications.

~~FIFTH'S DISEASE~~ Rash will appear lace like and bright red on arms/chest/abdomen. Facial cheeks may appear bright red. No exclusion unless fever over 100 degrees is present. May require written verification from physician

~~GASTROENTERITIS (PARASITIC/VIRAL)~~ Exclusion from school until 24 hour absence of diarrhea, vomiting, and fever 100 degree F or greater.

~~HAND FOOT MOUTH DISEASE~~ May see lesions on hands, feet, and/or face. Return with written verification from physician and/or lesions are intact and dry or can be covered at all types. Must be fever free and practice good hygiene (for example no drooling, no toys in mouth, good hand washing, etc.).

~~HEPATITIS A VIRUS~~ Exclusion from school until written release from doctor is obtained. Must be free of diarrhea, vomiting, and fever for 24 hours before returning to school.

~~IMPETIGO~~ Exclusion from school until sores are healed over without drainage or with permission from the physician to return to school 24 hours after treatment begins. Note: Lesions must be covered while in school when possible.

~~INFLUENZA (FLU)~~ Exclusion from school until absence of fever (fever is 100 degree F or greater) for 24 hours.

~~MENINGITIS~~ Exclusion from school until absence of fever for 24 hours without fever-reducing medication, at least 24 hours of antibiotics, and with written release from the physician.

~~PEDICULOSIS (HEAD LICE)~~ Exclusion from school for live lice until effective treatment is received and student shows no evidence of live lice or little to no evidence of nits (eggs) per the school nurse/principal's discretion. This should take no longer than 3 days absence. See school health staff or principal upon return to school for head check.

~~PINWORMS~~ Exclusion from school until 24 hours after first treatment confirmed. May require written verification from doctor to return to school. Practice good/frequent handwashing.

~~RINGWORM~~ Exclusion from school until 24 hours after treatment begins with written verification from the doctor or evidence of over the counter antifungal treatment has been initiated. Lesions should be kept covered at school.

~~SCABIES~~ Exclusion from school until 24 hours after the first scabicide treatment confirmed. Written verification from the physician to return to school.

~~STREP THROAT and SCARLET FEVER~~ Exclusion from school until 24 hours after treatment (antibiotic) begins with written permission from the doctor to return to school, provided that fever is absent without fever reducing medications for 24 hours.

~~STAPH and MRSA~~ Exclusion from school for minimum of 48 hours after antibiotic treatment has begun and lesions are closed or completely covered. Exclude if wounds cannot be well contained under a dressing. Exclude from high risk activities such as contact team sports if wound cannot be completely covered with a secure bandage that will remain intact throughout sport activity, until completely healed. Exclude from use of pools/whirlpool until wounds are healed. Student must practice good frequent hand hygiene. *Must have doctor written permission to return to school.*

~~OXYGEN SATURATION~~ Fingertip pulse oximetry may be used as a tool for asthmatic episodes, coughing episodes, choking episodes, and/or allergic reaction episodes. *Healthy Saturation Levels 95-100%.* If fingertip pulse oximeter indicates an oxygen saturation level below 95% that does not improve after medication/treatment, the student must be sent home and encouraged to call/visit their physician or ER.

~~PERTUSSIS (WHOOPIING COUGH)~~ Must be excluded for 5 days of appropriate antibiotic treatment. Must be fever free and cough controlled when returning to school. May require written verification form physician to return to school.

PLEASE NOTE: Upon returning to school following a communicable disease exclusion, student must report to the school nurse or principal before returning to class.

A doctor's note explaining absence from school is recommended.

Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.

Health Staff _____ Phone _____

COLLINSVILLE UNIT SCHOOL DISTRICT #10
PRACTICE REGARDING EXCLUSION FROM SCHOOL FOR ILLNESS

DATE: _____ STUDENT: _____ TEACHER: _____

If your child exhibits SYMPTOMS of the following illness(es), please follow these guidelines before returning to school.

___ **ALLERGIC CONJUNCTIVITIS**-(caused frequently from allergies) May return to school immediately with confirmation from doctor.

___ **CHICKEN POX/SHINGLES**-Exclusion from school for at least 5 days after the eruption of the last vesicles or until all lesions are dry and scabbed over with absence of fever.

___ **COMMON COLD**-Exclude from school for fever 100 degree F or greater for 24 hours and/or excessive coughing.

___ **CONTAGIOUS CONJUNCTIVITIS** (Pink eye)-Exclusion from school until 24 hours after treatment begins or written permission from the doctor to return to school.

___ **FEVER**-Fever is considered to be 100 degree F or greater. Exclusion from school until the student is **fever-free** for 24 hours without fever-reducing medications.

___ **FIFTH'S DISEASE**-Rash will appear lace-like and bright red on arms/chest/abdomen. Facial cheeks may appear bright red. No exclusion unless fever over 100 degrees is present. May require written verification from physician

___ **GASTROENTERITIS (PARASITIC/VIRAL)**-Exclusion from school until 24 hour absence of **diarrhea, vomiting, and fever** 100 degree F or greater.

___ **HAND FOOT MOUTH DISEASE**-May see lesions on hands, feet, and/or face. Return with written verification from physician and/or lesions are intact and dry or can be covered at all types. Must be fever free and practice good hygiene (for example-no drooling, no toys in mouth, good hand washing, etc.).

___ **HEPATITIS A VIRUS**-Exclusion from school until written release from doctor is obtained. Must be free of diarrhea, vomiting, and fever for 24 hours before returning to school.

___ **IMPETIGO**-Exclusion from school until sores are healed over without drainage or with permission from the physician to return to school 24 hours after treatment begins. Note: Lesions must be covered while in school when possible.

___ **INFLUENZA (FLU)**-Exclusion from school until absence of fever (fever is 100 degree F or greater) for 24 hours.

___ **MENINGITIS**-Exclusion from school until absence of fever for 24 hours without fever-reducing medication, at least 24 hours of antibiotics, and with written release from the physician.

___ **PEDICULOSIS (HEAD LICE)**-Exclusion from school per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

___ **PINWORMS**-Exclusion from school until 24 hours after first treatment confirmed. May require written verification from doctor to return to school. Practice good/frequent handwashing.

RINGWORM-Exclusion from school until 24 hours after treatment begins with written verification from the doctor or evidence of over-the-counter antifungal treatment has been initiated. Lesions should be kept covered at school.

SCABIES-Exclusion from school until 24 hours after the first scabicide treatment confirmed. Written verification from the physician to return to school.

STREP THROAT and SCARLET FEVER-Exclusion from school until 24 hours after treatment (antibiotic) begins with written permission from the doctor to return to school, provided that fever is absent without fever-reducing medications for 24 hours.

STAPH and MRSA-Exclusion from school for minimum of 48 hours after antibiotic treatment has begun and lesions are closed or completely covered. Exclude if wounds can not be well contained under a dressing. Exclude from high-risk activities such as contact team sports if wound cannot be completely covered with a secure bandage that will remain intact throughout sport activity, until completely healed. Exclude from use of pools/whirlpool until wounds are healed. Student must practice good frequent hand hygiene. *Must have doctor written permission to return to school.*

OXYGEN SATURATION-Fingertip pulse oximetry may be used as a tool for asthmatic episodes, coughing episodes, choking episodes, and/or allergic reaction episodes. *Healthy Saturation Levels 95-100%.* If fingertip pulse oximeter indicates an oxygen saturation level *below 95%* that does not improve after medication/treatment, the student must be sent home and encouraged to call/visit their physician or ER.

PERTUSSIS (WHOOPING COUGH)-Must be excluded for 5 days of appropriate antibiotic treatment. Must be fever free and cough controlled when returning to school. May require written verification form physician to return to school.

PLEASE NOTE: Upon returning to school following a communicable disease exclusion, student must report to the school nurse or principal before returning to class.

A doctor's note explaining absence from school is recommended.

Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.

Health Staff	Phone

MEDICATION – AUTHORIZED USE OF

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

STUDENTS WITH FOOD ALLERGIES AND OTHER LIFE-THREATENING ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. **If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or**

school nurse at (618) 343-2100.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen auto-injector has been prescribed, the parent/guardian will be responsible for notifying the principal and/or school nurse and providing the necessary emergency medication.

DIABETES – CARE FOR

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse or principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the school nurse or principal.

SPECIAL NEEDS/MEDICAL CONCERNS DURING BUS TRANSPORTATION

This form is available from the school nurse in the Health Office. The purpose of this form is to give school bus drivers/monitors information about children who may have special needs or medical concerns during bus transportation. However, the school bus drivers/monitors are not responsible for and will not give/monitor medications on the bus. The school bus drivers/monitors are not trained health care providers. No medication should be carried or used on the bus unless specific arrangements have been made with the school nurse (inhaler/EpiPen/diabetic) and in accordance Board Policy 7:270. In an emergent situation, a bus driver should pull to a safe stop and notify dispatch to call 911. Example of this may include but are not limited to: grand mal seizure, severe asthma attack, allergic reaction with respiratory difficulty, and/or severe bleeding from a wound. This form will be kept in the school Health Office, with a student's IEP/504, with a student's HCP, and/or at the bus company.

MEDICINAL MARIJUANA

The Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130 et seq.) strictly prohibits the possession and use on school grounds and on school buses. A student who has been prescribed medical marijuana must provide the District with a doctor's prescription for medical marijuana. A parent or guardian may remove the student from school grounds to administer the prescribed dose of medical marijuana. The school nurse will assist with coordination and monitoring the student's use of medical marijuana.

EXEMPTIONS

1. Religious Objection-a student's parent/guardian presents a Certificate of Religious Exemption to the school nurse/principal. The district religious objection form can be obtained from the building school nurse/principal. This statement must be approved by the district superintendent or appointed designee.
2. Medical Objection-a student's parent/guardian presents to the school nurse/principal a written and signed statement from the child's physician indicating the reason for the exemption. This statement must be approved by the district superintendent or appointed designee.
3. Eye exam requirement-the student's parent/guardian shows an undue burden or a lack of access to a licensed optometrist/ophthalmologist. A signed eye exam waiver must be on file.
4. Dental exam requirement-student's parent/guardian shows an undue burden or a lack of access to a dentist. A signed dental exam waiver must be on file.

HELP AND RESPONSE TEAM

H.A.R.T. is an acronym for "Help and Response Team", for the Collinsville Unit 10 School District. This

team is activated during any *traumatic* event that causes a state of heightened emotions and interrupts the normal daily routine within a school. The H.A.R.T. members are trained staff from within the Collinsville School District. Members include administrators, counselors, social workers, psychologists, nurses, speech/language pathologists, classroom teachers and special education teachers. Each H.A.R.T. member has completed an intensive training from “The National Institute for Trauma and Loss in Children”. Trained members are certified as “TLC School Specialists”, and registered with the national “TLC” program.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage.

Appropriate educational services shall begin as soon as eligibility has been established through the Office of Related Services. Instructional time will be provided for a minimum of five clock hours per weeks when school is normally in session. Contact the Director of Related Services at (618) 343-2878 for appropriate paperwork.

HOMELESS CHILDREN EDUCATION

Each Child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The contact person is the Director of Student Services at 618-346-6350.

HOMEWORK AND STUDY HABITS

Homework is any work assigned the student to be completed outside the classroom to measure what students have learned in the classroom. It is an integral part of the educational process and has a positive effect on educational achievement. It helps facilitate knowledge acquisition, critical thinking, and skill development in specific subject areas. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability and grade level. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work within a reasonable time (this usually means one (1) day for each day absence).

Homework serves valid purposes when it:

1. Provides essential practice in needed skills;
2. Trains pupils in good work habits;
3. Affords opportunities for increasing self-direction;
4. Enriches and extends school experience;
5. Helps children learn to budget time;
6. Brings pupils into contact with out of school learning resources; and
7. Promotes growth in responsibility.

Parents do their part to improve homework when they: 1. Cooperate with the school in making homework effective; 2. Provide their children with suitable study conditions (desk, lights, books, and supplies), reserve time for homework, and turn off the television; 3. Encourage their children but avoid undue pressure; 4. Are interested in what their children are doing but do not do the work for them; and 5. Understand what the school expects homework to accomplish;

Children may improve their study habits by observing the following: 1. Be sure you clearly understand each assignment; 2. Form the habit of using a certain time and place for the study of each subject; 2. Study conditions such as good lighting, proper ventilation, and quietness should prevail; 3. Have necessary materials at hand; 4. Try to develop the skill of working independently others; 5. Spend enough, but not too much time on each subject.

INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control.

Every effort is made to help protect the health and safety of students and staff. Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstance that gave rise to the health threat and ensure that written notice is provided as soon as possible.

If a parent or guardian wants to be notified before a pesticide application is applied, please fill out the form below and send it to the Director of Building and Grounds, 201 West Clay St, Collinsville, IL 62234. Any questions call the Director at 618-346-6350, ext. 292.

Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.

Collinsville Unit 10 is aggressively working toward the reduction of pesticides with the implementation of an Integrated Pest Management (IPM) Program and will use the lowest risk factor chemicals that are available.

NOTIFICATION OF PESTICIDE APPLICATION	
Student Name _____	_____
School Student Attends _____	_____
Parent/Guardian Name (Please Print) _____	_____
Parent/Guardian Signature _____	_____
Parent/Guardian Address _____	_____
Parent/Guardian Telephone _____	_____
Please send this form to the:	Collinsville School District # 10 Director of Buildings & Grounds 201 West Clay St Collinsville, IL 62234

INTERNET AND TECHNOLOGY ACCEPTABLE USE

All use of electronic network use must be consistent with Collinsville School District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

In accordance with federal law, the district provides CIPA (*Children's Internet Protection Act*) compliant web filtering for students on any Internet connected device within the boundaries of the district network. The district recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, these resources can also afford access to materials which may be illegal, obscene or indecent. The district will make every effort to protect students from inappropriate material while still allowing access to valuable academic content.

All users must be aware that use of the district's electronic networks and systems may result in public disclosure of the data and information associated with those systems under the *Illinois Freedom of Information Act*.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.

3. 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 Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the School District's email system constitutes consent to these regulations.

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure may be subject to consequences as defined by the school officials. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Chromebook Student User Agreement

The policies, procedures, and information within this document apply to all Chromebooks used at Collinsville School District by students, staff, and guests, including any other device considered by the administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Chromebook Loan - The Chromebooks are owned and maintained by Collinsville School District. Your use is limited to and conditional upon your full and complete compliance with this Student User Agreement and the Collinsville School District Acceptable Use Policy/Internet Protection Act (available at <http://www.kahoks.org>).

Financial Responsibility for Loss or Damage - If the Chromebook is damaged, lost, or stolen, the student's parent or guardian may be responsible for the cost of repair or the value of the Chromebook on the date of loss. Loss by theft must be reported to district by the next school day after the occurrence.

Chromebook Repair - Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be reported to a teacher or Chrome Depot.

School Use - Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school unless advised not to do so by their teachers or administrators.

Using your Chromebook Outside of School - Students are encouraged to use their Chromebooks at home and other locations outside of school. A wireless Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. The district will not supply an internet connection while the device is not on school property, the district is also not responsible for any data charges incurred for connectivity at school (via personal mobile hotspot) or at home.

Operating System - Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the technology department. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Privacy - Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of issued Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the activity on student Chromebooks.

Term of Agreement - Your right to use and possess the Chromebook terminates no later than the last day of the school year, unless terminated earlier by the district.

Charging Batteries - Chromebooks should be brought to school each day in a fully-charged condition. You need to charge your Chromebooks each evening. In cases where use of the Chromebook has exceeded battery life during the course of the day, you will be able to connect your computer to a power outlet in an area of the school if available. **CHARGERS SHOULD REMAIN AT HOME.**

Storing Your Chromebooks - You may take your Chromebook home every day after school regardless of whether or not it is needed. You must also store your Chromebook in the provided case or your backpack when moving from one area of the building to another and when taking your Chromebook to and from home.

Printing -

At School: Chromebooks will not support a physical printer connection. Printing functionality may be available and subject to classroom requirements. Teaching strategies will facilitate digital copies of work.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. (See <http://google.com/cloudprint> for more information.) In very few cases will printing be needed, if at all.

Managing Your Files and Saving Your Work - The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection. The district will not be responsible for the loss of any student work.

Failure to Comply - The Chromebook is the sole property of CUSD. It is on loan to the student for the school year and can be requested to be returned at any time. Failure to comply with the terms of the Chromebook User Agreement will result in disciplinary action and loss of privileges.

Loaning or Borrowing Chromebooks - The student will not lend their Chromebook to another student, borrow a Chromebook from another student, and will not share their password with another student. Access to another student's account or Chromebook is strictly prohibited and is unacceptable.

Illegal Downloading - Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement could lead to limitation or suspension of district Internet services. The student's Chromebook will be confiscated if the student is found with illegally downloaded or distributed files on his or her issued device.

Damage Policy -

First breakage occurrence in one year:

The district will repair the Chromebook and return it to the student. A letter is sent home informing the parents of the incident.

Second breakage occurrence in the same school year:

The student will not be allowed to take the device home again until the damage fee is paid.

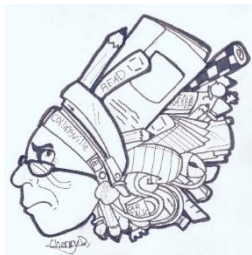
Damage Fee Breakdown -

- Lost, stolen, Irreparable Damage: \$200
- Broken Keyboard: \$25
- Lost/broken charger: \$25
- Broken Screen: \$50
-

INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release address and phone numbers of students.

LIBRARY SERVICE/MEDIA CENTER



Ph. 618.343.2146

Michael Hayman (Library/Media Specialist)

mhayman@cusd.kahoks.org

Websites:

Kahoksread.org

Mrhayman.com

Vision & Mission Statement

Our vision of a school library/media center is not a warehouse of artifacts but a cognitive playground for the community we empower.

Aligned with instructional and student performance objectives, our mission is to be facilitators of knowledge creation. Through easy access to activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

Rules:

- Students may come to the Media Center at any time during the school day to check out a book, do research, locate information on the Internet, or just to read.
- During the day, students are admitted with a pass from their subject or study hall teacher. No pass is needed if a student is visiting before or after school or with a class. A pass is needed at lunch.

Checkout Policy

Circulation:

- Regular books on the circulating shelves are checked out for two weeks; Maximum 1 physical book at a time. (More books are allowed if discussed with Media Specialist first).
- Renewals can be made at the request of the student at any time.
- Materials checked out to a patron's number become the responsibility of the patron in all circumstances.
- E-books and digital audio books are available through Destiny and Overdrive to all CMS students. Each allow 3 checkouts per system. So, students could have 7 library resources checked out if

desired. For access, go to www.kahoksread.org. Logins are the same student chrome-book and reading counts login.

Fines & Book Loss:

- All fines forgiven once book is returned.
- If a student claims that they have returned the book, we then check the shelves to see if we made a mistake. If the book was returned it should be on the shelves. If not, then where? By the end of the year, lockers have been cleaned out, notices and warnings have been given to students, teachers have been asked to search their shelves in their rooms and I have scanned every book in the library. Whenever a student comes to me and has lost a book I give them a few options and I offer them to everyone.

If the book cannot be found then you can:

- Pay for the cost of the book.
- Purchase the same hardbound book from somewhere to replace it.
- Donate two books or one high quality (hard cover) book that we have a reading count quiz for. To

check, go to <http://src.scholastic.com/ecatalog>

Book Donation:

- All books and materials are accepted. However, we reserve the right to choose what is actually put into the library. Books not accepted will be distributed to appropriate schools, teachers, offered to students, or recycled.

Behavior:

- Students are expected to act responsibly and respect the rights of others while in the Media Center.
- An atmosphere conducive to research, reading, group work, and study will be maintained.
- Destroying or defacing library materials or equipment is inappropriate and is considered destruction of school property.
- Do NOT bring food or drinks into the Media Center.

Services & Activities:

- The Media Center has a collection of over 12,000 physical volumes and over 6,000 e-books and digital audio books for all interests and reading abilities. A copy machine, scanner, 3D printer, LEGO Mindstorms, Tetrax Robot, Chess, Audio recording devices, Poster printer, 30 iPads, and Cloud-based Video editing software are available for student and staff use.

LOCKERS

Lockers will be assigned to students for use on the first student attendance day.

Students are to use only the lockers assigned to them on their schedules. It is important that students keep their assigned locker securely locked. Students are responsible for the contents within their assigned locker. Students are not permitted to share or use the locker assigned to another student. School lockers assigned to the student for their use remain the property of the school. The purpose of the lockers is to provide the students with storage areas for their books, school supplies, and outdoor garments. Coats and caps/hats are not to be worn in the building nor are book bags allowed to be carried from place to place in the building. School officials retain the right to search a locker without the knowledge and consent of the student if they have reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker. We recommend students lock all lockers at all times to prevent theft and to prevent unauthorized use. Students are responsible for their possessions, including textbooks and workbooks.

LOST AND FOUND

Notify the office as soon as possible after an article has been lost, leaving your name and a description of the lost article if you wish assistance in getting the lost article returned. All articles must be claimed as quickly as possible. Found articles must be turned into the office immediately. Checking for lost articles is the responsibility of the student.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

OFFICE

The Collinsville Middle School Office is open Monday through Friday from 7:30 a.m. to 4:15 p.m. or at other

hours by special appointment. Administrative assistants will help you with any questions you may have. The CMS phone number is **618-343-2100**.

PARENTAL RIGHTS NOTIFICATION

QUALIFICATIONS OF TEACHERS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including: 1) Whether the teacher has met State certification requirements; 2) Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived; 3) The teacher's college major; 4) Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and 5) Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1) To attend a conference at the school with school personnel to discuss the progress of their child; 2) To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services; 3) To attend conferences to discuss issues concerning their child, such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

PHYSICAL EDUCATION UNIFORMS

Every student is required to have Collinsville Middle School dark colored shorts and light colored shirts. Uniforms are for the purpose of Physical Education instruction only or when deemed appropriate by the administration. For the safety of students, the PE department will provide a list of items that students are prohibited from wearing.

PHYSICAL EDUCATION EXEMPTION

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

PROMOTION POLICY

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Standards Achievement Tests, "Local Learning Assessment" tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. Remedial assistance options will be offered to students based upon recommendation of the school personnel. Records/grades will be reviewed by building administration at the

end of the school year to determine overall readiness for the next grade. If the student is deemed ready for the next grade, s/he will be promoted otherwise; s/he will be retained. Students must meet the U.S. Constitution requirement.

PUBLICITY RELEASES

At times, the Collinsville School District has the opportunity to publish the achievements of students at school. Examples include everyday classroom activities, awards, special projects, sporting events, etc. Publications may occur through school or district web pages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury. If you do not wish to have your child's picture or student-produced materials used for this purpose, or if you wish to have your child's name omitted, please send a letter outlining your request to Assistant Superintendent of Human Resources & Information Systems, Collinsville Community Unit School District No. 10, 201 West Clay Street, Collinsville, IL 62234.

RESTRICTED AREA POLICY

A restricted area is any area of the campus where a student's presence is not required as a result of his/her instructional program. This includes, but is not limited to, the Commons Area (at any other time other than assigned lunch periods). Students may use the hallways, restrooms, and their lockers between classes (Administration reserves the right to limit access to school facilities during any time of the school day). Movement throughout the building (other than passing periods) will require a hall pass signed by a staff member. Such movement must be done promptly and by the most direct means. Attendance in a restricted area may result in disciplinary actions by administration.

SCHOOL EMERGENCIES

The student's safety and welfare are major concerns. Therefore, the following emergency situation procedures will be followed:

Fire: Fire drill information and evacuation routes are posted in each room. Read them carefully and become thoroughly familiar with them. You will be held responsible for knowing what to do and to obey the rules. In the event of an actual fire drill, the teacher in each classroom will give the students specific instructions to follow.

Tornado: In the event school authorities receive information from the Civil Defense or Weather Bureau that extremely severe weather is imminent, notification will be made from the office by announcement for the teachers to move their classes to a predetermined area. Students are to follow the specific instructions given by the teacher.

Earthquake: Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

General safety precautions are as follows:

1. Stay inside; move away from windows, shelves, and heavy objects that may fall.
2. In halls or stairways, move to an interior wall. Turn away from windows.
3. In laboratories and kitchens, all burners should be extinguished before taking cover.
4. If outdoors, move to an open space away from building and overhead power lines. Lie down on the ground.
5. Do not leave school grounds without permission.

Severe Weather: In the event of severely inclement weather or a mechanical breakdown in the school's physical plant, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal and will be announced over local radio and television stations. Reports in the morning will be between 6:00 a.m. and 8:00 a.m., if no report is heard, it can be assumed that school will be in session. Please do not call the school. The telephone lines are limited and must be kept open for emergencies. School closing information will also be posted on the CUSD#10

District Website at: <http://www.kahoks.org> and through the School Reach automated telephone message system.

Intruder: In the event of an intruder present on campus, CMS will go under a "lockdown" procedure. Lockdown is a building procedure that takes place in a crisis situation. Student movement will be stopped and the building is secured. Students and Staff will be made aware that a serious event has occurred or is about to occur, and how to act accordingly.

Bomb Threat: Collinsville Middle School takes all Bomb threats seriously. Any person who makes a bomb threat will be reported to the police and will be prosecuted. Procedures will be followed by school personnel to maximize student safety.

Missing Student: In the event the Main Office is notified that a student is missing, the parent(s)/guardian(s) of the missing student will be notified immediately. Upon confirming that the student is not at CMS, the Collinsville Police Department will be notified. CMS and the police department will work cooperatively to locate the missing student.

Power Failure: In the event the electrical power goes out, students are to remain in the class that they are attending until notice is given by the office to resume the usual schedule or follow a revised emergency schedule.

SCHOOL MESSENGER

In our efforts to improve communication between parents and school, Collinsville Middle School is instituting a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used on occasion to communicate general school announcements or reminders. This service is provided by School Messenger program, it is imperative that parents/guardians report any changes in the student's primary phone number as promptly as possible.

SCHOOL PROPERTY

CAMPUS ARRIVAL/DEPARTURE

Upon arriving to school, students are to report to the commons area for breakfast or gymnasium where they will be dismissed to first period. Students who need to report to a classroom must have a signed pass from a CMS staff member. Students are to vacate the building in a timely manner at the end of the school day unless involved in extra-curricular or teacher-supervised activities.

ANIMALS

Animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

SCHOOL RESOURCE OFFICER

Collinsville Middle School has a full-time School Resource Officer (SRO) to serve as a resource to administrators, teachers, parents and students. The SRO also assists school officials with supervision and security on our campus, as well as many other services for our entire school community. The SRO acts as an agent of the school and will assist with the school administration with daily obligations of the school.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School Authorities" includes School Resource Officer(s).

SCHOOL PROPERTY AND EQUIPMENT

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

The superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches for illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

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

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating legal statutes or the CUSD #10 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. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SOCIAL WORKERS

Social Workers are available to assist every student. Feel free to call upon them for help with personal problems, or other issues affecting a student.

SPECIAL EDUCATION

Collinsville CUSD #10 makes special education services available to all children ages three to twenty-one that reside within our district boundaries. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the regular classroom teacher to full-day instructional programming for the student. Collinsville CUSD #10 insures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities and physical, learning or emotional disabilities. If necessary, students may be placed in private school education facilities if services cannot be provided within district. Related services, such as speech therapy, physical therapy, occupational therapy, adaptive physical education and counseling are also available to students who meet certain criteria and for whom an individual educational plan has been developed. If you feel your child may need special education programming, please contact your building principal or an assistant principal.

STUDENTS WITH DISABILITIES

EDUCATION

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

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

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

If you believe your child may have a disability, and this disability is adversely affecting your child's educational performance, please contact your building principal to receive your full procedural rights. Requests for evaluations must be in writing, and state the reason for the referral.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the

determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

MAINTENANCE AND DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records (case study components, IEP's and correspondence with educational and diagnostic centers) are considered temporary records and are housed at the Special Education Offices, 6 Oakland, Caseyville, IL 62232. Parents of students, or students, if they have succeeded to the rights of the parents, may view or request copies of these records by contacting the Director of Special Education & Related Services at 618-343-2878.

Upon graduation or permanent withdrawal of a handicapped student, as defined in the School Code [105 ILCS 5/Art.14] and 23 Ill. Adm. Code 226, Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. Temporary records of those students who have permanently withdrawn or graduated from Collinsville Community Unit 10 will be destroyed after five years from the date of graduation or permanent withdrawal beginning the second week of June each year. Parents or students, if they have succeeded to the rights of the parent, are encouraged to claim these records because they may be of medical or educational benefit in the student's future. For those parents of students or students, if they have succeeded to the rights of the parents, who may wish to acquire any of these temporary records before they are to be destroyed, please contact the Director of Special Education & Related Services at 618-343-2878.

SPORTS/EXTRACURRICULAR ORGANIZATIONS

Collinsville Middle School is a member of the Southern Illinois Junior High School Athletic Association.

ATHLETIC TEAMS:

Boys Baseball; Boys and Girls Basketball; Boys and Girls Cross Country; Boys and Girls Track; Boys and Girls Wrestling; Boys and Girls Bowling; Girls Softball; Girls Volleyball; Girls Cheerleading; Girls Dance

ORGANIZATIONS

The student organizations are some of the most important aspects of the activities program. They add an extra dimension to the student's education. The students involved in these organizations will be provided opportunities to participate in the representative-democratic process with both rights and responsibilities; to assist in improving relationships between the student body, the faculty and the school, to be directly involved in building school spirit and pride; and to increase self-improvement in citizenship and leadership.

The following clubs and organizations are offered as extracurricular activities at Collinsville Middle School: Band (Concert Band, Jazz Band, Marching Band and Pep band)

Book Club – Sponsored by Mrs. Juelfs and meets monthly after school to discuss a book selected by the students. All genres and tastes are represented including graphic novels and fan fiction.

Chess Club

Choir (Concert and Show Choir)

Fellowship of Christian Athletes (FCA)

Girls on the Run

Illinois Math Science Academy Fusion Program (IMSA)

National Junior Honor Society (NJHS)

The Collinsville Chapter of the National Junior Honor Society (NJHS)

- Eligibility for NJHS is based on the student's academic performance and must meet the GPA for chapter selection standards.
- Selection is based on the submission of a candidate form which reflects the candidate's service to the community and excellence in the areas of leadership, citizenship, and character. School faculty will also evaluate candidates these requirements.

- The NJHS Faculty Council will score candidates based on a rubric which considers the above criteria. The decisions of the Faculty Council for selection or non-selection are final.
- NJHS members are held to the highest standard of character and citizenship.
- NJHS morning meetings and study hall meetings are held once per month, unless otherwise explained by the adviser.
- Members are expected to attend ALL meetings and activities; the adviser must be given advanced written notice of absences and members must make up the missed time with individual service hours.
- Each month, NJHS members will participate in a service project as a group which may take place within or outside of the school building.
- Members will need to complete a minimum of 15 hours of service during the school year in which he or she is a member.
- Any member displaying poor character or citizenship in CMS classrooms or hallways can receive a NJHS character violation from any teacher or staff member at CMS.
- At the end of each grading period, the adviser will check the GPA for each member to ensure it remains at or above chapter standards; if not he or she will be given written notice that he/she has been put on academic probation until the next grading period.
- At the end of each grading period (or more often if needed) the adviser will check the discipline records for each member. If these reflect a standard of behavior below chapter standards, the Faculty Council will convene to determine the student's status as a member.
- Students who do not comply with the principles and rules of membership will be dismissed after a (3/5 majority) vote of the Faculty Council.
- For particularly flagrant violations (per Article X, Section 2 of the NJHS Constitution), the adviser will meet with the Principal and exercise their prerogative to dismiss the member without convening the Faculty Council.
- For more information about the National Junior Honor Society, check out the national organization's website: <https://www.njhs.us/>

Pep Club

Student Council

Yearbook Club - The award-winning Blaze yearbook staff, under the direction of Mrs. Juelfs, serves as photographers, cover designers, and contributors to our book. We meet as needed during study hall.

We encourage all students to be involved in any of the extracurricular clubs and organizations sponsored by CMS.

School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. No guests are allowed to attend CMS sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

SPORTS/EXTRA CURRICULAR ACTIVITIES - CODE OF CONDUCT

The Board of Education, the Administration, and the Coaches and Sponsors of all co-curricular activities at Collinsville Middle School (CMS) have high expectations of those who represent our school on all teams and in all other activities. CMS students involved in co-curricular activities are expected to conduct themselves in a manner that reflects integrity on themselves, their group/team, and the school. Participation in the CMS co-curricular activities program is considered a privilege, not a right.

You should be aware that this code does not contain a complete list of inappropriate behavior as a CMS participant. In addition to the things listed, CMS participants will be expected to demonstrate excellent conduct in their classrooms, in the community, and in the activities themselves. Nothing less is acceptable. The Board of Education, the Administration, and the Coaches and Sponsors of Collinsville Middle School consider the following as violations of the ideals of the CMS co-curricular program that warrant the indicated actions.

1. Confirmed involvement in the use or possession of a controlled substance.

2. Confirmed involvement in the use or possession of an alcoholic beverage.
3. Violation of the rules and regulations of CMS or Unit 10 that result in an out of school suspension three days or greater.

First Offense – Participant may be suspended from the activity for a period of up to two (2) weeks.

Second Offense – Participant may be excluded from all teams or other co-curricular activities for a period of one (1) calendar year.

Third Offense – Participant may be excluded from activities for the remainder of his/her middle school career.

*Note: Each Offense also may involve school discipline as well at the administration's discretion.

The above violations are cumulative during the Participant's middle school career.

The Board of Education, the Administration, and the Coaches and Sponsors of Collinsville Middle School consider the following as violations of the ideals of CMS co-curricular activity program which warrant the indicated actions.

1. Smoking or any use of any kind of tobacco products.

2. Stealing or vandalizing personal or school property.

First Offense – Participant may be suspended from activities for a period of up to two (2) weeks.

Second Offense – Participant may be suspended from activities for a period of ninety (90) calendar days.

Third Offense – Participant may be excluded from activities for a period of one (1) calendar year.

*Note: Each Offense also may involve school discipline as well at the administration's discretion.

The Board of Education, the Administration, and the Coaches and Sponsors of Collinsville Middle School consider the following as violations of the ideals of the CMS co-curricular program that warrant the indicated actions.

1. Violation of the rules and regulations of CMS that result in a suspension of five (5) days or fewer, either in school or out of school.

2. Unexcused absence from a contest.

3. Unexcused absence from practice.

4. Misconduct at practice, at contest/activity, or on an activity bus.

5. Any action(s) that is detrimental to the co-curricular program at CMS.

First Offense – Punishment will be determined by the coach/sponsor after consultation with the Principal.

Second Offense – Will be suspension from the team. Length of time will be determined by the coach/sponsor after consultation with the Principal.

*Note: Each Offense also may involve school discipline as well at the administration's discretion.

The disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach or sponsor's policy can exceed the listed disciplinary action when such information has been provided to the athlete in that coach or sponsor's activity. During a period of suspension, the participant is to continue to participate in the activity during practice sessions or other meetings.

Eligibility

Participants must maintain the following academic standards: One failing grade on any given eligibility check. Eligibility is checked every week. **Teachers will indicate passing or failing grades on semester basis.** A student is ineligible from Monday to Monday during the eligibility check. Students failing 2 or more classes at the semester will be placed on academic probation through the Athletic Director's Office and subject to academic intervention based on a determination of the Athletic Director.

Absence from School on Day of Extracurricular or Athletic Activity A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the

teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid. Any athlete who quits a team during a season will not be permitted to join another team during a season unless mutually agreed upon by the coaches of both teams involved. A student will not be permitted to participate in the CMS co-curricular program if they have an outstanding obligation in any other activity.

FEES AND PHYSICAL EXAMINATIONS

To participate in an extracurricular activity at CMS, each student-athlete will be charged \$100 per sport. This fee is charged to cover athletic expenses such as transportation, equipment, game expenses, and all costs associated with providing an individual sport at CMS. Fees will be waived for students who qualify for free and reduced lunch. No athlete will be allowed to participate in the extracurricular activity until the fee is paid. Students who participate in athletics must provide a sport physical completed on the Illinois DHS form or IHSA pre-participation examination form. The physical examination is good for 395 days from the dated of the exam.

SPORTS/STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury that interferes with normal brain function. Concussions can range from mild to severe and can occur in any organized or unorganized sport or recreational activity resulting from a fall or from players colliding with each other, the ground, or with obstacles.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

SPORTSMANSHIP

Collinsville Middle School maintains high standards of performance and sportsmanship for its athletics and student body. Spectators are to maintain this same high level of sportsmanship and conduct at athletic events.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 7 & 8 will take standardized tests on PARCC (Partnership). Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following: 1. Encourage students to work hard and study throughout the year; 2. Ensure students get a good night's sleep the night before exams; 3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; 4. Remind and emphasize for students the importance of good performance on standardized testing; 5. Ensure students are on time and prepared for tests, with appropriate materials; 6. Teach students the importance of honesty and ethics during the performance of these and other tests; and 7. Encourage students to relax on testing day.

STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines: 1) The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required; 2) The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building; 3) The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed; 4) Distribution must be done in an orderly and peaceful manner, and may not be coercive; 5) The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds; 6) Students must not distribute material that: a) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; b) Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes

on a copyright; c) Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook; d) Is reasonably viewed as promoting illegal drug use; or e) is primarily prepared by non-students and distributed in middle school and 7) A student may use the School District's Uniform Grievance Procedure to resolve a complaint; 8) Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. The definition of "publication" includes, without limitation: (1) written or electronic print mail, (2) audio-visual material on any medium or (3) information or material on electronic devices (e.g. data or voice messages delivered by cell phones, tablets or other hand-held devices).

STUDENT IDENTIFICATION

Students are required to have a student identification card. Each student will receive an original ID at the beginning of school for no charge. The card will bear the name, grade level and photograph of the student. Students are asked to possess the card at all times. It may be needed as identification at all school functions, on school bus, to check out library books, to buy lunch, and it is required to be shown to any authorized middle school personnel on request.

STUDENT INSURANCE

School insurance coverage is offered to students through the school district. It is available to those who desire this type of protection. It is required that any student wishing to participate in the school athletic program must carry some kind of insurance program.

The regular policy protects you while on the way to and school, at all school-sponsored activities, and while at school. A special policy may be purchased that protects the student 24 hours a day for the entire year. Forms that explain the policies, and their cost, are handed out to students on the first attendance day.

STUDENT PRIVACY PROTECTIONS

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

SURVEYS BY THIRD PARTY

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey; (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardians.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and

ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STUDENT- RECORDS AND INFORMATION

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The student's written records are in two categories: permanent and temporary.

"Student Permanent Record" means and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents; Evidence required under Section (5)(b)(1) of the Missing Children's Records Act [325 ILCS 50/5(b)(1)]; Academic transcript, including: grades, class rank, graduation date and grade level achieved; scores on college entrance examinations, except that a parent may request, in writing, the removal from the academic transcript of any score received on college entrance examinations (also see Section 375.30(d)); the unique student identifier assigned and used by the Student Information System established pursuant to 23 Ill. Adm. Code 1.75 (Student Information System); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in Section 27-22 of the School Code [105 ILCS 5/27-22]; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with Section 2-3.157 of the School Code [105 ILCS 5/2-3.157] and 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); Attendance record; Health record; Record of release of permanent record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64a-5); and If not maintained in the temporary record, may also consist of: Honors and awards received; and Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

"Student Temporary Record" means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: A record of release of temporary record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64a-5); The completed home language survey form (see 23 Ill. Adm. Code 228.15 (Identification of Eligible Students)); *Information regarding serious disciplinary infractions* (i.e., those involving drugs, weapons, or bodily harm to another) *that resulted in expulsion, suspension or the imposition of punishment or sanction*; *Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]; Health-related information; Accident Reports; and May also consist of: Family background information; Intelligence test scores, group and individual; Aptitude

test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.); and Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

Student's written records are kept on file in the Guidance Office and are available to students, parents and/or legal guardian for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than fifteen days (15) after receiving the request. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record.

If information contained in the records is disputed by the parent, student, and/or legal guardian, a request to meet with the Principal or Superintendent must be made within a reasonable time after the review of the record to provide for the correction, deletion, or further explanation of such information.

In the absence of any court order to the contrary, to require, that upon the request of either parent of a pupil whose parents are divorced, copies of the following reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school initiated parent-teacher conferences, notices of major school sponsored events, such as open house, which involve pupil-parent interaction and furnished by the school district to one parent be furnished by mail to the other parent.

The school will review student's records periodically to make certain they are accurate. Permanent records will be maintained for not less than sixty (60) years after a student has graduated or otherwise permanently withdrawn from school. Temporary records will be maintained for one year following graduation and/or withdrawal and will be destroyed on July 1. A parent, student, and/or guardian have the right to inspect and copy such records before destruction. A charge of the actual cost for providing a copy of the school record will be paid by the requesting party, but may not exceed 35 cents per page.

Upon graduation or permanent withdrawal of a handicapped student, the psychological evaluation, special education files and other information contained in the student temporary record may be of continued assistance to the student may, after five (5) years be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

If a certified copy of an order of protection has been filed with a school district, then the district shall notify its school employees that the student records or information in those records of a protected child identified in the order shall not be released to the person against whom the order was issued.

RELEASE OF INFORMATION

The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parents make no objection, the records may be transferred to the requesting school.

No individual or agency can force an individual to release his/her records. A release of students' written record will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information

will be given to the parents. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos, interviews by the media and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

RULES REGULATING THE INSPECTION OF STUDENT'S WRITTEN RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are: **1) The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student; **2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.** A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal; **3) The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing; **4) The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official-committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his

or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; **5) The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first; **6) The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal; **8) The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law; 9) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW. Washington DC 20202-4605

Collinsville Middle School, like all educational institutions, keeps a permanent record for each student.

STUDENT RIGHTS PROCEDURES

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: 1) Political affiliations or beliefs of the student or the student's parent/guardian: 2) Mental or psychological problems of the student or the student's family: 3) Behavior or attitudes about sex: 4) Illegal, anti-social, self-incriminating, or demeaning behavior: 5) Critical appraisals of other individuals

with whom students have close family relationships: 6) Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers: 7) Religious practices, affiliations, or beliefs of the student or the student's parent/guardian: 8) Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs. The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

SUICIDE AND DEPRESSION AWARENESS & PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. In a situation in which a student expresses suicidal thoughts, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

TARDINESS

TARDINESS TO SCHOOL

If a student is late in arriving at school, he/she must report to the office. If a student will be late to school, a parent or guardian is expected to notify the school by telephone prior to the student arriving at school. The determination as to whether a late arrival to school is excused or unexcused will be on the same basis as absences. The district provides transportation to and from school for students living one and one-half miles from school. Students who elect to use private transportation will not be excused. All tardiness is unexcused unless bus or medical related. Any student arriving late to school on a school bus shall not be counted as tardy. Students arriving on a late bus are to report to the office. Tardy to school/class is defined as a student not being in the assigned classroom or in a pre-designated area identified by the instructor.

TARDINESS TO CLASS

Time on task is an essential part of productive teaching. Teachers are to begin classes on time to utilize the complete class period for instruction. It is the student's responsibility to be in the classroom and prepared to participate in class activities when the bell rings. Those students who are habitually tardy will be referred to the office for possible corrective measures. Tardy to school/class is defined as a student not being in the assigned classroom or in a pre-designated area identified by the instructor. It is the responsibility of the students to arrive at their scheduled class or area on time.

CONSEQUENCES FOR TARDINESS TO SCHOOL/CLASS

- 1st Step (tardy 5 times): Warning with parent notification from teacher
- 2nd Step (tardy 10 times): 2 Detentions with parent notification from principal or assistant principal
- 3rd Step (tardy 15 times): 1 Day of In-School Supervision with parent notification by Principal/Assistant Principal
- 4th Step (tardy 20 times): 2 Days of In-School Supervision with parent notification by Principal/Assistant Principal
- 5th Step (tardy 25 times): 1 Day of STOP with parent notification by Principal/Assistant Principal
- *Every Additional Tardy Referral will result in an additional day of STOP (ex.: 6th Referral (30 tardies)= 2 Days of STOP).*

*NOTE: The consequences for tardiness to school and/or class will be cumulative per quarter and will not be determined by individual classes.

TELEPHONE USAGE AND MESSAGES

The office telephone is a business telephone. Use of these phones by students is reserved for emergencies, only. Students must obtain a pass from a teacher and request permission from the office to use the telephone. Students who make calls to 911 without valid reason will be turned over to the police.

TESTING

Standardized tests will be given during the second semester of the school year. Test scores are used for individual assessment as well as making future decisions about curriculum, textbooks, and other educational issues. Periodically, students may be administered a screening test for possible recommendation of special education services. Additional tests such as final examinations will be disclosed using administration discretion.

TEXTBOOKS AND TECHNOLOGY DEVICES ISSUED TO STUDENTS

The textbooks used are the property of the Collinsville School District. The textbooks and technology devices issued to a student become his/her responsibility until returned to the teacher. If a textbook or technology device issued to a student is lost or damaged (regardless of the reason) the student has the financial responsibility to pay the appraised price for a replacement of the lost textbook or for the repair of the damaged textbook.

TOBACCO/SMOKING

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. Possession, use or distribution of, or attempt to use or distribute any tobacco products or look-a-like tobacco products such as electronic cigarettes is prohibited in school buses, in school buildings and on school property. This policy extends to all school sponsored and related activities as well as field, athletic and extra-curricular trips, whether held before or after school, evenings, or weekends.

The Illinois General Assembly finds that tobacco smoke is a harmful and dangerous carcinogen to human beings and a hazard to the public health. Pursuant to Illinois Public Act 095-0017, no person may smoke in a public place or in any place of employment. To “smoke” means carrying smoking, burning, inhaling or exhausting of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment. CMS will work cooperatively with local law enforcement to enforce provisions of the Smoke Free Illinois Act and fines may be assessed pursuant to this Act.

TRANSFER STUDENTS

Credit from school accredited by a state educational accrediting agency will be accepted and granted the same credit as given by Collinsville Middle School. Credit from non-accredited schools will be accepted and granted after demonstrating proficiency in the subjects taken at Collinsville Middle School. Exception to this policy will be at the discretion of the Principal.

Collinsville Community Unit School District #10 reserves the right to test or place on probation for thirty (30) days, any student transferring into the Collinsville School District for the purpose of grade placement.

Students must receive authorization for enrollment from the Director of Pupil Personnel Services at the Administration Annex Building, 123 West Clay Street, Collinsville, Illinois. A parent or legal guardian of a student applying for admission must accompany the student to the office with acceptable proof of residence and Birth Certificate. A Student Transfer Form must be filled out for every student who transfers to another school district in Illinois. Parents do not have the right to appeal a classification not in good standing.

TREATS/SNACKS

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

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law

Cross Reference: Press 7:70, Attendance and Truancy

An Ordinance Amending the Collinsville Municipal Code Relating To Truancy

BE IT ORDAINED BY THE CITY COUNCIL OF COLLINSVILLE that:

Section 1: The Collinsville Municipal Code is amended to add a Division 10:92 under Chapter 10 entitled "Truancy" to read as follows:

10:92-1 **Truancy Prohibited.** It shall be unlawful for any person under the age of 18 enrolled in a public, private or parochial school to absent himself or herself from attendance at school without parental permission. Any person who shall so absent himself or herself shall be guilty of the offense of truancy and be subject to a fine not to exceed \$500.00 for each offense. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absents him or herself from school without parental permission shall not constitute truancy if permission is submitted in writing to the proper school authorities within 24 hours after such absence.

10:92-2 **False Excuse Prohibited.** It shall be an offense under this ordinance for a parent or person in loco parentis to knowingly submit to the proper school authorities a written excuse under Section 10:921 that contain false information. A person convicted of an offense under this Section shall be subject to a fine of not more than \$500.00 for each offense.

10:92-3 **Parental permission** shall include permission from a person in loco parentis, and shall be given for reasons only of personal illness, serious family illness, death in the family, serious home emergencies, necessary and lawful family support employment, religious convocation classes, Principal's permission, and compelling family reasons.

Section 2: This ordinance shall be in full force and effect from and after its passage, recording and publication according to law. Publication shall be in pamphlet form.

VANDALISM

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school property or equipment, will be required to pay for the damage done or replace the item and disciplinary action will be taken. Students who deface school property will be required to restore the defaced item(s) by performing such actions as cleaning the item or payment for restoration. Disciplinary action will also be taken against the offender(s).

VIDEO SURVEILLANCE

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

VISITORS

All visitors, including parents and siblings, are required to enter through the front doors of the building. Before admittance to school, visitors must identify themselves with an appropriate state or federally issued identification card so it can be scanned in the Raptor System and inform office personnel of their reasons for

being at school. Visitors must sign in, identifying their name, date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the office area and sign out before leaving school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Parents/Guardians who are visiting to observe a classroom must adhere to the following procedures: (1) Approval by Principal at least 24 hours prior to observing, (2) Once granted permission to observe, be present 5 minutes before class period begins and (3) to remain in class the entire period.

VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Volunteers are required to check in and out of the office and receive a visitor badge before going to their destination.

WEAPONS PROHIBITION

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but no more than 2 calendar years:

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

The expulsion requirement may be modified by the superintendent, and the superintendents’ determination may be modified by the board on a case-by-case basis.

WEATHER CLOSURE, DELAYED STARTS AND EARLY RELEASE

Collinsville Unit #10 Schools do not take weather-related decisions lightly. As with any decision, student learning is our top priority, but student safety is always our first consideration. Here is some information about how the district balances the factors that come into play when we face a weather-related decision.

Closures, Delayed Starts and Early Release

The district has three options in the event of bad weather. The district could close the schools altogether, delay the opening of school for two hours or release/dismiss students early. School release, delay and closure information is relayed in a variety of ways:

The district instantly publishes the information through:

- phone messaging system
- television
- district web site (If you have Internet access, the link to weather-related closure information is www.kahoks.org. The site is available 24 hours a day.)

In the rare event Unit 10 calls a 2 hour late opening; school will start 2 hours later than your normal bell time. For example if your normal bell time is 8:00 AM, your scheduled late start time is 10:00 AM. The morning bus routes will run 2 hours later than normal. The school day will end at their normal times.

Once children are in school, approximately two hours are required to get the last child home after a decision is made to close schools. For this reason, it is unlikely school will be canceled once classes are in session. However, when conditions dictate an early release, school will be dismissed. The School Messenger calling system will notify parents of any early school dismissal. It is also a good idea to check updates posted on the local television stations any time weather conditions are changing or in question. The district website will carry early school dismissal information as soon as decisions are made.

It is very important that parents have plans for younger children when school is dismissed early. In the event that the district releases students early due to weather, please communicate with the school if alternate student pick-up plans are made. Please insure children dress for protection against prolonged exposure to the weather

as a safety precaution.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

WITHDRAWAL FROM SCHOOL

A student withdrawing from school must present a written note from a parent or guardian or be accompanied by a parent or guardian. A withdrawal form will be issued, and this form must be presented to each of the following persons:

1. All teachers at which time the textbooks and technology devices issued to the student must be returned.
2. The librarian and, if necessary, make proper financial settlement.
3. The registrar to make proper financial settlement for textbooks not returned, rental fees not paid, or a partial refund on rental fees if they have been paid and all books have been returned.
4. Transfer slips will be issued upon completion of the above procedures.

This handbook is not considered the only resource for all district policy, procedures, or regulations. The Collinsville Community Unit School District #10 Policies and Procedures Manual and the School Code of Illinois are also included as resources, copies of which are kept in the administrative office. We invite your input as we continue to update and improve this document each year. Kindly direct such considerations to the Principal.

9.4. Approval of 2018-2019 DIS Student and Parent Handbook

CHANGES TO 2018-2019 DIS HANDBOOK

Changes to Titles - Mrs. Chelsea Clark, Principals of Caseyville and Jefferson Schools

Attendance – Updated to include Model IPA handbook language.

Updates to Titles and emails - Mrs. Latoya Berry Coleman – Female Bullying Complaint Manager and correct email. Also added Mr. Hyre and Ms. Coleman’s phone extensions.

Bullying Policy Update- Revised with updated language from Model IPA handbook language

Practice Regarding Excluding from School for Illness – Replace with updated form per Lisa Sabatino.

Head Lice – Replace with updated language per Lisa Sabatino.

Home and Hospital Instruction – Replace with updated language from Model IPA handbook language

Physical Education – Language added to include Model IPA handbook language

Student Records – Additions to align with Model IPA handbook language.

Rules Regulating the Inspection of Student’s Written Records - Language revised as per recommendation of Model IPA handbook

Suicide and Depression Awareness and Prevention- Revised language as proposed by Mr. Barney Mundorf, Legal counsel for CUSD10.

CHARLES H. DORRIS INTERMEDIATE SCHOOL
STUDENT HANDBOOK



COLLINSVILLE BOARD OF EDUCATION PHILOSOPHY

To educate means to “bring out.” To lead students into certain paths, we must first instill the ability to understand and respect the rights of others, and to fulfill obligations as members of the community, the state, and the nation. In addition, we believe it is our task to provide each child with tools for meeting life situations, whether favorable or unfavorable, with calmness and composure. Agreeing that it is impossible to teach all on any subject, we recognize the great importance of encouraging the development of study habits and skills to promote mastery required for any vocation. We believe that our principle thrust as educators is to provide the student with the guidance and counsel to best prepare him/her for future responsibilities to self and to the society in which we live. Education for our students should ensure that each child will realize his/her full potential and take his/her place in society as a happy, useful, productive citizen and contribute something of value.

GENERAL SCHOOL INFORMATION

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website: (www.kahoks.org) or at the Board office, located at:

**201 WEST CLAY STREET
COLLINSVILLE, IL 62234
618-346-6350**

The School Board governs the school district, and is elected by the community. Current Board of Education members are:

Mr. Gary Peccola, President
Mr. Tim Hasamear - Member
Mr. Gary Kusmierczak, Member
Mr. Wayne White, Vice President
Mr. Gary Clark, Secretary
Dr. Dennis Craft, Treasurer
Mrs. Jane Soehlke, Member

The School Board has hired the following administrative staff to operate the district:

Dr. Robert Green, Superintendent of Schools
Mr. Brad Hyre, Assistant Superintendent Student Services
Mr. Mike Hollingshead, Director of Building and Grounds
Mr. Kevin Robinson, Director of Human Resources & Information Systems
Mr. Derek Turner – Technology Coordinator
Ms. Latoya Berry-Coleman, Director of Curriculum and Assessment
Mrs. Uta Robison, Chief School Business Official
Mrs. Alison Underwood, Director of Special Education and Related Services

DORRIS INTERMEDIATE SCHOOL 1841 Vandalia Street Collinsville, IL 62234 Principal: Mr. Kevin Stirnaman Assistant Principal: Mrs. Sara Soehlke 618-346-6311	JOHN A RENFRO ELEMENTARY SCHOOL 311 Camelot Drive Collinsville, IL 62234 Principal: Mrs. Laura Bauer 618-346-6266
CASEYVILLE ELEMENTARY SCHOOL 433 South Second Street Caseyville, IL 62232 Principal: Mrs. Chelsea Clark 618-346-6205	SUMMIT ELEMENTARY SCHOOL 408 Willoughby Collinsville, IL 62234 Principal: Dr. Julie Haake 618-346-6221
JEFFERSON ELEMENTARY SCHOOL 152 Boskydells Street Collinsville, IL 62234 Principal: Mrs. Chelsea Clark 618-346-6214	TWIN ECHO ELEMENTARY SCHOOL 1937 S. Morrison Collinsville, IL 62234 Principal: Dr. Julie Haake 618-346-6228
KREITNER ELEMENTARY SCHOOL 9000 College Collinsville, IL 62234 Principal: Dr. Todd Pettit 618-346-6213	WEBSTER ELEMENTARY SCHOOL 108 W Church Street Collinsville, IL 62234 Principal: Mr. Brad Snow 618-346-6301
MARYVILLE ELEMENTARY SCHOOL 6900 W. Main street Maryville, IL 62062 Principal: Mrs. Carmen Loemker 618-346-6261	SPECIAL EDUCATION OFFICE 6th South Oakland Caseyville, IL 62232 Director: Mrs. Alison Underwood 618-343-2878

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ASBESTOS MANAGEMENT PLAN

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

The U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility. An inspection was performed at all schools located within Collinsville CUSD #10 furthermore, a site specific asbestos management plan was developed, reviewed by the Principal, Building and Grounds Dept. and the District Asbestos Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's office.

ATTENDANCE

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

The School Code of Illinois defines chronic absenteeism as missing school for five (5) percent of the previous 180 school days. That equates to nine (9) days of absence over a 180-day period. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. The parent and/or student may be subject to court action. Special circumstances such as hospitalization, chronic illness etc., will be considered in this process. Collinsville Community Unit School District Ten (10) appreciates the cooperation of parents and students on this matter of vital importance to your child's education.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

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

Students with Reported or Documented absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

ABSENTEEISM/ABSENCE REPORTING

In order for an absence to be considered recorded, a parent or guardian of a student who is going to be absent from school must notify the school by telephone. Calls to the school office should be made no later than 10:00 AM on the date of absence. The Office may be reached by calling 346-6311. An absence without proper notification to the Office will result in an absence being considered as unexcused.

The determination as to whether an absence is classified as reported, documented or unexcused is the sole responsibility of the school. The responsibility of the parent is to report the reason for the absence. Parents are asked to submit documentation (for reported and documented absences) to the office as soon as possible.

CO-CURRICULAR ACTIVITIES - ATTENDANCE POLICY FOR STUDENT PARTICIPATION

It shall be the policy of Dorris Intermediate School that student participation in any co-curricular activity (athletics or non-athletic activities) requires a student to be in attendance a minimum of a half day on the day of the co-curricular event. Any student serving an ISS or OSS on that day shall be excluded from the activity.

ATTENDANCE POLICIES AND PROCEDURES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. Additionally, a student will be excused for up to 5 days per school year in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 346-6311 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Tardies/Early Departures: A tardy may be defined as when a student does not arrive in the classroom on time, and an early departure may be defined as when a student leaves prior to the end of the school day. Those students arriving late to school should report to the Main Office and sign in on the Late Arrival Sheet. The district provides transportation to and from school. Students/Parents who elect to use private transportation may do so; however, any late arrival resulting from the use of private transportation may be counted as a tardy. Any student arriving late to school on a school bus shall not be counted as tardy.

Tardiness is cumulative over an entire school year and correspondence will take place after 5, 10 and 15 tardies/early dismissals. Correspondence may include, but not limited to, letters of warning, meetings, sharing of available/necessary resources and/or possible court citations.

Documented Tardies/Early Departures will not count towards a student's total number of tardies/early departures before receiving correspondence. A 'documented tardy/early departure' are those tardies/early departures noted by documentation. Documentation includes: 1) for personal illness – a note from a doctor or dentist; 2) for family illness/death matters – a note from a parent/legal guardian; 3) for court appearances – a document from the court system.

Truancy: Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants

will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Any student who has accumulated ten (10) consecutive days of unexcused absence with no school contact from a parent/guardian ("lost child", whereabouts cannot be determined) shall be withdrawn from Collinsville Community Unit School District Ten (10). The District shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student (including, calling all known phone numbers, including emergency contacts, and visiting the last known address). The date of withdrawal shall be marked retroactive to the first day of the consecutive absence. If a school has been notified by a parent/guardian that a student will no longer be attending, such student shall be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the first day of the consecutive absences. If a student with a disability has been absent without valid cause for ten (10) consecutive days, the District will convene an IEP/504 meeting to ascertain the reason for the absences, whether the nonattendance is related to the student's disability, and if appropriate, a plan to stop the reoccurring nonattendance of the student. If a school has been notified by a parent/guardian that a student will be on an extended trip taking the student out of school for more than 10 consecutive days, such student may be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the first day of the consecutive absences.

AN ORDINANCE AMENDING THE COLLINSVILLE MUNICIPAL CODE RELATING TO TRUANCY BE IT ORDAINED BY THE CITY COUNCIL OF COLLINSVILLE THAT:

SECTION 1: The Collinsville Municipal Code is amended to add a Division 10:92 under Chapter 10 entitled "Truancy" to read as follows:

01:92-1 Truancy Prohibited. It shall be unlawful for any person enrolled in a public, private or parochial school to absent him or herself from attendance at school without parental permission. Any person, who shall so absent himself, shall be guilty of the offense of truancy and be subject to a fine not to exceed \$500 for each offense. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absenting him or herself from school without parental permission shall not constitute truancy if permission is submitted in writing to the proper school authorities within 24 hours after such absence.

01:92-2 False Excuse Prohibited. It shall be an offense under this ordinance for a parent or person in loco parentis to knowingly submit to the proper school authorities a written excuse under Section 10:921 that contain false information. A person convicted of an offense under this Section shall be subject to a fine of not more than \$500 for each offense.

01:92-3 Parental Permission Shall include permission from a person in loco parentis, and shall be given for reasons only of personal illness, serious family illness, death in the family, serious home emergencies, necessary and lawful family support employment, religious convocation classes, Principal's permission, and compelling family reasons.

SECTION 2: This ordinance shall be in full force and effect from and after its passage, recording and publication according to law. Publication shall be in pamphlet form.

EARLY DISMISSALS

Once a student arrives at school, he/she will need two types of permission to leave campus. The student will need school permission and parental permission. School permission must be acquired in advance from a school administrator. Parent permission must be given in the form of an advanced phone call or a signed and dated note from parent or guardian confirming the need to leave campus for a valid cause. The student must present a written request to the Main Office before school. The Main Office will then present the student with an early dismissal form to be given to his/her instructor. If a written request is not given to the office on the day of dismissal, the absence will be considered unexcused until written verification is received from a parent.

BICYCLES/SKATEBOARDS/SCOOTERS

Students who wish to ride bicycles to school may do so, but the school assumes no responsibility to lost or damaged bicycles. All bicycles are to be parked and locked in the school bike racks. Students are to walk their bikes at all times when they are on school grounds. Students are not to ride their bikes in lawns of local residents. Skateboards and scooters are not allowed and should not be ridden or brought to school.

BREAKFAST & LUNCH PROGRAM

Breakfast and lunch are served every school day, except when there is a 12:15 p.m. or earlier dismissal, then lunch will not be served. Please check the individual school's schedule for times and prices.

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

BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations:

1) During any school-sponsored education program or activity; 2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; 3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; 4) Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bul-

lying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1) Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2) Causing a substantially detrimental effect on the student's or students' physical or mental health; 3) Substantially interfering with the student's or students' academic performance; or 4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

II. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

III. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials Complaint Manager or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted, however, this shall

not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator: Dr. Robert Green, Superintendent, 201 West Clay Street, Collinsville, Illinois 62243 (168-346-6350. **Male Complaint Manager:** Mr. Bradley Hyre, Assistant Superintendent - Student Services, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350; **Female Complaint Manager:** Mrs. Latoya Coleman, Director, Curriculum & Assessment, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350.

IV. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

V. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident; 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; 3) Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received; 4) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying; 5) The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

VI. The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

IX. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

X. The Superintendent or designee shall post this Bullying Prevention and Response Plan on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The Bullying Prevention and Response Plan will be distributed annually to parents/guardians, students, and school personnel, including new employees when hired, and must also be provided periodically throughout the school year to students and faculty.

XI. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without

limitation: 1) The frequency of victimization; 2) Student, staff, and family observations of safety at a school; 3) Identification of areas of a school where bullying occurs; 4) The types of bullying utilized; and 5) Bystander intervention or participation. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

XII. This Bullying Prevention and Response Plan is consistent with the policies of the school board.

~~Students, who believe they are victims of bullying, intimidation, teen dating violence or (sexual) harassment, or have witnessed such activities, are encouraged to discuss the matter with the Building Principal or Assistant Building Principal.~~ Students are encouraged to **immediately** report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager, or any staff member with whom the student is comfortable speaking. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal. Any student of the District who is determined, after an investigation, to have engaged in bullying, intimidation or (sexual) harassment will be subject to disciplinary action as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy. Any person making a knowingly false accusation regarding bullying, intimidation or (sexual) harassment will likewise be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

CYBER-BULLYING

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Cellular telephones, cameras or any electronic devices used to harass or bully students or harass school personnel (ie. the student has i) been determined to have made an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, (ii) the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and (iii) the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school) may be subject to the following disciplinary action: 1) In-School Suspension assignment, 2) Short Term Option Program (STOP) assignment,

3) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund). Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

SEXUAL HARASSMENT

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

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

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. 'Hazing' means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students who engage in hazing that endangers the mental or physical health or safety of another may be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

We encourage students and parents to notify the DIS office of any incidents regarding bullying immediately. The school will protect students against retaliation for reporting incidents of bullying, intimidation or (sexual) harassment. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Bus transportation is not available for students who live less than 1.5 miles from the school. A list of bus stops will be provided at centralized registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Requests for transport on a bus other than the student's assigned bus will not be permitted, unless approved by the principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written

disciplinary referral, student bus problems will be investigated and handled by the building principal.

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

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

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

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following: a) Violating any school rule or school district policy; b) Willful injury or threat of injury to a bus driver or to another rider; c) Willful and/or repeated defacement of the bus; d) Repeated use of profanity; f) Repeated willful disobedience of a directive from a bus driver or other supervisor; g) Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact your building principal.

CAFETERIA RULES

The same rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep their hands and feet to themselves. Students are not allowed to save places in line, go to their lockers, save seats, or throw food. The students are expected to clean their table when they finish eating as well as anything that may have dropped on the floor. Since there are so many students in the cafeteria at one time, students are expected to talk in a quiet tone of voice.

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except when given permission to throw away trash.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room monitor.
- Soda, glass containers and knives of any type are not allowed at school.
- Fast food may not be delivered to students at school.
- Food items from home may not be ones that require refrigeration or heating/cooking.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

CHANGE OF ADDRESS OR OTHER PERSONAL INFORMATION

Please notify the school office immediately if there is a change in your address, telephone number or other personal information so that we can maintain accurate school records. When changing your address, current proof of residency is required. Should an emergency arise, it is extremely important that we are able to contact parents/guardians in the quickest manner possible.

CHARACTER EDUCATION

Character Education is an integral part of education in the Collinsville CUSD #10. Each month students complete activities at home and school related to the character trait of the month.

August – Be Responsible

September – Be Respectful

October – Be Honest

November – Be Cooperative

December – Be Courteous

January – Have Self Control

February – Be Trustworthy

March – Be Positive

April – Be Caring

May – Have Integrity

CLASSROOM PLACEMENT /STUDENT ASSIGNMENT

Placements of students in a particular class is left to the discretion of the building principal. The educational and administrative staff makes all efforts to create equitable classes. Several variables are considered when creating class assignments each year. In order to assist each student in being successful, consideration is given to the learning style of each individual child.

DISCIPLINE

Discipline is determined on a case-by-case basis and is at the discretion of school administrators and the board of education. The level of consequences imposed will be consistent with the Illinois School Code. Out of school suspensions and expulsions are only used for legitimate educational purposes. The district will make all reasonable efforts to resolve threats, address disruptions and minimize the length of exclusion to the greatest extent possible before discipline a student with a suspension or expulsion. The district does not allow for zero-tolerance discipline except as required by federal law or the Illinois School Code.

General Procedures for Solving School Issues

If any questions arise in regards to discipline, parties can meet with teachers at an appropriate time to discuss existing problems. If the parties are not satisfied with the teacher's decision, they can meet with the building administrator(s) to review the area of concern. If the parties are dissatisfied with the building level administrator's decision, they can meet with the Director of Student Services to review the concern. If further assistance is needed, the parties can meet with the Superintendent of Schools.

PROHIBITED STUDENT CONDUCT

Students may be disciplined for misconduct, including but not limited to the following:

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

DRUGS

Possession of Narcotics, Stimulants, Marijuana, Etc. - Resolution

Whereas, the illegal or unauthorized use, influence, sale or possession of alcohol, narcotics, stimulants, hallucinogens and depressants, including marijuana, medical marijuana [c1] and "look alike drugs," is recognized by the Board to be deleterious to the proper conduct of the schools and a danger to the safety, health and welfare of the teachers, students and administrators; and

Whereas, conduct on the part of the students in using selling or possession of such alcohol, drugs or drug paraphernalia in the schools is deemed a serious violation of acceptable standards of behavior which is detrimental to the accomplishment of the purpose of schools;

Be It Resolved by this Board of Education that it is the policy that any student found possessing, selling and/or using alcohol, unauthorized or harmful drugs, including marijuana and “look alike drugs”, or possessing and/or selling drug paraphernalia on school property or transportation facilities or at an approved school activity held on non-school property may consider including a non-exclusionary form of discipline as well to ensure compliance with SB100 be suspended for a period of up to ten days and referred to the Board of Education for a hearing and possible expulsion from school for up to two years, and any evidence obtained will be delivered to local authorities for possible prosecution.

Students Under the Influence

School staff having cause to believe that a student is in possession, under the influence, or shows evidence of having used any illegal drug, alcohol or other controlled substance will immediately be reported to the principal or designee. This will be in effect not only during school hours, but also on campus at any time and at any off-campus activities officially involving CUSD 10 students.

An administrator and a designated team will conduct an assessment, which may include, but is not limited to:

1. Questioning of student regarding possible use
2. Assessment of physical symptoms
3. Standard Field Sobriety Test
4. Additional screening:
 - a. For suspected use of alcohol, a saliva or portable Breathalyzer test will be used only after visual assessment of symptoms and questioning of the student regarding possible use. This screening will be conducted by a trained staff member with a second staff member present as a witness.
 - b. For suspected other drug use, a Screening Assessment for Suspected Chemical Use will be conducted.

If screening results indicate alcohol or drug use and/or possession, the principal or designee shall contact appropriate law enforcement and parents. In implementing these procedures, the principal and/or designee shall coordinate all efforts with law enforcement officials. If possession and/or use is confirmed, discipline policies and procedures shall be followed.

Procedures for dealing with students under these circumstances may include, but are not limited to:

- A. Parent notification upon conclusion of an administrative review.
- B. Suspension from school with a recommendation to the Board of Education for expulsion.
- C. Police contact and charges filed when appropriate.

Substance Abuse Option

For certain alcohol and drug related offenses; a student may be referred to a substance abuse program. If offered this option, the student's recommended discipline may be reduced. In lieu of a recommendation for expulsion, the student and parent(s)/guardian(s) must agree to an assessment/treatment alternative. If the parent(s)/guardian(s) accept the assessment, they must consent to release information between the school district and the substance abuse program and comply with all terms and conditions as determined by the appropriate administrator. The service provider must be approved by the building principal (or designee). Par-

ent(s)/guardian(s) must make contact within the first five days of the suspension to set up an appointment with the selected service provider and notify arrangements with the principal (or designee). Upon confirmation of the appointment, the recommendation for expulsion will be conditionally withdrawn.

After the appointment is made, the principal (or designee) must be contacted by the service provider and be notified of the initial assessment date. After the assessment is complete, the service provider must verify that the student was assessed and inform the principal (or designee) of the expected length of treatment and or education program. If treatment is long-term, the service provider must contact the principal (or designee) minimally every month to provide and updated on the student's progress. Should the student terminate treatment/education prematurely or miss more than two appointments, the principal (or designee) will be notified and the recommendation for expulsion shall be renewed. When treatment/education is completed the service provider will send the principal (or designee) a final report verifying that treatment has been completed in addition to any other appropriate information. Any second drug/alcohol violation during a student's intermediate school career will result in a ten (10) day out-of-school suspension and a recommendation for expulsion with no opportunity for the assessment/treatment alternative.

NOTE: All costs associated with any assessment, education program or treatment referred to herein above shall be borne exclusively by the student and the parent(s)/guardian(s). The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. The administration further reserves the right to recommend expulsion of a student who has been offered and accepted the substance abuse option if he or she commits any further Level 3 or Level 4 behavior violations.

Delivery

The delivery or receipt of delivery (or any attempt or intention to deliver or receive delivery) of any alcoholic beverage, controlled substance, look alike drug, drug paraphernalia, illicit drugs, prescription drugs, or over the counter medication in school buildings, on school buses, or on school property may result in a ten (10) day out of school suspension and recommendation for expulsion with no opportunity for substance abuse option. Delivery refers to the transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or transfer with or without payment or consideration. There is no assessment/treatment alternative for any student who delivers any of the items listed above.

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, fireworks, firecrackers or any other object if used, or attempted to be used, to cause bodily harm. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period of not less than one year:
 1. A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act,

or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, fireworks, firecrackers or any other object if used, or attempted to be used, to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones, and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities.
8. Students using technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above may be subject to the following disciplinary action: 1) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund).
9. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
10. Disobeying rules of student conduct or directives from staff members or school officials.
11. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
12. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Being absent without a recognized excuse.

15. Being involved with any public school fraternity, sorority, or secret society.
16. The Board of Education considers the presence of gangs and gang activities a substantial disruption of, or material interference with, school and school activities. A “gang” is defined as any group, club or organization of two (2) or more persons whose purpose includes the commission of illegal acts. By this policy, the Board of Education acts to prohibit gang activity on or about school grounds, on school buses, or off school grounds at any school activity.

No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity shall engage in any gang activity, including, but not limited to:

- 1) Wearing, possessing, using, distributing (delivery or receipt), displaying, selling or arranging/soliciting for the possession, use, distribution (delivery or receipt), display or sale of any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; 2) Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; 3) Writing, drawing or distributing any gang related symbols or literature; and 4) Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating, harassing or threatening any person, (c) committing any other illegal act disruptive of school operation, or intimidating staff or students or other violation of school district policies; (d) inciting other students to act with physical violence or intimidation upon any person, group or classification and/or which violate District policies or civil or criminal law.
17. Students engaging in any gang-related activity, as described above, may be subject to the following disciplinary action: 1) Removal from extra-curricular and athletic activities for a period of 24 months; 2) Conference with parent(s)/guardian(s); 3) Referral to appropriate law enforcement agency; and/or 4) Suspension for up to 10 days with referral to the Board of Education for possible expulsion for up to two years.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 20. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
 21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or

care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

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

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

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

Notifying parents/guardians.

1. Disciplinary conference.
2. Withholding of privileges.
3. Temporary removal from the classroom.
4. Return of property or restitution for lost, stolen or damaged property.
5. In-school suspension.
6. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
7. Community service.

8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. 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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

SUPPORT SERVICES

Students suspended out of school for 4 or more days may be provided support services during the OSS as determined appropriate by the school administrators.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion. Additional re-engagement services may be provided as deemed appropriate by school officials.

MAKE UP WORK

Students who serve out of school suspensions will have the opportunity to make up equivalent academic credit.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school may not be allowed to make up missed work.

DRESS CODE / STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic

- beverages, tobacco products, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
 - Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
 - Hair styles, dress, and accessories that pose a safety hazard are not permitted in the classroom or during physical education.
 - Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
 - The length of shorts or skirts must be appropriate for the school environment.
 - Appropriate footwear must be worn at all times for the safety of the student.
 - If there is any doubt about dress and appearance, the building principal will make the final decision.
 - Students whose dress causes a substantial disruption of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, the following options are available to obtain school closing information:

AUTOMATED SCHOOL MESSENGER SYSTEM

The district uses an automated telephone system ("SchoolMessenger") to inform parents of important information, such as school closings and emergencies. To insure you receive these automated telephone messages, please insure that your telephone number is listed accurately with your child's school office. Any telephone number changes should be promptly reported to the school office. Answering machines and voice mailboxes should be set to pick up messages after no more than 4 rings to insure delivery of automated messages to these devices.

In addition to the automated telephone system, parents and guardians are encouraged to check the district's website at <http://www.kahoks.org> for current information of interest to parents and students, including weather-related cancellations. The district considers the safety and well-being of its students and staff when considering school cancellation due to weather conditions. School closing information is posted on the district website, as well as sent via automated telephone message, as soon as a decision from the district's central administrative office has been made.

SCHOOL DISTRICT WEB SITE

www.kahoks.org - The district maintains a website which contains a great deal of valuable information for parents, students, and community. Each school also has a link from the district website. Other information includes Board policies, the school calendar, cafeteria menus, helpful educational information, and other school specific information. In accordance to the state law, the district budget is also posted on this website.

LOCAL TELEVISION AND RADIO STATIONS

Please listen to any of the following local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced between 5:30 am and 8:30 am. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

KMOX, St. Louis, AM-1120

KSDK, St. Louis, TV Channel 5

KMOV, St. Louis, TV Channel 4

FOX 2, St. Louis, TV Channel

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are

automatically cancelled.

WEATHER CLOSURE, DELAYED STARTS AND EARLY RELEASE

Collinsville Unit #10 Schools do not take weather-related decisions lightly. As with any decision, student learning is our top priority, but student safety is always our first consideration. Here is some information about how the district balances the factors that come into play when we face a weather-related decision.

HOW WE MAKE THE CALL

The district will make the call about delaying or closing school based on reports from our bus company, weather reports, and information gathered from Unit 10 staff and municipal employees who are out driving and assessing road conditions in all parts of our school district.

We use the following criteria to make a decision:

- Safety of students.
- Impact on families in the affected areas if they must report for school.
- Areas affected - is the event district-wide, localized, or scattered?
- Ability of buses to get to students.

CLOSURES, DELAYED STARTS AND EARLY RELEASE

The district has three options in the event of bad weather. The district could close the schools altogether, delay the opening of school for two hours or release/dismiss students early. School release, delay and closure information is relayed in a variety of ways:

The district instantly publishes the information through

- phone messaging system
- television
- district web site (If you have Internet access, the link to weather-related closure information is

www.kahoks.org. The site is available 24 hours a day.)

In the rare event Unit 10 calls a 2 hour late opening, school will start 2 hours later than your normal bell time. For example if your normal bell time is 8:00 AM, your scheduled late start time is 10:00 AM. The morning bus routes will run 2 hours later than normal. The school day will end at their normal times.

Once children are in school, approximately two hours are required to get the last child home after a decision is made to close schools. For this reason, it is unlikely school will be canceled once classes are in session. However, when conditions dictate an early release, school will be dismissed. The School Messenger calling system will notify parents of any early school dismissal. It is also a good idea to check updates posted on the local television stations any time weather conditions are changing or in question. The district website will carry early school dismissal information as soon as decisions are made.

It is very important that parents have plans for younger children when school is dismissed early. In the event that the district releases students early due to weather, please communicate with the school if alternate student pick-up plans are made. Please insure children dress for protection against prolonged exposure to the weather as a safety precaution.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Language Learners will be informed how they can: (1) be involved in the education of their children and, (2) be active partici-

pants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school's English Learners program, contact Ms. Carla Cruise at 346-6320.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

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

Director of Human Resources & Information Systems
201 West Clay Street
Collinsville IL 62234
618-346-6350

FEES, FINES AND CHARGES; WAIVER OF STUDENT FEES

The District establishes fees and charges to fund certain school activities. All students are charged Instructional Materials and Technology Usage Fees. Fees are subject to change at the beginning of each new school year. Detailed fee information will be available during the registration process. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

In accordance with Illinois law, it is the policy of the district that no discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

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

Additional consideration will be given where one or more of the following factors are present:

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

The parent/guardian will be notified promptly as to whether the fee waiver request has been

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

FAILURE TO PAY FEES; COLLECTION

To maintain the quality of our educational programs, Collinsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay.

Collinsville School District participates in the Illinois Local Debt Recovery Program, established to collect outstanding debt in coordination with the Illinois Comptroller's Office.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline and/or exclusion from future trips. Any decision to exclude a student from future trips will be made by the building principal.

All students are required to ride Collinsville CUSD #10 buses to and from the field trip destination and are expected to obey all of the bus and field trip rules. It is up to the discretion of the teacher to determine who and how many adult chaperones will accompany the class on the field trip. Adult chaperones are not permitted to have any other children accompany the field trip. Children are expected to remain at school until dismissal time, not at the end of the field trip.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

GRADING & PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.

In Collinsville CUSD #10, successful completion of the curriculum in grades 5-6 means a student attained a final grade above an "F" in both reading and math. In grades K-4, students must attain a final rating higher than "Beginning" in reading and math. If a child receives an "F" as a final grade in reading and math (or "B" for grades K-4), he/she will not be promoted to the next grade level unless a remedial plan is successfully completed. Summer school is the final option of the remedial plan.

A student will not be promoted based upon age or any other social reason not related to academic performance.

GRADE SCALE (GRADES 5-6)

Letter Grades will be administered in core curricular areas beginning in fifth grade. Progress will be assessed according to student mastery of the state learning standards. Letter grades are issued according to the following scale.

Letter Grades

A

Percentage Scores

90 - 100

B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

GRADE PLACEMENT

Collinsville Community Unit School District #10 reserves the right to test or place on probation for thirty (30) days, any student transferring into the Collinsville School District for purposes of grade placement.

HEALTH SERVICES

School Health Services provide emergent/urgent nursing assessment, first aid care, medication administration, vision/hearing screening/referral, and health record maintenance, and IEP related assessments through the health office. The health and welfare of every student is important. Regardless of the nature and extent of a student's illness or injury, it should be reported to the nurse. Staff members can refer students to the nurse's office and students can refer themselves by requesting a pass from a staff member. Parent/guardian notification will be based on nursing assessment and the nurse's/principal's discretion.

Absence – Codes related to health services

- MN** Medical Non-Compliance
This code will be used when a student is excluded from school due to not providing their physical examination and immunization requirements
The school nurse will let the school secretary know when this is applicable
This will count in the truancy letters
- DA** Documented Absence
Absences that occur due to personal illness, serious family illness, the death of an immediate family member and/or court appearances.
This code will also be used in cases where a school nurse has to send a student home for illness. Because the CDC recommends that students not return until 24 hours following fever (100 or greater)/diarrhea/vomiting, students will be given the day sent home (if these symptoms are present), and the two days following if they persist. If students are still ill with F/D/V on day 4, they must have a doctor's note to get a DA. This gives students the day sent home, and two days following to recover if necessary.
The school nurse will let the school secretary know when these students are when applicable.

ACCIDENT REPORTS

If a student is seriously injured while at school or on the bus, the nurse, the teacher, the bus driver or principal will complete an accident report. The parents will be notified immediately. In the event a child is seriously injured and the parents cannot be contacted, the school nurse will be notified and after an examination and consultation with the principal, a decision may be made to have the child transported to the Emergency Room. Every effort will be made to notify the parents of the decision.

ANNUAL VISION & HEARING SCREENINGS

The Illinois Department of Public Health requires annual screenings for students in the following grades:

- Vision: Early Childhood, Pre-Kindergarten, Kindergarten, Second, Eighth, and Special Education
- Color Vision: Second

- Hearing: Early Childhood, Pre-Kindergarten, Kindergarten, First, Second, Third, and Special Education

Students may also be screened upon request of the teacher based on observable signs of vision or hearing difficulties in the classroom or upon parent request. The School Health Staff will conduct these screenings in a professional manner and results will be kept confidential. A student will not be exempt from the screening unless there is a current (within one year) doctor-written vision or hearing exam report in the child's health record. If a student meets "fail" criteria for vision or hearing screenings, the parent will be notified by phone or mail in a timely manner. If you have any questions or concerns, please call the nurse at your child's school.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The State requires all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums/wrestling rooms/weight training rooms/physical education classes. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillating heart. All CUSD #10 school buildings are equipped with AEDs. There are additional AEDs available for athletic practices and events. Several staff members have completed CPR/AED training. Please make your child(ren) aware that these units are in the buildings. They are housed in wall hanging cabinets and should not be tampered with by students.

COMMUNICABLE DISEASES

The school will observe recommendations of the CDC, Illinois Department of Public Health, and local health departments regarding communicable diseases. Some illnesses may require mandated reporting to the local health department by school staff.

COLLINSVILLE UNIT SCHOOL DISTRICT #10 PRACTICE REGARDING EXCLUSION FROM SCHOOL FOR ILLNESS

If your child exhibits SYMPTOMS of the following illness(es), please follow these guidelines before returning to school.

ALLERGIC CONJUNCTIVITIS (caused frequently from allergies) May return to school immediately with confirmation from doctor.

CHICKEN POX/SHINGLES Exclusion from school for at least 5 days after the eruption of the last vesicles or until all lesions are dry and scabbed over with absence of fever.

COMMON COLD Exclude from school for fever 100 degree F or greater for 24 hours and/or excessive coughing.

CONTAGIOUS CONJUNCTIVITIS (Pink eye) Exclusion from school until 24 hours after treatment begins or written permission from the doctor to return to school.

FEVER Fever is considered to be 100 degree F or greater. Exclusion from school until the student is **fever-free** for 24 hours without fever-reducing medications.

FIFTH'S DISEASE Rash will appear lace-like and bright red on arms/chest/abdomen. Facial cheeks may appear bright red. No exclusion unless fever over 100 degrees is present. May require written verification from physician

GASTROENTERITIS (PARASITIC/VIRAL) Exclusion from school until 24 hour absence of **diarrhea, vomiting, and fever 100 degree F or greater.**

HAND FOOT MOUTH DISEASE May see lesions on hands, feet, and/or face. Return with written verification from physician and/or lesions are intact and dry or can be covered at all types. Must be fever free and practice good hygiene (for example no drooling, no toys in mouth, good hand washing, etc.)

HEPATITIS A VIRUS Exclusion from school until written release from doctor is obtained. Must be free of diarrhea, vomiting, and fever for 24 hours before returning to school.

IMPETIGO Exclusion from school until sores are healed over without drainage or with permission from the physician to return to school 24 hours after treatment begins. Note: Lesions must be covered while in school when possible.

INFLUENZA (FLU) Exclusion from school until absence of fever (fever is 100 degree F or greater) for 24 hours.

MENINGITIS Exclusion from school until absence of fever for 24 hours without fever-reducing medication, at least 24 hours of antibiotics, and with written release from the physician.

PEDICULOSIS (HEAD LICE) Exclusion from school for live lice until effective treatment is received and student shows no evidence of live lice or little to no evidence of nits (eggs) per the school nurse/principal's discretion. This should take no longer than 3 days absence. See school health staff or principal upon return to school for head check.

PINWORMS Exclusion from school until 24 hours after first treatment confirmed. May require written verification from doctor to return to school. Practice good/frequent handwashing.

RINGWORM Exclusion from school until 24 hours after treatment begins with written verification from the doctor or evidence of over-the-counter antifungal treatment has been initiated. Lesions should be kept covered at school.

SCABIES Exclusion from school until 24 hours after the first scabicide treatment confirmed. Written verification from the physician to return to school.

STREP THROAT and SCARLET FEVER Exclusion from school until 24 hours after treatment (antibiotic) begins with written permission from the doctor to return to school, provided that fever is absent without fever-reducing medications for 24 hours.

STAPH and MRSA Exclusion from school for minimum of 48 hours after antibiotic treatment has begun and lesions are closed or completely covered. Exclude if wounds can not be well contained under a dressing. Exclude from high-risk activities such as contact team sports if wound cannot be completely covered with a secure bandage that will remain intact throughout sport activity, until completely healed. Exclude from use of pools/whirlpool until wounds are healed. Student must practice good frequent hand hygiene. Must have doctor-written permission to return to school.

OXYGEN SATURATION Fingertip pulse oximetry may be used as a tool for asthmatic episodes, coughing episodes, choking episodes, and/or allergic reaction episodes. *Healthy Saturation Levels 95-100%.* If fingertip pulse oximeter indicates an oxygen saturation level below 95% that does not improve after medication/treatment, the student must be sent home and encouraged to call/visit their physician or ER.

PERTUSSIS (WHOOPIING COUGH) Must be excluded for 5 days of appropriate antibiotic treatment. Must be fever free and cough controlled when returning to school. May require written verification from physician to return to school.

PLEASE NOTE: Upon returning to school following a communicable disease exclusion, student must report to the school nurse or principal before returning to class.

A doctor's note explaining absence from school is recommended.

Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.

COLLINSVILLE UNIT SCHOOL DISTRICT #10

PRACTICE REGARDING EXCLUSION FROM SCHOOL FOR ILLNESS

DATE: _____ STUDENT: _____ TEACHER: _____

If your child exhibits SYMPTOMS of the following illness(es), please follow these guidelines before returning to school.

ALLERGIC CONJUNCTIVITIS-(caused frequently from allergies) May return to school immediately with confirmation from doctor.

CHICKEN POX/SHINGLES-Exclusion from school for at least 5 days after the eruption of the last vesicles or until all lesions are dry and scabbed over with absence of fever.

COMMON COLD-Exclude from school for fever 100 degree F or greater for 24 hours and/or excessive coughing.

CONTAGIOUS CONJUNCTIVITIS (Pink eye)-Exclusion from school until 24 hours after treatment begins or written permission from the doctor to return to school.

FEVER-Fever is considered to be 100 degree F or greater. Exclusion from school until the student is **fever-free** for 24 hours without fever-reducing medications.

FIFTH'S DISEASE-Rash will appear lace-like and bright red on arms/chest/abdomen. Facial cheeks may appear bright red. No exclusion unless fever over 100 degrees is present. May require written verification from physician

GASTROENTERITIS (PARASITIC/VIRAL)-Exclusion from school until 24 hour absence of **diarrhea, vomiting, and fever** 100 degree F or greater.

HAND FOOT MOUTH DISEASE-May see lesions on hands, feet, and/or face. Return with written verification from physician and/or lesions are intact and dry or

can be covered at all types. Must be fever free and practice good hygiene (for example-no drooling, no toys in mouth, good hand washing, etc.).

HEPATITIS A VIRUS-Exclusion from school until written release from doctor is obtained. Must be free of diarrhea, vomiting, and fever for 24 hours before returning to school.

IMPETIGO-Exclusion from school until sores are healed over without drainage or with permission from the physician to return to school 24 hours after treatment begins. Note: Lesions must be covered while in school when possible.

INFLUENZA (FLU)-Exclusion from school until absence of fever (fever is 100 degree F or greater) for 24 hours.

MENINGITIS-Exclusion from school until absence of fever for 24 hours without fever-reducing medication, at least 24 hours of antibiotics, and with written release from the physician.

PEDICULOSIS (HEAD LICE)- Exclusion from school per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

PINWORMS-Exclusion from school until 24 hours after first treatment confirmed. May require written verification from doctor to return to school. Practice good/frequent handwashing.

RINGWORM-Exclusion from school until 24 hours after treatment begins with written verification from the doctor or evidence of over-the-counter antifungal treatment has been initiated. Lesions should be kept covered at school.

SCABIES-Exclusion from school until 24 hours after the first scabicide treatment confirmed. Written verification from the physician to return to school.

STREP THROAT and SCARLET FEVER-Exclusion from school until 24 hours after treatment (antibiotic) begins with written permission from the doctor to return to school, provided that fever is absent without fever-reducing medications for 24 hours.

STAPH and MRSA-Exclusion from school for minimum of 48 hours after antibiotic treatment has begun and lesions are closed or completely covered. Exclude if wounds can not be well contained under a dressing. Exclude from high-risk activities such as contact team sports if wound cannot be completely covered with a secure bandage that will remain intact throughout sport activity, until completely healed. Exclude from use of pools/whirlpool until wounds are healed. Student must practice good frequent hand hygiene. *Must have doctor written permission to return to school.*

OXYGEN SATURATION-Fingertip pulse oximetry may be used as a tool for asthmatic episodes, coughing episodes, choking episodes, and/or allergic reaction episodes. *Healthy Saturation Levels 95-100%.* If fingertip pulse oximeter indicates an oxygen saturation level *below 95%* that does not improve after medication/treatment, the student must be sent home and encouraged to call/visit their physician or ER.

PERTUSSIS (WHOOPING COUGH)-Must be excluded for 5 days of appropriate antibiotic treatment. Must be fever free and cough controlled when returning to school. May require written verification form physician to return to school.

PLEASE NOTE: Upon returning to school following a communicable disease exclusion, student must report to the school nurse or principal before returning to class.

A doctor's note explaining absence from school is recommended.

Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.

Health Staff _____

Phone _____

Concussive Injuries

A concussion is a traumatic brain injury that interferes with normal brain function. Concussions can range from mild to severe and can occur in any organized or unorganized sport or recreational activity resulting from a fall or from players colliding with each other, the ground, or with obstacles. CUSD#10 has Guidelines for Concussive Injuries developed in accordance with 105 ILCS 5/10-20.53, 5/34-18.45 and based on the recommendations from IHSA and the Centers for Disease Control. Students with a concussive injury should not return to physical activity (PE/recess/practice/competition) during the same day of the injury. A physician's note and suggested activity progression should accompany a student and/or student athlete to return to school and/or physical activities.

Student athletes must comply with Illinois' Youth Sports Concussions Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school district's return-to-play and return-to-learn protocols.

More information can be found at:

www.kahoks.org/CHS/Sports/Sports_Medicine.htm

www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx

www.cdc.gov/ConcussionYouthSports

www.cdc.gov/safekid

DENTAL EXAMINATION

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the required school year. This exam may be completed within 18 months prior to the May 15 due date. The Illinois Dental Examination form must be completed to meet this requirement.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse or the school principal. Parents/guardians are responsible for and must: 1) Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child; 2) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.; 3) Sign the Diabetes Care Plan; 4) Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse or the Building Principal.

EMERGENCY EPIPEN-AUTOINJECTORS

There will be undesignated emergency EpiPen-Autoinjectors available in each school building to be used as needed following a school nurse or trained staff (with CPR/AED certification) assessment of a child with a suspected allergic reaction.

EYE EXAMINATION

All students entering Kindergarten or school for the first time must present proof of having an eye examination performed by an optometrist/ophthalmologist by October 15 of that school year. This exam must be completed within one year of the October 15 due date. Transfer students entering an Illinois school for the first time must present proof of having an eye examination performed by an optometrist/ophthalmologist within 30 days of registration. The Illinois Eye Examination form must be completed to meet this requirement.

EXEMPTIONS

A student will be exempted from physical/immunization/dental/eye exams for:

1. Religious Objection-a student's parent/guardian presents a Certificate of Religious Exemption to the school nurse/principal. This statement must be approved by the district superintendent or appointed designee.
2. Medical Objection-a student's parent/guardian presents to the school nurse/principal a written and signed statement from the child's physician indicating the reason for the exemption. This statement must be approved by the district superintendent or his designee.
3. Eye exam requirement-the student's parent/guardian shows an undue burden or a lack of access to a licensed optometrist/ophthalmologist. A signed eye exam waiver must be on file.
4. Dental exam requirement-student's parent/guardian shows an undue burden or a lack of access to a dentist. A signed dental exam waiver must be on file.

FOOD ALLERGY AND OTHER LIFE THREATENING ALLERGY MANAGEMENT

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

If your child has a life-threatening allergy or life-threatening chronic illness, please notify the Building Principal and/or school nurse.

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

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen-Autoinjector has been prescribed, the parent/guardian will be responsible for notifying the school principal and/or school nurse and providing the necessary emergency medication.

HEAD LICE

~~If the child has been found to have a head-lice infestation (live bugs) the child should~~

~~have limited direct contact with other students until treated, parents should be notified, and student sent home as soon as possible. Prompt treatment is recommended. If nits only are found on a student, it should be at the nurse's discretion to send the student home right away or at the end of the day (few nits that can be removed by the nurse versus numerous nits that cannot be removed in a timely manner at school). Parent notification of the affected student should be made as soon as possible. Parent notification of the affected student's classroom should be made as soon as possible in the form of a Head Lice Alert form (elementary/DIS). This notification highly encourages parents to check their children's heads, and all other children living in the home, for symptoms of head lice and to treat promptly. Upon returning to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and numerous nits remain, a child may be sent back home. The health staff will make every effort to keep your child in school, but your cooperation is a must.~~

If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Prompt treatment is recommended. The school will provide written instruction to the parent or guardian regarding appropriate treatment for the infestation. Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation is a must. Exclusion from school shall be per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students are required to present appropriate proof that the student received a health examination and required immunizations against preventable communicable diseases (including proof of one Tdap grade 6 thru 12) within one year prior to: 1) Entering Kindergarten, Pre-Kindergarten (or the first grade if not attending Kindergarten); 2) Entering the sixth and ninth grades; and 3) Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must be on the Illinois Certificate of Health Examination Form including the completed diabetes screening (located on the back of the physical) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. The health history section on the back of the physical form must be completed and signed by parent.

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to the religious/medical objections listed previously. New students who register mid-term (after day 1) shall have 30 days following registration to comply with the health examination and immunizations requirements. Schools follow the Illinois Department of Public Health immunization guidelines from required and recommended immunizations. NOTE: Proof of immunization against Meningococcal disease is required for students entering grades 6 and 12. Students must present an up-to-date immunization record that meets all Illinois requirements or an immunization schedule from the physician. Lack of proper immunizations is also subject to exclusion from school. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences. The District will also report the student as truant. If a student submits a valid waiver to

be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.

SCHOOL INSURANCE

School insurance is offered at the beginning of each school year. Parents are encouraged to take advantage of this offering. Envelopes for enrolling for this insurance are available at centralized registration or in the school’s office.

SPECIAL NEEDS/MEDICAL CONCERNS DURING BUS TRANSPORTATION

Collinsville Unit School District #10
Emergency Medical Information for Students
With Special Needs/Medical Concerns During Bus Transportation

The purpose of this form is to give school bus drivers/monitors information about children who may have special needs or medical concerns during bus transportation. However, the school bus drivers/monitors are not responsible for and will not give/monitor medications on the bus. The school bus drivers/monitors are not trained health care providers. No medication should be carried or used on the bus unless specific arrangements have been made with the school nurse (inhaler/EpiPen/diabetic) and in accordance with Board Policy 7:270. In an emergent situation, a bus driver should pull to a safe stop and notify dispatch to call 911. Examples of this may include but are not limited to: grand mal seizure, severe asthma attack, allergic reaction with respiratory difficulty, and/or severe bleeding from a wound.

This form will be kept in the school nurse’s office, with a student’s IEP/504, with a student/s HCP, and/or at the bus company. If there is medical information that you would like shared with the bus driver/monitor, please indicate below:

Student Name (print)_____ DOB_____

School _____ Bus # _____

My child’s special needs/medical concerns include:

My child requires the following emergency action:

My child requires medication for: (must be arranged with school nurse/must be able to self-administer if needed on bus)

Location of medication: (for example, backpack/purse/pocket/waist pouch/lunch box)
By signing and dating below, the parent is consenting to the release of information that may be considered student records under the Illinois School Student Records Act and the Family Educational Rights and Privacy Act.

Parent Signature_____ Date_____

School Personnel Signature_____ Date_____

Copies:

__School nurse
__Parent

__Bus # ____
__other ____

__HCP

__IEP/504

*see School Nurse for necessary form

STUDENT MEDICATION

Collinsville Unit School District #10 Student Medication Authorization Form

Student medical authorization forms can be obtained from the School Nurse's office.

COLLINSVILLE UNIT #10 SCHOOL DISTRICT MEDICATION POLICY STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS.

Students may carry medication if the physician/parent/school personnel agree that it is medically necessary for the student to carry his/her inhaler, Epi-Pen, or diabetic supplies. If it is necessary to carry these medications/supplies on the bus, an *Emergency Medical Information for Students with Special Needs/Medical Concerns During Bus Transportation* form may be completed.)

1. School personnel will not administer medication at school if arrangements can be made so that the student can receive the medication at home. Medications that can be given before and/or after school should be given at home.
2. **Epi-Pens** may be carried and self-administered by the student only if the physician indicates in writing on the medication request form that it is medically necessary that the Epi-Pen be carried by the student at all times and that the student has been instructed in the use and self-administration of the Epi-Pen and can fulfill the requirements of the procedure. (The student will be issued a permanent pass for the school year at the senior high level).

Inhalers kept in the health room must have a pharmacy label and/or copy of the pharmacy label and the ***Student Medication Authorization Form signed by the physician and parent*** on file at school.

Students who self-carry their inhaler must have a copy of the pharmacy label and the ***Student Medication Authorization Form signed by the parent*** on file at school.

An Asthma Action Plan should be provided to the District and, if provided, will be kept on file for all students who keep an inhaler in the health room or self-carry and inhaler. It is recommended to keep an extra inhaler in the health room for emergency use even if the child will self-carry an inhaler.

3. All medications administered to students during school hours must be transported to and from school by a parent or another adult acting on the parents' behalf.
4. All requests to administer medication (prescription or non-prescription) to students must be in writing on the designated "Student Medication Authorization Form" and signed by the parent or legal guardian and the physician or appointed designee. Medication will not be administered unless a request form is properly completed and the medication is labeled. The school and district shall incur no liability as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.
5. All medications, prescribed by the physician, must be in the original pharmacy container. Prescription medication must have the pharmacy label on the medication bottle, box, or administration device. Non-prescription medication must come in a new sealed container. Any change in the dosage of

the medication and/or the directions for use will require a *corrected pharmacy label* indicating the changes and a *signed note from the physician*.

6. All medications given at school require a new Student Medication Authorization Form at the start of each school year.
7. **The administration of any medication containing a narcotic is discouraged during school hours.** If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
8. **Cough drops are permitted at the elementary and intermediate levels (Pre-K to 6th) with a medication permission form or dated note signed by parent. All cough drops need to be in a new, sealed package.** Student will be asked to stay in the health room or supervised by the teacher in the classroom while the cough drop is administered. However, cough drops are discouraged at this grade level due to risk of choking.
9. **School personnel will destroy any medication that is not removed from the school at the end of the school year.**

Resources: Public Act 096-1460 Recommended Guidelines for Medication Administration in Schools

Illinois Department of Human Services and Illinois State Board of Education, 9/2000

Public Act 099-0843 Asthma Episode Emergency Response Protocol and Asthma Action Plans

Public Act 98-0795 Self-Administration and Self-Carry of Medications for Asthma and Allergy

Medicinal Marijuana

The Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130 et seq.) strictly prohibits the possession and use on school grounds and on school buses. A student who has been prescribed medical marijuana must provide the District with a doctor's prescription for medical marijuana. A parent or guardian may remove the student from school grounds to administer the prescribed dose of medical marijuana. The school nurse will assist with coordination and monitoring the student's use of medical marijuana.

HELP AND RESPONSE TEAM

H.A.R.T. is an acronym for "Help and Response Team", for the Collinsville Unit 10 School District. This team is activated during any *traumatic* event that causes a state of heightened emotions and interrupts the normal daily routine within a school. The H.A.R.T. members are trained staff from within the Collinsville School District. Members include administrators, counselors, social workers, psychologists, nurses, speech/language pathologists, classroom teachers and special education teachers. Each H.A.R.T. member has completed an intensive training from "The National Institute for Trauma and Loss in Children". Trained members are certified as "TLC School Specialists", and registered with the national "TLC" program.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable

to attend regular classroom instruction and (2) for up to 3 months after the child's birth or a miscarriage.

Contact the Director of Related Services at (618) 343-2878 for appropriate paperwork.

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Appropriate educational services shall begin as soon as eligibility has been established through the Office of Related Services. Instructional time will be provided for a minimum of five clock hours per weeks when school is normally in session. Contact the Director of Related Services at (618) 343-2878 for appropriate paperwork.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families will be coordinated by the Director of Student Services at 618-346-6350.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Homework is an important and necessary part of the educational process. It is intended to reinforce a lesson taught. It allows students to take advantage of resources outside the classroom and school. Additionally, homework allows for parental assistance at home so that the child gets individual assistance and attention. Finally, homework teaches responsibility.

It is not appropriate to bring homework late unless there is illness or other extreme circumstances. All assignments must be handed in when the teacher specifies that they are due. Homework will be counted toward grades and could also affect promotion to the next grade level. Students who were absent will be able to complete required homework within a reasonable amount of time (usually one day for each day of absence).

Parental support with homework is absolutely necessary. The teaching staff respectfully requests that all parents and guardians check with their child daily to guarantee that homework is complete. Communication with your child's teacher is actively encouraged if there are any questions about homework.

INDIVIDUALS WITH DISABILITIES

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

should occur as far in advance as possible of the school-sponsored function, program, or meeting.

INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstance that gave rise to the health threat and ensure that written notice is provided as soon as possible.

If a parent or guardian wants to be notified before a pesticide application is applied, please notify the Director of Building and Grounds at 201 West Clay St, Collinsville, IL 62234. Please include the student's name, school the student attends, parent/guardian name, address and telephone number. Any questions call the Director at 618-346-6350, ext. 292.

Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.

Collinsville Unit 10 is aggressively working toward the reduction of pesticides with the implementation of an Integrated Pest Management (IPM) Program and will use the low-risk factor chemicals that are available.

INTERNET ACCEPTABLE USE AND TECHNOLOGY

All use of electronic network use must be consistent with Collinsville School District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

In accordance with federal law, the district provides CIPA (*Children's Internet Protection Act*) compliant web filtering for students on any Internet connected device within the boundaries of the district network. The district recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, these resources can also afford access to materials which may be illegal, obscene or indecent. The district will make every effort to protect students from inappropriate material while still allowing access to valuable academic content.

All users must be aware that use of the district's electronic networks and systems may result in public disclosure of the data and information associated with those systems under the *Illinois Freedom of Information Act*.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of educa-

tion or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy

or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. 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 Web site displaying the material may not be considered a source of permission.

Use of EMail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the

school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

STUDENT USE OF ELECTRONIC DEVICES

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure may be subject to consequences as defined by the school officials.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

CHROMEBOOK STUDENT USER AGREEMENT

The policies, procedures, and information within this document apply to all Chromebooks used at Collinsville School District by students, staff, and guests, including any other device considered by the administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

Chromebook Loan - The Chromebooks are owned and maintained by Collinsville School District. Your use is limited to and conditional upon your full and complete compliance with this Student User Agreement and the Collinsville School District Acceptable Use Policy/Internet Protection Act (available at <http://www.kahoks.org>).

Financial Responsibility for Loss or Damage - If the Chromebook is damaged, lost, or stolen, the student's parent or guardian may be responsible for the cost of repair or the value of the Chromebook on the date of loss. Loss by theft must be reported to district by the next school day after the occurrence.

Chromebook Repair - Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be reported to a teacher or Chrome Depot.

School Use - Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school unless advised not to do so by their teachers or administrators.

Using your Chromebook Outside of School - Students are encouraged to use their Chromebooks at home and other locations outside of school. A wireless Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. The district will not supply an internet connection while the device is not on school property, the district is also not responsible for any data charges incurred for connectivity at school (via personal mobile hotspot) or at home.

Operating System - Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the technology department. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Privacy - Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of issued Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the activity on student Chromebooks.

Term of Agreement - Your right to use and possess the Chromebook terminates no later than the last day of the school year, unless terminated earlier by the district.

Charging Batteries - Chromebooks should be brought to school each day in a fully-charged condition. You need to charge your Chromebooks each evening. In cases where use of the Chromebook has exceeded battery life during the course of the day, you will be able to connect your computer to a power outlet in an area of the school if available. **CHARGERS SHOULD REMAIN AT HOME.**

Storing Your Chromebooks - You may take your Chromebook home every day after school regardless of whether or not it is needed. You must also store your Chromebook in the provided case or your backpack when moving from one area of the building to another and when taking your Chromebook to and from home.

Printing -

At School: Chromebooks will not support a physical printer connection. Printing functionality may be available and subject to classroom requirements. Teaching strategies will

facilitate digital copies of work.

At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. (See <http://google.com/cloudprint> for more information.) In very few cases will printing be needed, if at all.

Managing Your Files and Saving Your Work - The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection. The district will not be responsible for the loss of any student work.

Failure to Comply - The Chromebook is the sole property of CUSD. It is on loan to the student for the school year and can be requested to be returned at any time. Failure to comply with the terms of the Chromebook User Agreement will result in disciplinary action and loss of privileges.

Loaning or Borrowing Chromebooks - The student will not lend their Chromebook to another student, borrow a Chromebook from another student, and will not share their password with another student. Access to another student's account or Chromebook is strictly prohibited and is unacceptable.

Illegal Downloading - Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement could lead to limitation or suspension of district Internet services. The student's Chromebook will be confiscated if the student is found with illegally downloaded or distributed files on his or her issued device.

Damage Policy -

First breakage occurrence in one year:

The district will repair the Chromebook and return it to the student. A letter is sent home informing the parents of the incident.

Second breakage occurrence in the same school year:

The student will not be allowed to take the device home again until the damage fee is paid.

Damage Fee Breakdown -

- Lost, stolen, Irreparable Damage: \$200
- Broken Keyboard: \$25
- Lost/broken charger: \$25
- Broken Screen: \$50

INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

MANDATED REPORTERS

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

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

STUDENT DISTRIBUTION OF NON-SCHOOL-SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and

Student Handbook,

d. Is reasonably viewed as promoting illegal drug use

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The definition of "publication" includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
 3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
 4. Is primarily intended for the immediate solicitation of funds; or
 5. Is primarily prepared by non-students, unless it is being used for school purposes.
- Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

MEDIA CENTER

A school/library media center is not a warehouse of artifacts but a cognitive playground for the community we empower. Our mission is to be facilitators of knowledge creation. Through easy access to activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

CHECKOUT POLICY

Circulation:

- Students are encouraged to request books through Destiny (<http://kahoksread.org>). Once requested they will be delivered to your student's classroom teacher.
- Regular books on the circulation shelves are checked out for two weeks: Maximum 2 books at a time. (More books are allowed if discussed with Media Specialist first).
- Renewals can be made at the request of the student at any time (Maximum 3 renewals).
- If there is a **hold** placed on the book, then it cannot be renewed and must be returned.
- Materials checked out to a patron's number become the responsibility of the patron in all circumstances.

Fines:

To provide fair access to materials, borrowers will return materials by the due date or renew. Fines are charged for overdue or lost materials.

Ten Cents is charged for each school day that materials are overdue.

Overdue books may be returned and the fines paid at a later time.

Students are charged the replacement cost for any books or materials they may lose or damage.

Students have options for payment:

- Cash/Check
- Multiple Book Donation ** Book must be in usable condition and have a reading counts quiz.
- Discuss situation with librarian. mhayman@kahoks.org

Book Donation:

All books and materials are accepted. However, we reserve the right to choose what is actually put into the library. Books not accepted will be distributed to appropriate school, teachers, offered to students or recycled.

Behavior:

- Students are expected to act responsibly and respect the rights of others while in the Media Center.
- An atmosphere conducive to research, reading, group work, and study will be maintained.
- Destroying or defacing library materials or equipment is inappropriate and is considered destruction of school property.
- Do NOT bring food or drink into the Media Center.

Services:

The Media Center has a collection of over 10,000 volumes for all interests and reading abilities. A copy machine is available for student, staff, and public use. A scanner is available for use in the computer lab. Programs and presentations are delivered to classrooms upon request.

We Read A Lot!

The Media Center respects and encourages the right of parents to choose what their child reads. In order to help parents make those choices, young adult interest stickers have been placed on those books designated by our reading program, Scholastic Reading Counts, as young adult. The grade-level resources contained in the Media Center are categorized based on the content of the resource. Parents/guardians are encouraged to be actively aware of the reading material selected by their child. As stated in the ALA's Library Bill of Rights, only parents/guardians maintain the right and responsibility to restrict access of their child to library resources including inter-library loan selections (Section 53.1.4). Please contact the librarian (mhayman@kahoks.org) for help in monitoring what your child reads.

PARENT TEACHER CONFERENCES

Communication between the home and school is essential in order to provide the best opportunities for the children in our district. Conferences are scheduled throughout the school year, but please do not feel these are the only times you may confer with your child's teacher. When the need arises, please call the school in advance to schedule a meeting with the teacher. Most problems that students experience in school can be resolved easily when parents and teachers communicate at the first sign of a problem.

PHYSICAL EDUCATION

Physical education instruction is an integral part of a child's growth and well-being. All students are expected to participate in the P.E. classes. Students should wear tennis shoes in order to participate in PE classes. Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must in-

clude a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Physical education instruction is an integral part of a child's growth and well-being. All students are expected to participate in the P.E. classes. Students should wear tennis shoes in order to participate in PE classes. In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis. Students with an Individualized Education Program may also be excused from physical education.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

PUBLICITY RELEASE

At times, Collinsville School District has the opportunity to publish the achievements of students at school. Some examples of these activities may include; everyday classroom activities, special awards or projects, school picnics, interviews by the media, etc. Publications may occur through school or district Webpages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury. If you do not wish your child's picture or student produced materials to be used for this purpose, or you wish to have your child's name omitted, please send a letter outlining your request to the, Director of Technology, Collinsville CUSD #10, 201 West Clay Street, Collinsville, IL 62234.

REPORT CARDS

Report cards are issued every nine weeks. Please review your child's progress carefully and contact the teacher if you have any questions. Report cards must be signed and returned to school each of the first three grading periods.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the building principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) lockdown drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

The following emergency situation procedures will be followed:

FIRE

Fire drill information and evacuation routes are posted in each room. In the event of an actual fire drill, the teacher in each classroom will give the students specific instructions to follow.

TORNADOS

In the event school authorities receive information from the Civil Defense or Weather Bureau that extremely severe weather is imminent, notification will be made from the office by announcement for the teachers to move their classes to a predetermined area. Students are to follow the specific instructions given by the teacher.

EARTHQUAKE

Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

1. Stay inside; move away from windows, shelves, and heavy objects that may fall.
2. In halls or stairways, move to an interior wall. Turn away from windows.
3. In laboratories and kitchens, all burners should be extinguished before taking cover.
4. If outdoors, move to an open space away from building and overhead power lines. Lie down on the ground.
5. Do not leave school grounds without permission.

INTRUDER/LOCKDOWN

Lockdown procedures are set in place to respond to situations in which the students and staff are or may be in danger. Lockdowns are used for all hazards, such as medical emergencies, bomb threats, outside safety hazards, police related situations, etc. They are also used for worse case scenarios, such as an intruder: a person inside the school that poses a threat, either real or perceived, to others. Drills are announced, planned, and coordinated during the most controlled times of the school day. Once a year, they are conducted in conjunction with the local police department to ensure communication between the school and law enforcement.

SEARCH AND SEIZURE

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

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

The building principal may request the assistance of law enforcement officials to conduct

inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

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

SEIZURE OF PROPERTY

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

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

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

SKYWARD FAMILY ACCESS (PARENT & STUDENT PORTAL)

Family Access is a real time district-sponsored tool for students and parents to track progress and keep current on assignments, tests and other academic activities. It may be accessed through the school district website www.kahoks.org - Parents/Students>Family Access. Activation codes will be mailed to parents and students when they enroll in the district. The activation code is designed to protect the privacy of data. Information which may be obtained through the Family Access website includes: On-line Registration, daily announcements, updated grades, attendance reports and the ability to update your School Messenger information. Dorris Intermediate School believes that communication between parents and school is critical for the success of students.

REPORT TO PARENTS

An academic report card will be available to parents/guardians at the end of each nine weeks. This report enables all concerned to see what the student has accomplished and where the student may improve. Parents/Guardians are encouraged to frequently check their child's progress throughout the year on the DIS FAMILY Access website: www.kahoks.org - Parents/Students>Family Access.

SPECIAL EDUCATION

Collinsville CUSD #10 makes special education services available to all children ages three to twenty-one that reside within our district boundaries. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the regular classroom teacher to full-day instructional programming for the student. Collinsville CUSD #10 insures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities and physical, learning or behavioral disabilities. If necessary, students may be placed in private school education facilities if services cannot be provided within district. Related services, such as speech therapy, physical therapy, occupational therapy, adaptive physical education and counseling are also available to students who meet certain criteria and for whom an individual educational plan has been developed. If you feel your child may need special education programming, please contact your building principal or school counselor.

REFERRALS FOR SPECIAL EDUCATION

If you believe your child may have a disability, and this disability is adversely affecting your child's education performance, please contact your building administrator. Requests for evaluations must be in writing and state the reason for the referral.

CHILD FIND/SPECIAL EDUCATION REFERRAL

The school district attempts to identify, locate and evaluate all children birth through 21 who are suspected of having a disability, which adversely affects educational performance. This district participates in Starting Points, a school and family partnership, for families that are expecting a child or have children up to three years of age. Children with disabilities up to age three and in need of specialized services are referred to Child and Family Connections; an agency that coordinates needed services for the student and their families. Further child find activities include, early childhood screenings, speech and language screenings, vision and hearing screenings and teacher and/or parent referrals for case study evaluations. Screening dates for early childhood children (those children who will be three by the start of the school year up to kindergarten age) can be accessed on the district web site and the local newspapers. The early childhood screening is a free developmental check that includes gross and fine motor, cognitive, vision, hearing and speech/language screening. Children who show delays in two developmental

areas may be referred for full case study evaluation for special education services.

MAINTENANCE AND DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records (case study components, IEP's and correspondence with educational and diagnostic centers) are considered temporary records and are housed at the Special Education Offices, 123 W. Clay St., Collinsville, IL 62234. Parents of students, or students, if they have succeeded to the rights of the parents, may view or request copies of these records by contacting the Director of Special Education & Related Services at 618-343-2878.

Upon graduation or permanent withdrawal of a handicapped student, as defined in the School Code [105 ILCS 5/Art.14] and 23 Ill. Adm. Code 226, Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. Temporary records of those students who have permanently withdrawn or graduated from Collinsville Community Unit 10 will be destroyed after five years from the date of graduation or permanent withdrawal beginning the second week of June each year. Parents or students, if they have succeeded to the rights of the parent, are encouraged to claim these records because they may be of medical or educational benefit in the student's future. For those parents of students or students, if they have succeeded to the rights of the parents, who may wish to acquire any of these temporary records before they are to be destroyed, please contact the Director of Special Education & Related Services at 618-343-2878.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students will take standardized tests annually during or around the month of March and once again during the month of April. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

STUDENT PRIVACY PROTECTIONS

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

SURVEYS BY THIRD PARTIES

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIALS

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The student's written records are in two categories: permanent and temporary.

"Student Permanent Record" means and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents; Evidence required under Section (5)(b)(1) of the Missing Children's Records Act [325 ILCS 50/5(b)(1)]; Academic transcript, including: grades, class rank, graduation date and grade level achieved; scores on college entrance examinations, except that a parent may request, in writing, the removal from the academic transcript of any score received on college entrance examinations (also see Section 375.30(d)); the unique student identifier assigned and used by the Student Information System established pursuant to 23 Ill. Adm. Code 1.75 (Student Infor-

mation System); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in Section 27-22 of the School Code [105 ILCS 5/27-22]; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with Section 2-3.157 of the School Code [105 ILCS 5/2-3.157] and 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); Attendance record; Health record; Record of release of permanent record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64a-5); and If not maintained in the temporary record, may also consist of: Honors and awards received; and Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

"Student Temporary Record" means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: A record of release of temporary record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64a-5); The completed home language survey form (see 23 Ill. Adm. Code 228.15 (Identification of Eligible Students)); *Information regarding serious disciplinary infractions* (i.e., those involving drugs, weapons, or bodily harm to another) *that resulted in expulsion, suspension or the imposition of punishment or sanction*; *Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]; Health-related information; Accident Reports; and May also consist of: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.); and Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

RULES REGULATING THE INSPECTION OF STUDENT'S WRITTEN RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are: **1) The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and

place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student; **2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.** A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal; **3) The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing; **4) The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official-committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; **5) The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The

temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first; **6) The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school.

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal; **8) The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law; 9) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW. Washington DC 20202-4605

STUDENT SAFETY SECURITY PLAN

THREAT OF VIOLENCE

Purpose

Dorris Intermediate School is committed to providing and maintaining a healthy and safe environment for its students and staff. The purpose of the DIS Safety Plan is to help ensure the care, welfare, safety, and security of students and staff members. This plan is a guide and is only used when a student has made a threat. The plan is intended to classify the level of a threat and give guidance for responding to the threat.

Threat Defined

A threat is an expression of intent to do harm or act violently against someone or something. The threat can be spoken, written, or gestured. Threats may be direct or indirect, and need not be communicated to the intended victim(s).

Threat Assessment Team

Administrator/Social Worker– interviews the student, conducts the risk assessment, and helps to evaluate the threat; **Administrator(s)** – interviews the student, evaluates the threat, assigns appropriate discipline, and notifies the parent; **School Resource Officer (if necessary)** – interviews the student, helps to evaluate the threat, determines if further legal action is needed, and receives all information pertaining to the incident.

Procedure

1) The DIS School Administrator is informed of the threat; 2) The threat assessment team conducts an investigation/interview; 3) The school social worker or administrator conducts a threat assessment; 4) The threat assessment team determines the risk level of the threat; 5) Discipline is assigned by the Administrator; 6) The student is monitored; 7) The Collinsville Police Department is notified (if necessary); 8) A referral to social worker for anger management, coping skills, or conflict resolution (if necessary); 9) The parents of all students involved are contacted; 10) Resources are provided to student and parents (if available); 11) Student released to parent/parent designee

Discipline

When considering the appropriate discipline for a student who has made a threat of violence, the student's prior disciplinary records, as well as the nature of the threat are taken into account. All discipline is made on a case-by-case basis.

IMPORTANT: If a student is in need of emergency assistance to address the care, welfare, safety and security of self or classmate when school is not in session, please contact the proper authorities listed below:

STUDENTS' RIGHTS AND RESPONSIBILITIES

MY RIGHTS

I have the right to be happy and to be treated with compassion in the school. This means that no one will laugh at me or hurt my feelings.

I have a right to be safe at school. This means that no one will hit, kick, push, pinch, threaten or hurt me.

I have the right to expect materials be prepared and available to help me learn.

I have the right to express my opinions and myself.

I have the right to appeal disciplinary actions as outlined in board policy.

I have the right to have my academic and personal records maintained by the school remain private.

I have the right to come to school dressed so that I am comfortable.

I have the right to be myself at school. This means that no one will treat me unfairly because I am different from them.

I have the right to participate in extracurricular activities during and after school.

MY RESPONSIBILITIES

I have the responsibility to treat others with compassion. This means that I will not laugh at others, tease others or try to hurt the feeling of others.

I have the responsibility to make the school safe by not hitting, kicking, pushing, pinching, threatening or hurting anyone.

I have the responsibility to prepare and participate in classroom activities.

I have the responsibility to express myself in a respectful manner so I don't offend others.

My freedom of expression should not interfere with other students learning.

I have the responsibility to accept the decisions of the appeal process.

I have the responsibility to respect other students' privacy.

I have the responsibility to come to school in appropriate clothes that are not offensive to others. I have the responsibility to respect others as individuals and not to treat others unfairly because they are different from me.

I have the responsibility to maintain good grades.

I have the responsibility to behave appropriately.

STUDENTS WITH DISABILITIES

EDUCATION

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

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

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

If you believe your child may have a disability, and this disability is adversely affecting your child’s educational performance, please contact your building principal to receive your full procedural rights. Requests for evaluations must be in writing, and state the reason for the referral.

DISCIPLINE

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

TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their student’s teachers and paraprofessionals, including:

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

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

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district’s policy, is posted on the school district website. Information can also be obtained from the school office. In a situation in which a student expresses suicidal thoughts, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an

evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

TEXTBOOKS

The textbooks used are the property of the Collinsville School District. The textbooks issued to a student become his/her responsibility until they are returned to the school. If a textbook issued to a student is lost or damaged (regardless of the reason), the student has the financial responsibility to pay the appraised price for a replacement of the lost textbook or for the repair of the damaged textbook.

TREATS AND SNACKS

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

VALUABLES

The teachers and staff cannot be responsible for valuable items brought to school by students. Students should be encouraged to leave all valuable personal items at home. Students are not allowed to trade, buy or sell personal belongings at school.

VIDEO & AUDIO MONITORING SYSTEMS

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

VISITORS

Visitors are welcome to Dorris Intermediate School. To ensure the safety of our students, staff and faculty, all visitors must report to the attendance office of the school building. This prevents any misunderstandings, gives the office an opportunity to assist visitors and to inform the office who is in the building. Visitors must sign in, identify the date and time of arrival, inform office personnel of their reason for being at school and present an appropriate state or government issued photo identification to be scanned by the Raptor Visitor Registration System. RAPTOR will provide a consistent system to track visitors and volunteers while protecting our children from people who present a danger to students and staff members. All school RAPTOR administrators have received training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's photo badge visible. This training is conducted by Mr. Robert Carpenter, Director of Security for Collinsville Community Unit School District. When the visitor arrives to the attendance office, he/she will be greeted and asked for photo identification. The designated staff member will scan the visitor's identification

and issue a photo badge with the visitor's destination if there is no alert indicated on the database. Accepted forms of photo identification will include: driver's license, consular identification card, green card, U.S. passport card (not full passport), and military identification card. The staff member will keep the individual's identification in plain view, to reduce concerns that anyone might be copying personal information. This photo ID is scanned into the RAPTOR system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by RAPTOR Technologies, Inc. Within moments, the RAPTOR administrator will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the system will print a visitor's pass which includes the person's name, photo, date of visit, and destination within the building. RAPTOR is only scanning the identifying information from the document, such as the visitor's name, date of birth, address and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. If the visitor does not have acceptable photo identification available, the campus administrator on duty (or designee) will be called to assess the situation. If he/she determines the visitor is known, the visitor's information can be manually entered by the campus RAPTOR administrator. Approved visitors without acceptable photo identification may be allowed access to areas of school business requested through escort by the campus administrator (or designee). The visitor will return to the attendance office to check-out when departing the campus. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge will be torn thoroughly so it cannot be reused.

Visitors will be escorted or directed to their desired location by office staff. If parents/guardians wish to visit a classroom or talk to a teacher, arrangements should be made beforehand to assure that there is no disruption to the educational services to students. In order to limit interruption to the educational process of our students, student visitors from other schools will not be permitted.

Students who need to be picked up from school by a parent are to wait in the attendance office. The parent/guardian should come into the office to sign out their child on a list used by the school. If the student will return to school that day, he/she will be required to sign in.

VOLUNTEERS

All school volunteers, who work in the school more than three (3) times in one school year, must complete the "Volunteer Information Forms" which include Mandated Reporter, DCSF Criminal History Background Investigation, Authorization for Background Check, and Crime Conviction questionnaire and be approved by the school principal prior to assisting at the school. Forms are available in the school office. All volunteers must present a negative TB test (conducted within 1 year from the onset of volunteer duties). This document is kept on file in the school office with the volunteer's information forms and will be valid through the duration of the volunteer's duties in the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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



HANDBOOK ACKNOWLEDGEMENT

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District web-site or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Signature of Parent or Guardian

Date

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District web-site or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

9.5. Approval of 2018-2019 Elementary Schools
Student and Parent Handbook

2018-2019
Elementary Handbook Changes

Revised Attendance section per IPA Model Handbook.

Replaced Prevention of and Response to Bullying, Intimidation, and Harassment section per IPA Model Handbook

Revised Language for PRACTICE REGARDING EXCLUSION FROM SCHOOL FOR ILLNESS (Per Mrs. Lisa Sabatino, CUSD10 Nurse).

Revised Home and Hospital Instruction section as per IPA Model Handbook.

Revised Head Lice section as per recommendation from Lisa Sabatino (CUSD10 Nurse).

Changed wording in Homework

Replaced Exemption from Physical Education Requirement (K-8) per IPA Model Handbook

Changed wording in Student Records per IPA Model Handbook

Revised language for Suicide and Depression Awareness and Prevention (per Mr. Barney Mundorf, Legal counsel for CUSD10).

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT # 10

GRADES K-4 STUDENT HANDBOOK

COLLINSVILLE BOARD OF EDUCATION PHILOSOPHY

To educate means to “bring out.” To lead students into certain paths, we must first instill the ability to understand and respect the rights of others, and to fulfill obligations as members of the community, the state, and the nation. In addition, we believe it is our task to provide each child with tools for meeting life situations, whether favorable or unfavorable, with calmness and composure. Agreeing that it is impossible to teach all on any subject, we recognize the great importance of encouraging the development of study habits and skills to promote mastery required for any vocation. We believe that our principle thrust as educators is to provide the student with the guidance and counsel to best prepare him/her for future responsibilities to self and to the society in which we live. Education for our students should ensure that each child will realize his/her full potential and take his/her place in society as a happy, useful, productive citizen and contribute something of value.

GENERAL SCHOOL INFORMATION

This handbook is a summary of the schools’ rules and expectations and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website: (www.kahoks.org) or at the Board office, located at:

**201 West Clay Street
Collinsville, IL 62234
618-346-6350**

The School Board governs the school district and is elected by the community. Current Board of Education members are:

**Mr. Gary Peccola, President
Mr. Wayne White, Vice President
Mr. Gary Clark, Secretary
Dr. Dennis Craft, Treasurer
Mr. Tim Hasamear
Mr. Gary Kusmierczak
Mrs. Jane Soehlke**

The School Board has hired the following administrative staff to operate the District:

**Dr. Robert Green, Superintendent of Schools
Mr. Bradley Hyre, Assistant Superintendent - Student Services
Ms. LaToya Berry-Coleman, Director of Curriculum & Assessment
Mr. Kevin Robinson – Director of Human Resources
Mrs. Alison Underwood Director of Special Education
Mr. Mike Hollingshead, Director of Building and Grounds**

Schools and Contact Information:

CASEYVILLE ELEMENTARY SCHOOL 433 South Second Street Caseyville, IL 62232 Principal: Mrs. Chelsea Clark 618-346-6205	SUMMIT ELEMENTARY SCHOOL 408 Willoughby Collinsville, IL 62234 Principal: Dr. Julie Haake 618-346-6221
JEFFERSON ELEMENTARY SCHOOL 152 Boskydells Street Collinsville, IL 62234 Principal: Mrs. Chelsea Clark 618-346-6212	TWIN ECHO ELEMENTARY SCHOOL 1937 S. Morrison Collinsville, IL 62234 Principal: Dr. Julie Haake 618-346-6228
KREITNER ELEMENTARY SCHOOL 9000 College Collinsville, IL 62234 Principal: Dr. Todd Pettit 618-346-6213	WEBSTER ELEMENTARY SCHOOL 108 W Church Street Collinsville, IL 62234 Principal: Mr. Brad Snow 618-346-6301
MARYVILLE ELEMENTARY SCHOOL 6900 W. Main street Maryville, IL 62062 Principal: Mrs. Carmen Loemker 618-346-6261	HOLLYWOOD HEIGHTS SCHOOL 6 Oakland Caseyville, IL 62232 Director: Mrs. Alison Underwood Principal: Kari Karidis 618-343-2878
JOHN A RENFRO ELEMENTARY SCHOOL 311 Camelot Drive Collinsville, IL 62234 Principal: Mrs. Laura Bauer 618-346-6266	

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

ASBESTOS MANAGEMENT PLAN

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

The U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary. Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility. An inspection was performed at all schools located within Collinsville CUSD #10 furthermore, a site specific asbestos management plan was developed, reviewed by the Principal, Building and Grounds Dept. and the District Asbestos Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized. All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's office.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

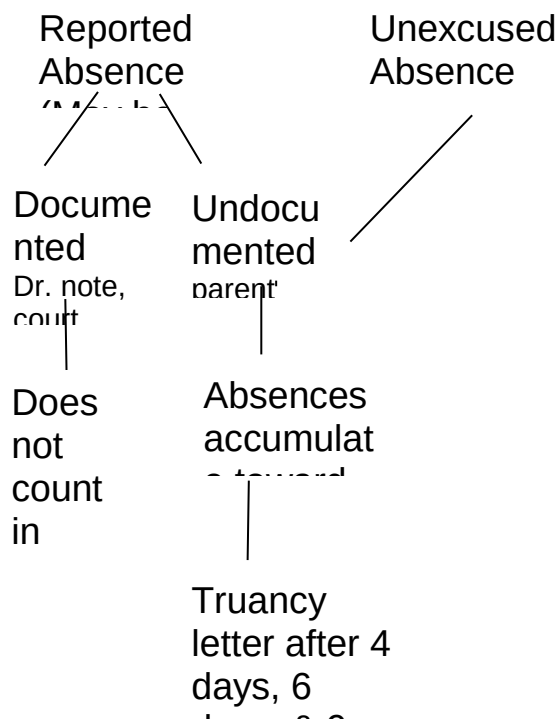
ABSENCES

There are three types of absences: reported, documented, and unexcused.

Reported absences (RA): include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. Additionally, a student will be excused for up to 5 days per school year in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. All other absences are considered unexcused. Parents should notify the school of any prearranged student absence. The school may require documentation explaining the reason for the student's absence.

Documented Absences (DA) are those absences noted by documentation. Documentation includes: 1) for personal illness – a note from a doctor or dentist; 2) for family illness/death matters – a note from a parent/legal guardian; 3) for court appearances – a document from the court system. Documented Absences will not count towards a student's total number of absences before receiving a truancy letter. Truancy letters will be issued to parents when students miss 4, 6,

and 9 days. It is very important to bring in documentation (i.e. doctor's note, prescription, ER form) to the school office when your child has been absent and meets the above qualifications so the absences can be labeled as Documented Absence (DA) instead of a traditional Reported Absence (RA). Parents are asked to submit Documentation as soon as possible.



In the event of any absence, the student's parent or guardian is required to call their school to explain the reason for the absence. If a call has not been made to the school on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

The School Code of Illinois defines chronic absenteeism as missing school for five (5) percent of the previous 180 school days. That equates to (9) days of absence over a 180-day period. The school will provide three (3) written notifications (to include school and community resources available) before legal action may be taken. The parent and/or student may be subject to legal citation through the courts. Special circumstances such as hospitalization, chronic illness, etc., will be considered in this process. Collinsville Community Unit School District Ten (10) appreciates the cooperation of parents and students on this matter of vital importance to your child's education.

Any student who has accumulated ten (10) consecutive days of unexcused absence with no school contact from a parent/guardian ("lost child", whereabouts cannot be determined) shall be withdrawn from Collinsville Community Unit School District Ten (10). The District shall use his or her best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student (including, calling all known phone numbers, including emergency contacts, and visiting the last known address). The date of withdrawal shall be marked retroactive to the first day of the consecutive absence. If a school has been notified by a parent/guardian that a student will no longer be attending, such student shall be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the first day of the consecutive absences. If a student with a disability has been absent without valid cause for ten (10) consecutive days, the District will convene an IEP/504 meeting to ascertain the reason for the absences, whether the nonattendance is related to the student's disability, and if appropriate, a plan to stop the reoccurring nonattendance of the student. If a school has been notified by a parent/guardian that a student will be on an extended trip taking the student out of school for more than 10 consecutive days, such student may be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the first day of the consecutive absences.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

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

TARDIES/EARLY DEPARTURES

A tardy may be defined as when a student does not arrive in the classroom on time, and an early departure may be defined as when a student leaves prior to the end of the school day. Those students arriving late to school should report to the Main Office and sign in on the Late Arrival Sheet. The district provides transportation to and from school for those students who qualify for the service. Students/Parents who use/elect to use private transportation may do so; however; any late arrival resulting from the use of private transportation may be counted as a tardy. Any student arriving late to school on a school bus shall not be counted as tardy. Tardiness is cumulative over an entire school year and correspondence will take place after 5, 10 and 15 tardies/early dismissals. Correspondence may include, but is not limited to, letters of warning, meetings, sharing of available/necessary resources and/or possible court citations. Documented Tardies/Early Departures will **not count** towards a student's total number of tardies/early departures before receiving correspondence. A 'documented tardy/early departure' includes those tardies/early departures noted by documentation. Documentation includes: 1) for personal illness – a note from a doctor or dentist; 2) for family illness/death matters – a note from a parent/legal guardian; 3) for court appearances – a document from the court system.

ARRIVAL AND DISMISSAL INFORMATION

The school day begins at 8am and ends at 2:45pm (2:30pm at Webster School). School will be dismissed 30 minutes early every Wednesday- 2:15 dismissal for all elementary schools except Webster which is at 2:00. Students should be on school grounds no earlier than 7:30am (unless involved in special morning activities) and picked up when the school day ends. Administrative action may occur if there are chronic problems with early arrivals and/or late pick-ups.

DOCTOR/DENTIST APPOINTMENTS AND EARLY DISMISSALS

Every effort should be made to schedule doctor and dentist appointments outside of school time. When this is not possible, students will be excused or given an early dismissal. All early dismissals or appointments must be requested in writing the day before the dismissal. These notes are to be given to the office immediately upon entering the building. It is the student's responsibility for making up any work missed. Parents must make sure children are signed out in the office before departing from the building. A note from a doctor or dentist will document a student's absence.

SPECIAL DISMISSAL PROCEDURES

Any student that is going home with another student on a special occasion must have a note from both parents granting permission. The note should include the children's names, the date, and how they are getting home (by car, bus, walking). In addition, please send in writing any changes to the student's normal dismissal procedure. All notes should be directed to the school office. Any change involving a bus must be approved by the principal prior to dismissal.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including: 1) Referral to the truancy officer; 2) Reporting to officials under the Juvenile Court Act; 3) Referral to the State's Attorney; 4) Appropriate school discipline.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.



BICYCLES/SKATEBOARDS/SCOOTERS



Students who wish to ride bicycles to school may do so, but the school assumes no responsibility to lost or damaged

bicycles. All bicycles are to be parked and locked in the school bike racks. Students are to walk their bikes at all times when they are on school grounds. Students are not to ride their bikes in lawns of local residents. Skateboards and scooters are not allowed and should not be ridden or brought to school.

BREAKFAST & LUNCH PROGRAM

Breakfast and lunch are served every school day, except when there is an 11:25 am or earlier dismissal, then lunch will not be served. Please check the individual school's schedule for times and prices. Free or reduced price meals are available for qualifying students. For an application, contact the building secretary.

Cross Reference:

BULLYING, INTIMIDATION & (SEXUAL) HARASSMENT

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations: 1) During any school-sponsored education program or activity; 2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; 3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; 4) Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1) Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2) Causing a substantially detrimental effect on the student's or students' physical or mental health; 3) Substantially interfering with the student's or students' academic performance; or 4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and

expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

II. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

III. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the **District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking.** Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District **named officials Complaint Manager or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying.** Anonymous reports are also accepted, however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator: Dr. Robert Green, Superintendent, 201 West Clay Street, Collinsville, Illinois 62243 (168-346-6350. **Male Complaint Manager:** Mr. Bradley Hyre, Assistant Superintendent - Student Services, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350; **Female Complaint Manager:** Mrs. Latoya Coleman, Director, Curriculum & Assessment, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350.

IV. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

V. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident; 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; 3) Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received; 4) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying; 5) The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

VI. The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

remedial actions.

IX. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.

X. The Superintendent or designee shall post this Bullying Prevention and Response Plan on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The Bullying Prevention and Response Plan will be distributed annually to parents/guardians, students, and school personnel, including new employees when hired, **and must also be provided periodically throughout the school year to students and faculty.**

XI. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation: 1) The frequency of victimization; 2) Student, staff, and family observations of safety at a school; 3) Identification of areas of a school where bullying occurs; 4) The types of bullying utilized; and 5) Bystander intervention or participation. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

XII. This Bullying Prevention and Response Plan is consistent with the policies of the school board.

~~Students, who believe they are victims of bullying, intimidation, teen dating violence or (sexual) harassment, or have witnessed such activities, are encouraged to discuss the matter with the Building Principal or Assistant Building Principal.~~

Students are encouraged to immediately report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager, or any staff member with whom the student is comfortable speaking. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal.

Any student of the District who is determined, after an investigation, to have engaged in bullying, intimidation or (sexual) harassment will be subject to disciplinary action as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy. Any person making a knowingly false accusation regarding bullying, intimidation or (sexual) harassment will likewise be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

CYBER-BULLYING

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Cellular telephones, cameras or any electronic devices used to harass or bully students or harass school personnel (ie. the student has i) been determined to have made an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, (ii) the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and (iii) the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school) may be subject to the following disciplinary action: 1) In-School Suspension assignment, 2) Short Term Option Program (STOP) assignment, 3) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund). Cyberbullying using home-based or off-campus devices that results in a

material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

SEXUAL HARASSMENT

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

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

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. 'Hazing' means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students who engage in hazing that endangers the mental or physical health or safety of another may be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

We encourage students and parents to notify the respective elementary school office of any incidents regarding bullying immediately. The school will protect students against retaliation for reporting incidents of bullying, intimidation or (sexual) harassment. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. All students in grades K-1 must be met at the bus by an adult in order to be let off the bus at the end of the school day. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following: 1) Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles; 2) Arrive on time at the bus stop, and stay away from the street while waiting for the bus; 3) Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail; 4) Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus; 5) Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones; 6) Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus; 7) Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times; 8) Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus; 9) Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus; 10) If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic; 11) Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact your building principal.

BUS CONDUCT



Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
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 a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

CAFETERIA RULES

The same rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep their hands and feet to themselves. Students are not allowed to save places in line, go to their lockers, save seats, or throw food. The students are expected to clean their table when they finish eating as well as anything that may have dropped on the floor. Since there are so many students in the cafeteria at one time, students are expected to talk in a quiet voice.

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- No food shall leave the cafeteria.

- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except when given permission to throw away trash.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room monitor.
- Soda, glass containers and knives of any type are not allowed at school.
- Fast food may not be delivered to students at school.
- Food items from home may not be ones that require refrigeration or heating/cooking.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

CHANGE OF ADDRESS OR OTHER PERSONAL INFORMATION

Please notify the school office immediately if there is a change in your address, telephone number or other personal information so that we can maintain accurate school records. When changing your address, current proof of residency is required. Should an emergency arise, it is extremely important that we are able to contact parents/guardians in the quickest manner possible.



CHARACTER EDUCATION

Character Education is an integral part of education in the Collinsville CUSD #10. Each month students complete activities at home and school related to the character trait of the month.

August – Be Responsible
 September – Be Respectful
 October – Be Honest
 November – Be Cooperative
 December – Be Courteous

January – Have Self Control
 February – Be Trustworthy
 March – Be Positive
 April – Be Caring
 May – Have Integrity

CLASSROOM PLACEMENT/STUDENT ASSIGNMENT

Requests for a particular teacher will not be accepted. The educational and administrative staff makes all efforts to create equitable classes. Several variables are considered when creating class assignments each year. In order to assist each student in being successful, consideration is given to the learning style of each individual child.

DISCIPLINE

Discipline is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. The level of consequences imposed will be consistent with the Illinois School Code. Out of school suspensions and expulsions are only used for legitimate educational purposes. The District will make all reasonable efforts to resolve threats, address disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The District does not allow for zero-tolerance discipline except as required by federal law or in the Illinois School Code.

Copies of all School District policies on student behavior are available in the school administration office.

GENERAL PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, and students can meet with a teacher at an appropriate time to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building administrator to review the area of concern. If the parents, guardians, or students are dissatisfied with the building administrator's decision or explanation, they can meet with the Director of Student Services to review the area of concern. If further assistance is needed, then parents, guardians, or students can meet with the Superintendent of Schools.

PROHIBITED STUDENT CONDUCT

Students may be disciplined for misconduct, including but not limited to the following:

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

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

4. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, fireworks, firecrackers or any other object if used, or attempted to be used, to cause bodily harm. A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:
 - a. A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
 - b. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, fireworks, firecrackers or any other object if used, or attempted to be used, to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
12. Being absent without a recognized excuse.
13. Being involved with any public school fraternity, sorority, or secret society.
14. The Board of Education considers the presence of gangs and gang activities a substantial disruption of, or material interference with, school and school activities. A "gang" is defined as any group, club or organization of two (2) or more persons whose purpose includes the commission of illegal acts. By this policy, the Board of Education acts to prohibit gang activity on or about school grounds, on school buses, or off school grounds at any school activity.

No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity shall engage in any gang activity, including, but not limited to:

- 1) Wearing, possessing, using, distributing (delivery or receipt), displaying, selling or arranging/soliciting for the possession, use, distribution (delivery or receipt), display or sale of any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; 2) Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; 3) Writing, drawing or distributing any gang related symbols or literature; and 4) Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating, harassing or threatening any person, (c) committing any other illegal act disruptive of school operation, or intimidating staff or students or other violation of school district policies; (d) inciting other students to act with physical violence or intimidation upon any person, group or classification and/or which violate District policies or civil or criminal law.
15. Students engaging in any gang-related activity, as described above, may be subject to the following disciplinary action: 1) Removal from extra-curricular and athletic activities for a period of 24 months; 2) Conference with parent(s)/guardian(s); 3) Referral to appropriate law enforcement agency; and/or 4) Suspension for up to 10 days with referral to the Board of Education for possible expulsion for up to two years.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly

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

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District’s student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

WHERE AND WHEN CONDUCT RULES APPLY

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to: 1) On, or within sight of, school grounds before, during, or after school hours or at any time; 2) Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; 4) Assigned bus stop; or 5) Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures: 1) Notifying parents/guardians; 2) Disciplinary conference; 3) Withholding of privileges; 4) Temporary removal from the classroom; 5) Return of property or restitution for lost, stolen or damaged property; 6) In-school suspension; 7) After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student); 8) Community service; 9) Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules; 10) Suspension of bus riding privileges; 11) Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds; 12) Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds; 13) Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law; 14) Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. 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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

GANG AND GANG ACTIVITY PROHIBITED

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

SUPPORT SERVICES

A student who has been suspended for more than 4 days may be provided with support services as deemed appropriated by school officials.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

Additional re-engagement services may be provided as deemed appropriate by school officials.

DRESS CODE / STUDENT APPEARANCE



Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco products, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the classroom or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times for the safety of the student.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.



EMERGENCY SCHOOL CLOSINGS



In cases of bad weather and other local emergencies, the following options are available to obtain school closing information:

AUTOMATED SCHOOL MESSENGER SYSTEM

The District uses an automated telephone system (“School Messenger”) to inform parents of important information, such as school closings and emergencies. To insure you receive these automated telephone messages, please insure that your telephone number is listed accurately with your child’s school office. Any telephone number changes should be promptly reported to the school office. Answering machines and voice mailboxes should be set to pick up messages after no more than 4 rings to insure delivery of automated messages to these devices.

In addition to the automated telephone system, parents and guardians are encouraged to check the District’s website at <http://www.kahoks.org> for current information of interest to parents and students, including weather-related cancellations. The District considers the safety and well-being of its students and staff when considering school cancellation due to weather conditions. School closing information is posted on the district website, as well as sent via automated telephone message, as soon as a decision from the District’s central administrative office has been made.

SCHOOL DISTRICT WEB SITE

[WWW.KAHOKS.ORG](http://www.kahoks.org) - The District maintains a website which contains a great deal of valuable information for parents, students, and community. Each school also has a link from the District website. Other information includes Board policies, the school calendar, cafeteria menus, helpful educational information, and other school specific information. In accordance to the state law, the district budget is also posted on this website.

LOCAL TELEVISION AND RADIO STATIONS

Please listen to any of the following local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced between 5:30 am and 8:30 am. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

KMOX, St. Louis, AM-1120
KSDK, St. Louis, TV Channel 5

FOX 2, St. Louis, TV Channel 2
KMOV, St. Louis, TV Channel 4

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

WEATHER CLOSURE, DELAYED STARTS AND EARLY RELEASE

Collinsville Unit #10 Schools do not take weather-related decisions lightly. As with any decision, student learning is our top priority, but student safety is always our first consideration. Here is some information about how the district balances the factors that come into play when we face a weather-related decision.

How we make the call:

The district will make the call about delaying or closing school based on reports from our bus company, weather reports, and information gathered from Unit 10 staff and municipal employees who are out driving and assessing road conditions in all parts of our school district.

We use the following criteria to make a decision:

- Safety of students.
- Impact on families in the affected areas if they must report for school.
- Areas affected - is the event district-wide, localized, or scattered?
- Ability of buses to get to students.

The district has three options in the event of bad weather. The district could close the schools altogether, delay the opening of school for two hours, or release/dismiss students early. School release, delay and closure information is relayed in a variety of ways:

- The district instantly publishes the information through our phone messaging system, television, and district web site (If you have Internet access, the link to weather-related closure information is www.kahoks.org. The site is available 24 hours a day.)
- In the rare event Unit 10 calls a 2 hour late opening, school will start 2 hours later than your normal bell time. For example if your normal bell time is 8:00 AM, your scheduled late start time is 10:00 AM. The morning bus routes will run 2 hours later than normal. The school day will end at their normal times.
- Once children are in school, approximately two hours are required to get the last child home after a decision is made to close schools. For this reason, it is unlikely school will be canceled once classes are in session. However, when conditions dictate an early release, school will be dismissed. The School Messenger calling system will notify parents of any early school dismissal. It is also a good idea to check updates posted on the local television stations any time weather conditions are changing or in question. The district website will carry early school dismissal information as soon as decisions are made.

It is very important that parents have plans for younger children when school is dismissed early. In the event that the district releases students early due to weather, please communicate with the school if alternate student pick-up plans are made. Please insure children dress for protection against prolonged exposure to the weather as a safety precaution.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for resident English Language Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Language Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this

program or to express input in the school's English Language Learners program, contact Carla Cruise at (618) 346-6320 ex 1222.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

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

**Director of Human Resources
201 West Clay Street
Collinsville IL 62234
618-346-6350**

FEES, FINES AND CHARGES; WAIVER OF STUDENT FEES

The District establishes fees and charges to fund certain school activities. All students are charged Instructional Materials and Technology Usage Fees. Fees are subject to change at the beginning of each new school year. Detailed fee information will be available during the registration process. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. In accordance with Illinois law, it is the policy of the District that no discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2) The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

Additional consideration will be given where one or more of the following factors are present: 1) An illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Seasonal employment; 4) Emergency situations; or 5) When one or more of the parents/guardians are involved in a work stoppage. The parent/guardian will be notified promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal. Current lunch prices as well as yearly applications for free or reduced lunch may be found at <http://www.kahoks.org/parents-students/food-service.html>.

FAILURE TO PAY FEES; COLLECTION

To maintain the quality of our educational programs, Collinsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Collinsville School District participates in the Illinois Local Debt Recovery Program, established to collect outstanding debt in coordination with the Illinois Comptroller's Office.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students are required to ride Collinsville CUSD #10 buses to and from the field trip destination and are expected to obey all of the bus and field trip rules. It is up to the discretion of the teacher to determine who and how many adult chaperones will accompany the class on the field trip. Adult chaperones are not permitted to have any other children accompany the field trip. Children are expected to remain at school until dismissal time, not at the end of the field trip.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons: 1) Failure to receive appropriate permission from parent/guardian or teacher; 2) Failure to complete appropriate coursework; 3) Behavioral or safety concerns; 4) Denial of permission from administration; 5) Other reasons as determined by the school.

GRADING & PROMOTION

School report cards are issued to students each trimester. For questions regarding grades, please contact the classroom teacher. Grades may be accessed on-line through Family Access. Parents/Guardians who do not have electronic access to their child's report card can contact the student's school office to request a hard copy of the report card in their home language. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. If the student is "Beginning" in both reading and math, he/she may not be promoted to the next grade level unless a remedial plan is successfully completed. Summer school is the final option of the remedial plan.

EXPLANATION OF ACADEMIC MARKS (GRADES K- 4)

<u>Beginning</u>	The concept has been introduced. The student begins to understand facts, concepts, and/or principles to complete tasks but requires teacher assistance.
<u>Developing</u>	The student develops an understanding of facts, concepts, and/or principles to complete tasks and often works independently.
<u>Secure</u>	The student demonstrates a thorough knowledge of essential facts, concepts, and/or principles relative to a topic and is applying knowledge and skills independently.

Not Assessed (NA) - The topic/concept was introduced but not assessed at this time.

Needs Improvement (NI) - The topic has been introduced. The students' skill level is not secure.

GRADE PLACEMENT

Collinsville Community Unit School District #10 reserves the right to test or place on probation for thirty (30) days, any student transferring into the Collinsville School District for purposes of grade placement.

HELP AND RESPONSE TEAM (H.A.R.T.)

H.A.R.T. is an acronym for "Help and Response Team", for the Collinsville Unit 10 School District. This team is activated during any *traumatic* event that causes a state of heightened emotions and interrupts the normal daily routine within a school. The H.A.R.T. members are trained staff from within the Collinsville School District. Members include administrators, counselors, social workers, psychologists, nurses, speech/language pathologists, classroom teachers and special education teachers. Each H.A.R.T. member has completed an intensive training from "The National Institute for Trauma and Loss in Children". Trained members are certified as "TLC School Specialists", and registered with the national "TLC" program.



HEALTH SERVICES



School Health Services provides emergent/urgent nursing assessment, first aid care, medication administration, vision/hearing screening/referral, and health record maintenance and IEP related assessments through the health office. The health and welfare of every student is important. Regardless of the nature and extent of a student's illness or injury, it should be reported to the school nurse. Staff members can refer students to the health office and students can refer themselves by requesting a pass from a staff member. Parent/guardian notification will be based on nursing assessment and the nurse's/principal's discretion.

ABSENCE CODES

MN Medical Non-Compliance

- This code will be used when a student is excluded from school due to failure to comply with physical examination and immunization requirements. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences. The District will also report the student as truant. If a student submits a valid waiver to be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.
- The school nurse will let the school secretary know when this is applicable. This will count in the truancy letters.

DA Documented Absence

- Absences that occur due to personal illness, serious family illness, the death of an immediate family member and/or court appearances.
- This code will also be used in cases where a school nurse has to send a student home for illness. Because the CDC recommends that students not return until 24 hours following fever (100 or greater)/diarrhea/vomiting, students will be given the day sent home (if these symptoms are present), and the two days following if they persist. If students are still ill with F/D/V on day 4, they must have a doctor's note to get a DA. This gives students the day sent home, and two days following to recover if necessary. The school nurse will let the school secretary know when these students are when applicable.

ACCIDENT REPORTS

If a student is seriously injured while at school or on the bus, the nurse, the teacher, the bus driver or principal will complete an accident report. The parents will be notified immediately. In the event a child is seriously injured and the parents cannot be contacted, the school nurse will be notified and after an examination and consultation with the principal, a decision may be made to have the child transported to the Emergency Room. Every effort will be made to notify the parents of the decision.

ANNUAL VISION & HEARING SCREENINGS

The Illinois Department of Public Health requires annual screenings for students in the following grades: 1) Vision: Early Childhood, Pre-Kindergarten, Kindergarten, Second, Eighth, and Special Education; 2) Color Vision: Second; 3) Hearing: Early Childhood, Pre-Kindergarten, Kindergarten, First, Second, Third, and Special Education

Students may also be screened upon request of the teacher based on observable signs of vision or hearing difficulties in the classroom or upon parent request. The School Health Staff will conduct these screenings in a professional manner and results will be kept confidential. A student will not be exempt from the screening unless there is a current (within one year) doctor- written vision or hearing exam report in the child's health record. If a student meets "fail" criteria for vision

or hearing screenings, the parent will be notified by phone or mail in a timely manner. If you have any questions or concerns, please call the nurse at your child's school.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The State requires all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums/wrestling rooms/weight training rooms/physical education classes. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillating heart. All CUSD #10 school buildings are equipped with AEDs. There are additional AEDs available for athletic practices and events. Several staff members have completed CPR/AED training. Please make your child(ren) aware that these units are in the buildings. They are housed in wall hanging cabinets and should not be tampered with by students.

BUS - EMERGENCY MEDICAL INFORMATION FOR STUDENTS WITH SPECIAL NEEDS/MEDICAL CONCERNS DURING BUS TRANSPORTATION

This form is available from the school nurse in the Health Office. The purpose of this form is to give school bus drivers/monitors information about children who may have special needs or medical concerns during bus transportation. However, the school bus drivers/monitors are not responsible for and will not give/monitor medications on the bus. The school bus drivers/monitors are not trained health care providers. No medication should be carried or used on the bus unless specific arrangements have been made with the school nurse (inhaler/EpiPen/diabetic) and in accordance with Board Policy 7:270. In an emergent situation, a bus driver should pull to a safe stop and notify dispatch to call 911. Examples of this may include but are not limited to: grand mal seizure, severe asthma attack, allergic reaction with respiratory difficulty, and/or severe bleeding from a wound. This form will be kept in the school nurse's office, with a student's IEP/504, with a student/s HCP, and/or at the bus company.

COMMUNICABLE DISEASES

The school will observe recommendations of the CDC, Illinois Department of Public Health, and local health departments regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak.

COLLINSVILLE UNIT SCHOOL DISTRICT #10

PRACTICE REGARDING EXCLUSION FROM SCHOOL FOR ILLNESS

DATE: _____ STUDENT: _____ TEACHER: _____

If your child exhibits SYMPTOMS of the following illness(es), please follow these guidelines before returning to school.

ALLERGIC CONJUNCTIVITS-(caused frequently from allergies) May return to school immediately with

confirmation from doctor.

CHICKEN POX/SHINGLES-Exclusion from school for at least 5 days after the eruption of the last vesicles or until all lesions are dry and scabbed over with absence of fever.

COMMON COLD-Exclude from school for fever 100 degree F or greater for 24 hours and/or excessive coughing.

CONTAGIOUS CONJUNCTIVITIS (Pink eye)-Exclusion from school until 24 hours after treatment begins or written permission from the doctor to return to school.

FEVER-Fever is considered to be 100 degree F or greater. Exclusion from school until the student is **fever-free** for 24 hours without fever-reducing medications.

FIFTH'S DISEASE-Rash will appear lace-like and bright red on arms/chest/abdomen. Facial cheeks may appear bright red. No exclusion unless fever over 100 degrees is present. May require written verification from physician

GASTROENTERITIS (PARASITIC/VIRAL)-Exclusion from school until 24 hour absence of **diarrhea, vomiting, and fever** 100 degree F or greater.

HAND FOOT MOUTH DISEASE-May see lesions on hands, feet, and/or face. Return with written verification from physician and/or lesions are intact and dry or can be covered at all types. Must be fever free and practice good hygiene (for example-no drooling, no toys in mouth, good hand washing, etc.).

HEPATITIS A VIRUS-Exclusion from school until written release from doctor is obtained. Must be free of diarrhea, vomiting, and fever for 24 hours before returning to school.

IMPETIGO-Exclusion from school until sores are healed over without drainage or with permission from the physician to return to school 24 hours after treatment begins. Note: Lesions must be covered while in school when possible.

INFLUENZA (FLU)-Exclusion from school until absence of fever (fever is 100 degree F or greater) for 24 hours.

MENINGITIS-Exclusion from school until absence of fever for 24 hours without fever-reducing medication, at least 24 hours of antibiotics, and with written release from the physician.

PEDICULOSIS (HEAD LICE)- Exclusion from school per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

PINWORMS-Exclusion from school until 24 hours after first treatment confirmed. May require written verification from doctor to return to school. Practice good/frequent handwashing.

RINGWORM-Exclusion from school until 24 hours after treatment begins with written verification from the doctor or evidence of over-the-counter antifungal treatment has been initiated. Lesions should be kept covered at school.

SCABIES-Exclusion from school until 24 hours after the first scabicide treatment confirmed. Written verification from the physician to return to school.

STREP THROAT and SCARLET FEVER-Exclusion from school until 24 hours after treatment (antibiotic) begins with written permission from the doctor to return to school, provided that fever is absent without fever-reducing

medications for 24 hours.

STAPH and MRSA-Exclusion from school for minimum of 48 hours after antibiotic treatment has begun and lesions are closed or completely covered. Exclude if wounds can not be well contained under a dressing. Exclude from high-risk activities such as contact team sports if wound cannot be completely covered with a secure bandage that will remain intact throughout sport activity, until completely healed. Exclude from use of pools/whirlpool until wounds are healed. Student must practice good frequent hand hygiene. *Must have doctor written permission to return to school.*

OXYGEN SATURATION-Fingertip pulse oximetry may be used as a tool for asthmatic episodes, coughing episodes, choking episodes, and/or allergic reaction episodes. *Healthy Saturation Levels 95-100%.* If fingertip pulse oximeter indicates an oxygen saturation level *below 95%* that does not improve after medication/treatment, the student must be sent home and encouraged to call/visit their physician or ER.

PERTUSSIS (WHOOPING COUGH)-Must be excluded for 5 days of appropriate antibiotic treatment. Must be fever free and cough controlled when returning to school. May require written verification form physician to return to school.

PLEASE NOTE: Upon returning to school following a communicable disease exclusion, student must report to the school nurse or principal before returning to class.

A doctor's note explaining absence from school is recommended.

Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.

PLEASE NOTE: Upon returning to school following a communicable disease exclusion, student must report to the school nurse or principal before returning to class.

A doctor's note explaining absence from school is recommended.

Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.

Health Staff

Phone

CONCUSSIVE INJURIES

A concussion is a traumatic brain injury that interferes with normal brain function. Concussions can range from mild to severe and can occur in any organized or unorganized sport or recreational activity resulting from a fall or from players colliding with each other, the ground, or with obstacles. CUSD#10 has Guidelines for Concussive Injuries developed in accordance with 105 ILCS 5/10-20.53, 5/34-18.45 and based on the recommendations from IHSA and the Centers for Disease Control. Students with a concussive injury should not return to physical activity (PE/recess/practice/competition) during the same day of the injury. A physician's note and suggested activity progression should accompany a student and/or student athlete to return to school and/or physical activities. More information can be found at:

www.kahoks.org/CHS/Sports/Sports_Medicine.htm

www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx

www.cdc.gov/ConcussionYouthSports

www.cdc.gov/safechild

DENTAL EXAMINATION

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the required school year. This exam may be completed within 18 months prior to the May 15 due date. The Illinois Dental Examination form must be completed in order to meet this requirement.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse or principal. Parents/guardians are responsible for and must: A) Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child; B) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers; C) Sign the Diabetes Care Plan; D) Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the school nurse or building principal.

EMERGENCY EPIPEN AUTOINJECTORS

There will be emergency EpiPen-Autoinjectors available in each school building to be used as needed following a school nurse or trained staff (with CPR/AED certification) assessment by the school nurse or trained staff member of a child with a suspected allergic reaction. Students who have prescribed EpiPen-Autoinjectors at school with appropriate paperwork and pharmacy label can be administered as needed by any trained school staff.

EYE EXAMINATION

All students entering Kindergarten or school for the first time must present proof of having an eye examination performed by an optometrist/ophthalmologist by October 15 of that school year. This exam must be completed within one year of the October 15 due date. Transfer students entering an Illinois school for the first time must present proof of having an eye examination performed by an optometrist/ophthalmologist within 30 days of registration. The Illinois Eye Examination form must be completed to meet this requirement.

EXEMPTIONS

A student will be exempted from physical/immunization/dental/eye exams for: 1) Religious Objection-a student's parent/guardian presents to the school nurse/principal. This statement must be approved by the district superintendent or appointed designee; 2) Medical Objection-a student's parent/guardian presents to the school nurse/principal a written and signed statement from the child's physician indicating the reason for the exemption. This statement must be approved by the district superintendent or appointed designee; 3) Eye exam requirement-the student's parent/guardian shows an undue burden or a lack of access to a licensed optometrist/ophthalmologist. A signed eye exam waiver must be on file; 4) Dental exam requirement-student's parent/guardian shows an undue burden or a lack of access to a dentist. A signed dental exam waiver must be on file.

FOOD ALLERGY AND OTHER LIFE-THREATENING ALLERGY MANAGEMENT

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

If your child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your child can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen auto-injector has been prescribed, the parent/guardian will be responsible for notifying the school nurse/principal and providing the necessary emergency documentation and medication.

HEAD LICE

If the child has been found to have a head lice infestation (live bugs) the child should have limited direct contact with other students until treated, parents should be notified, and student sent home as soon as possible. Prompt treatment is recommended. If nits only are found on a student, it should be at the nurse's discretion to send the student home right away or at the end of the day (few nits that can be removed by the nurse versus numerous nits that cannot be removed in a timely manner at school). Parent notification of the affected student should be made as soon as possible. Parent notification of the affected student's classroom should be made as soon as possible in the form of a Head Lice Alert form (elementary/DIS). This notification highly encourages parents to check their children's heads, and all other children living in the home, for symptoms of head lice and to treat promptly. Upon returning to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and numerous nits remain, a child may be sent back home. The health staff will make every effort to keep your child in school, but your cooperation is a must.

Management on the Day of Diagnosis:

If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Prompt treatment is recommended. The school will provide written instruction to the parent or guardian regarding appropriate treatment for the infestation.

Criteria for Returning to School:

Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation is a must. Exclusion from school shall be per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

NOTE: Head Lice Resource such as Lice Doctors (800-224-2537, 618-307-0100) or Lice Busters of St. Louis (314-329-LICE) may be good resources for parents, but a letter from these agencies will not take the place of the school nurses assessment. It is still at the school nurse discretion following an assessment to allow the student to stay at school.

MEDICAL MARIJUANA

The Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130 et seq.) strictly prohibits the possession and use on school grounds and on school buses. A student who has been prescribed medical marijuana must provide the District with a doctor's prescription for medical marijuana. A parent or guardian may remove the student from school grounds to administer the prescribed dose of medical marijuana. The school nurse will assist with coordination and monitoring the student's use of medical marijuana.

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to: 1) Entering Kindergarten, Prekindergarten (or the first grade if not attending Kindergarten); 2) Entering the sixth and ninth grades; and 3) Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must be on the Illinois Certificate of Health Examination Form including the completed diabetes screening (located on the back of the physical) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. The health history section on the back of the physical form must be completed and signed by a parent. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to the religious/medical objections listed previously. New students who register mid-term (after day 1) shall have 30 days following registration to comply with the health examination and immunizations requirements. Schools follow the Illinois

Department of Public Health immunization guidelines for required and recommended immunizations. Note: Proof of immunization against Meningococcal disease is required for students entering grade 6 and 12. Students must present an up to date immunization record that meets all Illinois requirements or an immunization schedule from the physician. Lack of proper immunizations is also subject to exclusion from school.

SCHOOL INSURANCE

School insurance is offered at the beginning of each school year. Parents are encouraged to take advantage of this offering. Envelopes for enrolling for this insurance are available at centralized registration or in the school's office.

COLLINSVILLE UNIT #10 SCHOOL DISTRICT MEDICATION POLICY

Student Medication Authorization Form is available in the Elementary School Administration Office.

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS.

Students may carry medication if the physician/parent/school personnel agree that it is medically necessary for the student to carry his/her inhaler, Epi-Pen, or diabetic supplies. If it is necessary to carry these medications/supplies on the bus, an *Emergency Medical Information for Students with Special Needs/Medical Concerns During Bus Transportation* form may be completed.)

1. School personnel will not administer medication at school if arrangements can be made so that the student can receive the medication at home. Medications that can be given before and/or after school should be given at home.
2. **Epi-Pens** may be carried and self-administered by the student only if the physician indicates in writing on the medication request form that it is medically necessary that the Epi-Pen be carried by the student at all times and that the student has been instructed in the use and self-administration of the Epi-Pen and can fulfill the requirements of the procedure. (The student will be issued a permanent pass for the school year at the senior high level).

Inhalers kept in the health room must have a pharmacy label and/or copy of the pharmacy label and the **Student Medication Authorization Form signed by the physician and parent** on file at school.

Students who self-carry their inhaler must have a copy of the pharmacy label and the **Student Medication Authorization Form signed by the parent** on file at school.

An Asthma Action Plan should be provided to the District and, if provided, will be kept on file for all students who keep an inhaler in the health room or self-carry and inhaler.

It is recommended to keep an extra inhaler in the health room for emergency use even if the child will self-carry an inhaler.

3. All medications administered to students during school hours must be transported to and from school by a parent or another adult acting on the parents' behalf.
4. **All requests to administer medication (prescription or non-prescription) to students must be in writing on the designated "Student Medication Authorization Form" and signed by the parent or legal guardian and the physician or appointed designee. Medication will not be administered unless a request form is properly completed and the medication is labeled properly.** The school and district shall incur no liability as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel
5. All medications, prescribed by the physician, must be in the original pharmacy container. **Prescription medication must have the pharmacy label on the medication bottle, box, or administration device. Non-prescription medication must come in a new sealed container.** Any change in the dosage of the medication and/or the directions for use will require a *corrected pharmacy label* indicating the changes and a *signed note from the physician*. The school and district shall incur no liability as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.
6. All medications given at school require a new Student Medication Authorization Form at the start of each school year.

7. **The administration of any medication containing a narcotic is discouraged during school hours.** If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
8. **Cough drops are permitted at the elementary and intermediate levels (Pre-K to 6th) with a medication permission form or dated note signed by parent. All cough drops need to be in a new, sealed package.** Student will be asked to stay in the health room or supervised by the teacher in the classroom while the cough drop is administered. However, cough drops are discouraged at this grade level due to risk of choking.
9. **School personnel will destroy any medication that is not removed from the school at the end of the school year.**

HOME AND HOSPITAL INSTRUCTION

~~A student who is absent or whose physician anticipates his or her absence for an extended period of time because of a medical condition, may be eligible for instruction in the student's home or hospital.~~

~~A student who is unable to attend school because of pregnancy will be provided home instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction and after the child's birth.~~

~~Appropriate educational services shall begin as soon as eligibility has been established through the Office of Related Services. Instructional time will be provided for a minimum of five clock hours per week when school is normally in session. Contact the Director of Related Services at (618) 343-2878 for appropriate paperwork.~~

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: 1) Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2) Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families will be coordinated by the Director of Student Services at 618-346-6350.

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

~~Homework is an important and necessary part of the educational process. It is intended to reinforce a lesson taught. It allows students to take advantage of resources outside the classroom and school. Additionally, homework allows for parental assistance at home so that the child gets individual assistance and attention. Finally, homework teaches responsibility. It is not appropriate to bring homework late unless there is illness or other extreme circumstances. All assignments must be handed in when the teacher specifies that they are due. Homework will be counted toward grades and could also affect promotion to the next grade level. Students who were absent will be able to complete required homework within a reasonable amount of time (usually one day for each day of absence). Parental support with homework is absolutely necessary. The teaching staff respectfully requests that all parents and guardians check with their~~

~~child daily to guarantee that homework is complete. Communication with your child's teacher is actively encouraged if there are any questions about homework.~~

INDIVIDUALS WITH DISABILITIES

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

INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstance that gave rise to the health threat and ensure that written notice is provided as soon as possible.

If a parent or guardian wants to be notified before a pesticide application is applied, please notify the Director of Building and Grounds at 201 West Clay St, Collinsville, IL 62234. Please include the student's name, school the student attends, parent/guardian name, address and telephone number. Any questions call the Director at 618-346-6350, ext. 292.

Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.

Collinsville Unit 10 is aggressively working toward the reduction of pesticides with the implementation of an Integrated Pest Management (IPM) Program and will use the lowest risk factor chemicals that are available.



INTERNET ACCEPTABLE USE AND TECHNOLOGY

All use of electronic network use must be consistent with Collinsville School District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

In accordance with federal law, the district provides CIPA (*Children's Internet Protection Act*) compliant web filtering for students on any Internet connected device within the boundaries of the district network. The district recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, these resources can also afford access to materials which may be illegal, obscene or indecent. The district will make every effort to protect students from inappropriate material while still allowing access to valuable academic content.

All users must be aware that use of the district's electronic networks and systems may result in public disclosure of the

data and information associated with those systems under the *Illinois Freedom of Information Act*.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's

errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. 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 Web site displaying the material may not be considered a source of permission.

Use of E-Mail – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally

responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Guidelines for Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The definition of "publication" includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Cross Reference:

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure may be subject to consequences as defined by the school officials.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

MANDATED REPORTERS

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

Cross Reference:

PARENT TEACHER CONFERENCES

Communication between the home and school is essential in order to provide the best opportunities for the children in our district. Conferences are scheduled throughout the school year, but please do not feel these are the only times you may confer with your child's teacher. When the need arises, please call the school in advance to schedule a meeting with the teacher. Most problems that students experience in school can be resolved easily when parents and teachers communicate at the first sign of a problem.

PHYSICAL EDUCATION

Physical education instruction is an integral part of a child's growth and well-being. All students are expected to participate in the P.E. classes. Students should wear tennis shoes in order to participate in PE classes. ~~Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.~~ In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

PUBLICITY RELEASE

At times, Collinsville School District has the opportunity to publish the achievements of students at school. Some examples of these activities may include; everyday classroom activities, special awards or projects, school picnics, interviews by the media, etc. Publications may occur through school or district WebPages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury. If you do not wish your child's picture or student produced materials to be used for this purpose, or you wish to have your child's name omitted, please send a letter outlining your request to the Director of Technology, Collinsville CUSD #10, 201 West Clay Street, Collinsville, IL 62234.

SAFE AND SECURE HOTLINE

Collinsville Community Unit School District #10 has launched a dedicated phone line for parents, students and the public to report issues related to safety and security at school. The number is (618) 979-6406. Tips to the Safe & Secure Hotline can be anonymous or identified. Callers can leave a voicemail or text a message 24 hours a day. The Safe & Secure hotline will be monitored by Unit 10 security staff. All tips will be received in confidence and investigated.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the building principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) lockdown drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

The following emergency situation procedures will be followed:

FIRE

Fire drill information and evacuation routes are posted in each room. In the event of an actual fire drill, the teacher in each classroom will give the students specific instructions to follow.

TORNADOS

In the event school authorities receive information from the Civil Defense or Weather Bureau that extremely severe weather is imminent, notification will be made from the office by announcement for the teachers to move their classes to a predetermined area. Students are to follow the specific instructions given by the teacher.

EARTHQUAKE

Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

1. Stay inside; move away from windows, shelves, and heavy objects that may fall.
2. In halls or stairways, move to an interior wall. Turn away from windows.
3. In laboratories and kitchens, all burners should be extinguished before taking cover.
4. If outdoors, move to an open space away from building and overhead power lines. Lie down on the ground.
5. Do not leave school grounds without permission.

INTRUDER/LOCKDOWN

Lockdown procedures are set in place to respond to situations in which the students and staff are or may be in danger. Lockdowns are used for all hazards, such as medical emergencies, bomb threats, outside safety hazards, police related situations, etc. They are also used for worse case scenarios, such as an intruder: a person inside the school that poses a threat, either real or perceived, to others. Drills are announced, planned, and coordinated during the most controlled times of the school day. Once a year, they are conducted in conjunction with the local police department to ensure communication between the school and law enforcement.

SEARCH AND SEIZURE

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

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

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

STUDENTS

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

SEIZURE OF PROPERTY

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

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1) To attend a conference at the school with school personnel to discuss the progress of their child; 2) To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services; 3) To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony. State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>.

SPECIAL EDUCATION

Collinsville CUSD #10 makes special education services available to all children ages three to twenty-one that reside within our district boundaries. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the regular classroom teacher to full-day instructional programming for the student. Collinsville CUSD #10 insures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities and physical, learning or behavioral disabilities. If necessary, students may be placed in private school education facilities if services cannot be provided within district. Related services, such as speech therapy, physical therapy, occupational therapy, adaptive physical education and counseling are also available to students who meet certain criteria and for whom an individual educational plan has been developed. If you feel your child may need special education programming, please contact your building principal or school counselor.

STUDENTS WITH DISABILITIES

EDUCATION

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3

and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

If you believe your child may have a disability, and this disability is adversely affecting your child’s educational performance, please contact your building principal to receive your full procedural rights. Requests for evaluations must be in writing, and state the reason for the referral.

DISCIPLINE

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

Cross Reference:

PRESS 7:230, *Misconduct by Students with Disabilities*

MAINTENANCE AND DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records (case study components, IEP’s and correspondence with educational and diagnostic centers) are considered temporary records and are housed at the Special Education Offices, 6 Oakland, Caseyville, IL 62232. Parents of students, or students, if they have succeeded to the rights of the parents, may view or request copies of these records by contacting the Director of Special Education & Related Services at 618-343-2878

Upon graduation or permanent withdrawal of a handicapped student, as defined in the School Code [105 ILCS 5/Art.14] and 23 Ill. Adm. Code 226, Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. Temporary records of those students who have permanently withdrawn or graduated from Collinsville Community Unit 10 will be destroyed after five years from the date of graduation or permanent withdrawal beginning the second week of June each year. Parents or students, if they have succeeded to the rights of the parent, are encouraged to claim these records because they may be of medical or educational benefit in the student’s future. For those parents of students or students, if they have succeeded to the rights of the parents, who may wish to acquire any of these temporary records before they are to be destroyed, please contact the Director of Special Education & Related Services at 618-343-2878.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

Exemption from Physical Education Requirement [K-8]

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students will take standardized tests annually during or around the month of March. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students to achieve their best performance by doing the following: 1) Encourage students to work hard and study throughout the year; 2) Ensure students get a good night's sleep the night before exams; 3) Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; 4) Remind and emphasize for students the importance of good performance on standardized testing; 5) Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils; 6) Teach students the importance of honesty and ethics during the performance of these and other tests; 7) Encourage students to relax on testing day.

STUDENT PRIVACY PROTECTIONS

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

SURVEYS BY THIRD PARTIES

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

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items: 1) Political affiliations or beliefs of the student or the student's parent/guardian; 2) Mental or psychological problems of the student or the student's family; 3) Sexual behaviors or attitudes; 4) Illegal, anti-social, self-incriminating, or demeaning behavior; 5) Critical appraisals of other individuals with whom students have close family relationships; 6) Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; 7) Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; 8) Income other than that

required by law to determine program eligibility. The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIALS

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

STUDENT TEACHER VIDEO AND AUDIO RECORDINGS

Collinsville Community Unit School District No. 10 routinely participates in the education of college level student teachers seeking a degree in the education field. Student teachers are required by their college coursework to create audio and video recordings of their lessons and the reactions of students to their lessons. As a result, students may occasionally appear in video recordings taken by a student teacher authorized by the Building Principal to student teach and to create video or audio recordings of student reactions.

Confidentiality

The video and audio recordings of District students by a student teacher are to be solely in their coursework and in furtherance of their college education. The student teacher will not release the video or audio recording except to his/her college professor. The video/audio recording is destroyed after it is reviewed by the student teacher's professor.

Consent

The School District must have consent from the student's parent and/or guardian prior to a student teacher creating a video or audio recording of District students for their college coursework

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The student's written records are in two categories: permanent and temporary.

"**Student Permanent Record**" means and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents; Evidence required under Section (5)(b)(1) of the Missing Children's Records Act [325 ILCS 50/5(b)(1)]; Academic transcript, including: grades, class rank, graduation date and grade level achieved; scores on college entrance examinations, except that a parent may request, in writing, the removal from the academic transcript of any score received on college entrance examinations (also see Section 375.30(d)); the unique student identifier assigned and used by the Student Information System established pursuant to 23 Ill. Adm. Code 1.75 (Student Information System); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in Section 27-22 of the School Code [105 ILCS 5/27-22]; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with Section 2-3.157 of the School Code [105 ILCS 5/2-3.157] and 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); Attendance record; Health record; Record of release of permanent record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64a-5); and If not maintained in the temporary record, may also consist of: Honors and awards received; and Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

"Student Temporary Record" means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: A record of release of temporary record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64a-5); The completed home language survey form (see 23 Ill. Adm. Code 228.15 (Identification of Eligible Students)); *Information regarding serious disciplinary infractions* (i.e., those involving drugs, weapons, or bodily harm to another) *that resulted in expulsion, suspension or the imposition of punishment or sanction*; *Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]; Health-related information; Accident Reports; and May also consist of: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.); and Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians absent a court order to the contrary and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

~~1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.~~

~~The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.~~

~~2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.~~

~~A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.~~

~~If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.~~

~~3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.~~

~~Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate~~

educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- ☐ Name
- ☐ Address
- ☐ Gender
- ☐ Grade level
- ☐ Birth date and place
- ☐ Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- ☐ Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- ☐ Academic awards, degrees, and honors
- ☐ Information in relation to school-sponsored activities, organizations, and athletics
- ☐ Major field of study
- ☐ Period of attendance in school

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

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

1) The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student;

2) The right to request removal from the student’s academic transcript one or more scores received on college entrance examinations. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student’s academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student’s high school. Schools must include each of these scores on the student’s transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student’s academic transcript, the parent/guardian or eligible student must submit a written request to the building principal;

3) The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing;

4) The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official-committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student;

5) The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first; **6) The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school

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

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal; **8) The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law; 9) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW. Washington DC 20202-4605

STUDENTS' RIGHTS AND RESPONSIBILITIES

MY RIGHTS

I have the right to be happy and to be treated with compassion in the school. This means that no one will laugh at me or hurt my feelings.

I have a right to be safe at school. This means that no one will hit, kick, push, pinch, threaten or hurt me.

I have the right to expect materials be prepared and available to help me learn.

I have the right to express my opinions and myself.

I have the right to appeal disciplinary actions as outlined in board policy.

I have the right to have my academic and personal records maintained by the school remain private.

I have the right to come to school dressed so that I am comfortable.

I have the right to be myself at school. This means that no one will treat me unfairly because I am different from them.

I have the right to participate in extracurricular activities during and after school.

MY RESPONSIBILITIES

I have the responsibility to treat others with compassion. This means that I will not laugh at others, tease others or try to hurt the feeling of others.

I have the responsibility to make the school safe by not hitting, kicking, pushing, pinching, threatening or hurting anyone.

I have the responsibility to prepare and participate in classroom activities.

I have the responsibility to express myself in a respectful manner so I don't offend others. My freedom of expression should not interfere with other students learning.

I have the responsibility to accept the decisions of the appeal process.

I have the responsibility to respect other students' privacy.

I have the responsibility to come to school in appropriate clothes that are not offensive to others.
I have the responsibility to respect others as individuals and not to treat others unfairly because they are different from me.
I have the responsibility to maintain good grades.
I have the responsibility to behave appropriately.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. In a situation in which a student expresses suicidal thoughts, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including: 1) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived; 3) Whether the teacher is teaching in a field of discipline of the teacher's certification; 4) Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

TEXTBOOKS

The textbooks used are the property of the Collinsville School District. The textbooks issued to a student become his/her responsibility until they are returned to the school. If a textbook issued to a student is lost or damaged (regardless of the reason), the student has the financial responsibility to pay the appraised price for a replacement of the lost textbook or for the repair of the damaged textbook.

TREATS AND SNACKS

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

VALUABLES

The teachers and staff cannot be responsible for valuable items brought to school by students. Students should be encouraged to leave all valuable personal items at home. Students are not allowed to trade, buy or sell personal belongings at school.

VIDEO & AUDIO MONITORING SYSTEMS

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

Visitors – Badge System Sign In/Sign Out

To ensure the safety of our students, staff and faculty, all visitors must report to the front doors of the school building. This prevents any misunderstandings, gives the office an opportunity to assist visitors and to inform the office who is in the building. Visitors must sign in, identify the date and time of arrival, inform office personnel of their reason for being at school and the classroom or location they are visiting, and present an appropriate state or government issued photo identification to be scanned by the Raptor Visitor Registration System. RAPTOR will provide a consistent system to track visitors and volunteers while protecting our children from people who present a danger to students and staff members. All school RAPTOR administrators have received training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's photo badge visible. This training is conducted by Mr. Robert Carpenter, Director of Security for Collinsville Community Unit School District. When the visitor arrives to the office, he/she will be greeted and asked for photo identification. The designated staff member will scan the visitor's identification and issue a photo badge with the visitor's destination if there is no alert indicated on the database. Accepted forms of photo identification will include: driver's license, consular identification card, green card, U.S. passport card (not full passport), and military identification card. The staff member will keep the individual's identification in plain view, to reduce concerns that anyone might be copying personal information. This photo ID is scanned into the RAPTOR system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by RAPTOR Technologies, Inc. Within moments, the RAPTOR administrator will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the system will print a visitor's pass which includes the person's name, photo, date of visit, and destination within the building. RAPTOR is only scanning the identifying information from the document, such as the visitor's name, date of birth, address and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. If the visitor does not have acceptable photo identification available, the campus administrator on duty (or designee) will be called to assess the situation. If he/she determines the visitor is known, the visitor's information can be manually entered by the campus RAPTOR administrator. Approved visitors without acceptable photo identification may be allowed access to areas of school business requested through escort by the campus administrator (or designee). The visitor will return to the attendance office to check-out when departing the campus. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge will be torn thoroughly so it cannot be reused.

Visitors are required to check into the main office. If parents/guardians wish to visit a classroom or talk to a teacher, arrangements should be made beforehand to assure that there is no disruption to the educational services to students. In order to limit interruption to the educational process of our students, student visitors from other schools will not be permitted.

Students who need to be picked up from school by a parent are to wait in the office. The parent/guardian should come into the office to sign out their child on a list used by the school. If the student will return to school that day, parents will be required to sign him/her back in.

VOLUNTEERS

Make A Difference



All school volunteers, who work in the school more than three (3) times in one school year, must complete the “Volunteer Information Forms” which include Mandated Reporter, DCSF Criminal History Background Investigation, Authorization for Background Check, and Crime Conviction questionnaire and be approved by the school principal prior to assisting at the school. Forms are available in the school office. All volunteers must present a negative TB test (conducted within 1 year from the onset of volunteer duties). This document is kept on file in the school office with the volunteer’s information forms and will be valid through the duration of the volunteer’s duties in the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and will be required to present a valid photo ID to receive a visitor badge before going to their destination.

HANDBOOK ACKNOWLEDGEMENT

Name of Student: _____

School _____ Grade _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

9.6. Discussion of Transportation Fund Levy

10. New Business

10.1. Approval of New Club at Collinsville High
School



Home of the Kahoks

COLLINSVILLE HIGH SCHOOL

Collinsville Community Unit District No. 10

ITEM 10.1

2201 South Morrison Avenue
Collinsville, Illinois 62234-1449
(618) 346-6320
Fax: (618) 346-6341

TO: Dr. Robert Green, Superintendent of Schools

FROM: David G. Snider, Principal

DATE: March 8, 2018

SUBJECT: RECOMMENDATION OF NEW CLUB AT CHS

I have received a request from BethAnn Swartz to establish a new club at Collinsville High School to be named the First Priority Club of Collinsville High School. The club will encourage friendships, provide members an occasion to grow in faith, develop into leaders, increase self-esteem and discourage substance abuse, bullying, violence, suicide, etc.

i recommend that the Board of Education approve the First Priority Club of Collinsville High School for the 2017-2018 school year. At this time, it is also my recommendation that no stipend be paid to this sponsor.

Thank you for your consideration in this recommendation.

David G. Snider
Principal

pb

TO: Dr. Robert Green/Board of Education

FROM: David G. Snider, Principal

DATE:

SUBJECT: APPLICATION FOR SPONSORING A CLUB FOR THE
2017-2018 SCHOOL YEAR

I am interested in sponsoring a club for the 2017-2018 school year.

NAME BethAnn Swartz

I am applying for the sponsorship of the First Priority Club.
of Collinsville High School

GOALS/EXPECTATIONS OF THIS CLUB:

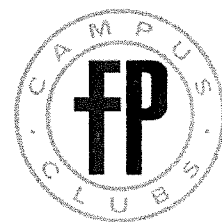
To encourage friends, provide members the
occasion to grow in faith, develop into leaders,
increase self-esteem, and discourage substance abuse,
bullying, violence, suicide, etc.

DUES, IF ANY, WILL BE USED FOR:

No dues required.

RA Swartz
Applicant's Signature

CLUB CONSTITUTION AND BY-LAWS



ARTICLE I - NAME OF THE CLUB

The First Priority Club of Collinsville High School.

ARTICLE II - PURPOSE OF THE CLUB

1. To encourage friends to understand the importance of living in relationship with God; serve as a resource to help students enhance their spiritual lives and provide an opportunity to integrate beliefs into daily living.
2. To provide members the occasion to grow in their faith and for them to develop into dynamic leaders on the campus and in the community.
3. To increase the self-esteem and moral foundation of peers while discouraging premarital sex, substance abuse, bullying, violence, suicide, etc.; that each member will develop a greater respect for the authority placed over them and pursue a lifestyle consistent to that outlined in the Bible.

ARTICLE III - QUALIFICATIONS OF THE MEMBERS

Club membership is open to any student in this school that agrees with and is able to comply with the stated guidelines in this constitution/by-laws, provided there is no attempt by them to disrupt the meeting. Membership is equated to consistent attendance and participation in the club.

ARTICLE IV - STUDENT LEADERSHIP

Our club may or may not have individuals holding positions of office depending on our school's requirements; our team of officers/student leaders carry out the following duties including, but not limited to: greeters, publicity and promotion, club leader for a specific week, securing a guest speaker, leading or co-leading small groups, skits and mixers, announcements, & refreshments.

ARTICLE V - MEETINGS

1. Our meetings are student led in accordance with the Equal Access Act (20 U.S.C. 4071-74), passed by Congress in 1984.
2. Our meetings occur weekly and are coordinated with our faculty sponsor: BethAnn Swartz.
3. Our meetings provide students the opportunity to discover and develop leadership skills they will use the rest of their lives.
4. Our "H.O.P.E." strategy of meetings provides students with the opportunity to grow and apply their personal faith and enhance their relationship with friends and family.
5. Our meetings encourage students to invite their peers to be a part of an exciting club that assembles in a respectful and friendly atmosphere.

ARTICLE VI - AFFILIATION

1. Our club is affiliated with First Priority, a not for profit ministry that resources clubs to succeed in their stated purpose.
2. First Priority connects a community volunteer (typically an area Youth Worker) to attend club meetings as an invited guest to help student leaders in fulfilling their assigned tasks.

ARTICLE VI - AMENDMENTS

Amendments to this Constitution/By-Laws may be proposed by any member. Amendments shall become effective if approved by the two-thirds of the members and faculty sponsor.

This Constitution/By-Laws agreed to at Collinsville High School
this day 8th of March, 2018

By the following students: 1. Natalie Becker 2. Hope Ortiz 3. Sydney Drum
4. Destiny Johnson 5. Amanda Gomez

HOW DOES FIRST PRIORITY WORK?

First Priority works well as a strategy for the local church if the local church takes the time to organize each component of the strategy. To explain this, we compare life as a Christian in the U.S. to the necessary components of a football game. First Priority is the game plan for the students in the community to come together at school and live the game of faith every day.

STUDENTS: "Players on the field" as [indigenous] missionaries to the teenage culture at school.

TEACHERS: "Referees on the field" who can't play in the game, but can make sure that the rules of the school are being followed and the door to the classroom is open.

YOUTH MINISTERS: "Coaches on the sideline" who train, equip, plan, and strategize to help students lead the club with excellence and achieving the desired outcomes.

PARENTS: "Fans in the stands" who promote and provide for the club, and encourage and pray for students as they play the game.

BUSINESS LEADERS: "Owners of the team" who provide health, structure, and longevity overseeing the ministry and ensuring that the mission and vision to share HOPE with students lasts for decades to come.

OUR DISTINCTIVES

- Local Church strategy
- Student led and initiated at school
- Networks of support
- Long term plan and structure
- Community based and locally owned

WHAT DOES FIRST PRIORITY LOOK LIKE FOR STUDENTS?

We employ the H.O.P.E. acronym in cycles throughout the school year: Help, Overcome, Prepare, and Engage.

HELP: Students are equipped to share the gospel.

OVERCOME: Students are inspired to overcome their fear of sharing the gospel.

PREPARE: Students are given the opportunity to share their testimony.

ENGAGE: Believing students are given the opportunity to invite their non-believing friends to hear about the HOPE of Christ.

FOLLOW UP PROCESS: During Engage week, students are given the opportunity to respond to a gospel presentation where they can indicate a desire for another student to follow up with them. Often this leads to their attending a local youth ministry for the first time and getting connected to the local church for discipleship.

WHO BENEFITS FROM FIRST PRIORITY?

THE LOCAL CHURCH

- helping churches organize, equip and mobilize students to reach students with the gospel
- giving churches specific, manageable opportunities to serve middle and high schools in their community

THE LOCAL SCHOOLS

- providing a network of support to the school from local churches

THE KINGDOM OF GOD

- when students' lives are changed by the hope found only in Jesus Christ

WHY FIRST PRIORITY?

- Because being lost without Christ means a loss of hope. Only a declining 12% of students in the US attend church weekly. Culture statistics indicate that suicide, sexual confusion, and abortion are on the incline.
- Because without intentional campus evangelism training and implementation, students who don't attend church may never hear the gospel.
- Because no one church can reach and disciple every middle and high school student in their community, but when united, THE Church can.
- According to the Billy Graham Association, 85% of all who come to know Christ do so before they graduate high school, thereby making our middle and high schools the greatest mission field in America.



10.2. Approval of New Club at Collinsville High
School



Home of the Kahoks

COLLINSVILLE HIGH SCHOOL

Collinsville Community Unit District No. 10

ITEM 10.2

2201 South Morrison Avenue
Collinsville, Illinois 62234-1449
(618) 346-6320
Fax: (618) 346-6341

TO: Dr. Robert Green, Superintendent of Schools
FROM: David G. Snider, Principal
DATE: April 5, 2018
SUBJECT: RECOMMENDATION OF NEW CLUB AT CHS

I have received a request from Shawn Geppert to establish a new club at Collinsville High School to be named Sign Language Club. The club will provide opportunities for the hearing and the Deaf communities to communicate and socialize with one another, as well as raising awareness and increasing knowledge and inclusion of the Deaf and Hard of Hearing students.

I recommend that the Board of Education approve the Sign Language Club at Collinsville High School for the 2017-2018 school year. At this time, it is also my recommendation that no stipend be paid to this sponsor.

Thank you for your consideration in this recommendation.

David G. Snider
Principal

pb

TO: Dr. Robert Green/Board of Education

FROM: David G. Snider, Principal

DATE: April 4, 2018

SUBJECT: APPLICATION FOR SPONSORING A CLUB FOR THE 2017-2018 SCHOOL YEAR

I am interested in sponsoring a club for the 2017-2018 school year.

NAME Shawn Geppert

I am applying for the sponsorship of Sign Language Club

GOALS/EXPECTATIONS OF THIS CLUB:

- To provide opportunities for the hearing and the Deaf communities to communicate and socialize with one another;
- To create a place for all students and those who seek knowledge and want to raise awareness of American Sign Language, the Deaf Community, and Deaf Culture;
- To promote the knowledge of American Sign Language and work to support the inclusion of Deaf and Hard of Hearing students.

DUES, IF ANY, WILL BE USED FOR:

- None at this point.
- Potentially for materials to assist in the learning of American Sign Language and field trip opportunities


Applicant's Signature

10.3. Approval of FY 19 Title I Plan

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Applicant: COLLINSVILLE C U SCH DIST 10

County: Madison

Title I District Plan ▼

Application: 2018-2019 Title I District Plan - 00

Cycle: Original Application

[Click to Return to Application Select](#)

Project Number: 19-T1Plan-00-41-057-0100-26

Consultation	Part 1	Part 2	Part 3	Part 4	Part 5
Consultation See the Overview page for Instructions An LEA must develop the Title I Plan with timely and meaningful consultation with the stakeholders identified below. <u>ESEA section 1112(a)(1)(A)</u> Such stakeholders must include, but are not limited to, the following: - teachers, - principals, - other school leaders, - paraprofessionals, - specialized instructional support personnel, - charter school leaders (in a local educational agency that has charter schools), - administrators (including administrators of programs described in other parts of this title), - other appropriate school personnel, and - parents of children in schools served under this part The box below reflects the response from the last approved FY18 Consultation response. It reflects the previous articulation of how the LEA consulted with the stakeholders identified above in the development of this plan. It also includes a list of meeting dates and how stakeholders' input impacted the final plan submission, as well as, references to particular meetings and how the stakeholders' input impacted the final plan submission. Note that documentation of stakeholder engagement may be requested at a later date. Please keep sign-in sheets, agendas, and other documentation on file. * In the box below, articulate how the LEA consulted with the stakeholders identified above in the development of this plan. Include a list of meeting dates and how stakeholders' input impacted the final plan submission, as well as, references to particular meetings and how the stakeholders' input impacted the final plan submission. Note that documentation of stakeholder engagement may be requested at a later date. Please keep sign-in sheets, agendas, and other documentation on file. * Re-display of the approved response from the FY18 Title I District Plan. Stakeholders Consultant Meeting- On May 10, 2017 at the meeting we had teachers, parents and school leaders involved in the development of the District I Plan. All involved parties provided feedback to address their thoughts on district wide programs, parental involvement and overall how Title I funds are used to support each school wide building. School Board Consultant Meeting-- On May 15, 2017 at the meeting the Title I Plan was presented and approved at the meeting. The board stated that they liked the organization of the plan and the detailed responses to each question. Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan. ([count] of 1500 maximum characters used) Stakeholders Consultant Meeting- On April 18, 2018 at the meeting we had teachers, parents and school leaders involved in the development of the District I Plan. All involved parties provided feedback to address their thoughts on district wide programs, parental involvement and overall how Title I funds are used to support each school wide building. School Board Consultant Meeting-- On April 16, 2018 at the meeting the Title I Plan was presented and approved at the meeting. The board stated that they liked the organization of the plan and the detailed responses to each question. *Required field					

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Applicant: COLLINSVILLE C U SCH DIST 10

County: Madison

[Title I District Plan ▼](#)

Application: 2018-2019 Title I District Plan - 00

Cycle: Original Application

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Project Number: 19-T1Plan-00-41-057-0100-26

Consultation	Part 1	Part 2	Part 3	Part 4	Part 5

District Plan Provisions:

See the Overview page for instructions

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards, each district plan shall complete the following sections:

1. Please describe the measures the district will take to monitor student progress in meeting the challenging State academic standards in the corresponding text boxes:

(A) Please describe the well-rounded instructional program to meet the academic needs of all students and how the district will develop and implement this program.*

Re-display of the approved response from the FY18 Title I District Plan. We will deliver an aligned curriculum based on challenging standards, measure achievement, ensure all students meet the standards, and annually improve state assessment scores.

Here are the individual goals of our district:

- Develop and support the implementation of a formative assessment system to guide instruction.
- Develop and implement intervention programs to support identified students.
- Continue curriculum mapping process as way of updating and aligning curriculum with state standards and indicators for the purpose of improving state assessment scores.
- We will utilize the Professional Learning Community model to focus upon student learning, teacher growth, and continuous improvement.
- Maintain a district Curriculum Council that oversees curriculum and instruction needs of the district including: school improvement, curriculum development and updating, testing, technology and staff development.
- Plan and provide necessary and meaningful staff development in-service activities that encourage successful implementation and integration of instructional technology and provide differentiated instructional practice for personalized student learning.
- Annually review school improvement plans, analyzing data, setting new targets, and revising instructional interventions. Make annual reports to the board by curricular area to update on progress on meeting identified targets.
- Utilize PLC time for teacher collaboration focused upon continued school improvement.
- We will maintain diverse and strong academic and student support programs which provide quality opportunities to all students of all ages.
- Build and maintain an English as a Second Language (ESL) program to meet the educational needs of students who are non-English speaking.
- Build and maintain quality career, character, and mentoring education programs that are integrated across all content and curricular areas.
- Strengthen vocational/technical education that is responsive to workforce development needs in the area, working to meet vocational assurances criteria in all funded areas.
- Continually monitor all curriculum areas to analyze the relevancy to our students' postsecondary choices and update to meet all student needs.
- We will recruit, develop, support and retain a high quality teaching, administrative, and student support staff to improve staff performance and enhance student achievement.
- Maintain a mentoring program for new teachers.
- Support school-based, job embedded professional development to enable staff to develop and use aligned common standards, research based instructional strategies, and formative assessments.
- Study staff and administrative quality improvement and appraisal systems that provide support and growth opportunities for all employees.
- We will build and maintain strong relationships with parents, families, the community, and businesses seeking ways to promote the school district.
- Provide monthly reports by staff on classroom activities, curriculum efforts, and student successes to the board of education.
- Participation by administrative team members in community organizations, seeking partnerships that benefit our students and educational institution.

- Maintain a community service and student leadership program at both buildings.
- Develop and maintain a district web page that provides updated information to patrons.
- Plan informational coach and parent meetings on an annual basis to maintain positive communication regarding expectations for each program.
- We will develop, implement, and maintain a scheduled plan to upgrade district technology.
- Promote technology rich classrooms and equitable access to technology district wide.
- Maintain a district technology plan for administrative/operational and instructional technology addressing changes in technology, training, support, standards, efficiencies, and funding.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

([count] of 7500 maximum characters used)

We will deliver an aligned curriculum based on challenging standards, measure achievement, ensure all students meet the standards, and annually improve state assessment scores.

Here are the individual goals of our district:

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- Develop and implement intervention programs to support identified students.
- Continue curriculum mapping process as way of updating and aligning curriculum with state standards and indicators for the purpose of improving state assessment scores.
- We will utilize the Professional Learning Community model to focus upon student learning, teacher growth, and continuous improvement.
- Maintain a district Curriculum Council that oversees curriculum and instruction needs of the district including: school improvement, curriculum development and updating, testing, technology and staff development.
- Plan and provide necessary and meaningful staff development in-service activities that encourage successful implementation and integration of instructional technology and provide differentiated instructional practice for personalized student learning.
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- Continually monitor all curriculum areas to analyze the relevancy to our students' postsecondary choices and update to meet all student needs.
- We will recruit, develop, support and retain a high quality teaching, administrative, and student support staff to improve staff performance and enhance student achievement.
- Maintain a mentoring program for new teachers.
- Support school-based, job embedded professional development to enable staff to develop and use aligned common standards, research based instructional strategies, and formative assessments.
- Study staff and administrative quality improvement and appraisal systems that provide support and growth opportunities for all employees.
- We will build and maintain strong relationships with parents, families, the community, and businesses seeking ways to promote the school district.
- Provide monthly reports by staff on classroom activities, curriculum efforts, and student successes to the board of education.
- Participation by administrative team members in community organizations, seeking partnerships that benefit our students and educational institution.
- Maintain a community service and student leadership program at both buildings.
- Develop and maintain a district web page that provides updated information to patrons.
- Plan informational coach and parent meetings on an annual basis to maintain positive communication regarding expectations for each program.
- We will develop, implement, and maintain a scheduled plan to upgrade district technology.
- Promote technology rich classrooms and equitable access to technology district wide.
- Maintain a district technology plan for administrative/operational and instructional technology addressing changes in technology, training, support, standards, efficiencies, and funding.

(B) What measures does the district take to use and create the identification criteria for students at risk of failure? Please list.*

Re-display of the approved response from the FY18 Title I District Plan.

At risk students will be identified in the area of language arts by using AIMS Web, Wonders Assessments and PARCC data along with teacher and parent recommendation and input. We anticipate that, 75% of the identified at risk students will show a 3% growth rate in language arts, by the end of the school year with use of the AIMS Web assessment. The AIMS Web progress monitoring tool will be used to monitor individual growth on a consistent basis

throughout the school year as well.

At risk students will be identified in the area of mathematics by using AIMS Web, Engage NY and PARCC data along with teacher recommendation and input. We anticipate that, 75% of the identified at risk students will show 3% growth rate in mathematics, by the end of the year with use of the AIMS Web assessment. The AIMS Web progress monitoring tool will be used to monitor individual growth on a consistent basis throughout the school year as well.

To insure academic achievement in language arts and math assessment scores will be analyzed to determine the level of achievement. These scores will be reviewed and analyzed on a regular basis throughout the school year during data collaboration meetings. The scores of various assessments including AIMS, progress monitoring tools and classroom performance will be analyzed and put together for all interested parties to evaluate to determine the effectiveness of the program for the specific students.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

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At risk students will be identified in the area of mathematics by using AIMS Web, Engage NY and PARCC data along with teacher recommendation and input. We anticipate that, 75% of the identified at risk students will show 3% growth rate in mathematics, by the end of the year with use of the AIMS Web assessment. The AIMS Web progress monitoring tool will be used to monitor individual growth on a consistent basis throughout the school year as well.

To insure academic achievement in language arts and math assessment scores will be analyzed to determine the level of achievement. These scores will be reviewed and analyzed on a regular basis throughout the school year during data collaboration meetings. The scores of various assessments including AIMS, progress monitoring tools and classroom performance will be analyzed and put together for all interested parties to evaluate to determine the effectiveness of the program for the specific students.

(C) Please describe the additional education assistance to be provided to individual students needing additional help meeting the challenging State academic standards.*

Re-display of the approved response from the FY18 Title I District Plan.

Individual students who need additional help meeting the challenging State academic standards will be instructed in language arts with interventions such as soar to success and early success, Scholastic Read 180 and System 44, Visualizing and Verbalizing, Seeing Stars and LIPS, Jolly Phonics, Read Naturally, Six Minute Solution and Wonder Works. Students will focus on decoding, vocabulary, fluency and comprehension in a small group setting with a Title I teacher and/or reading interventionist. These students will have ongoing progress monitoring to insure academic success.

In Math, students who need additional assistance meeting the state standards will be instructed using the math core curriculum along with Number Worlds, Scholastic Fast Math, Moby Math and best practices for math interventions such as reteaching and games. These will be used in a small group setting and students will have ongoing progress monitoring throughout the instructional period.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

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In Math, students who need additional assistance meeting the state standards will be instructed using the math core curriculum along with Number Worlds, Scholastic Fast Math, Moby Math and best practices for math interventions such as reteaching and games. These will be used in a small group setting and students will have ongoing progress monitoring throughout the instructional period.

(D) Please describe the instructional and additional strategies intended to strengthen academic programs and improve school conditions for student learning and how they are implemented.*

Re-display of the approved response from the FY18 Title I District Plan.

Assessment scores of at risk students will be reviewed and analyzed often to determine the level of achievement. The scores of various assessments including AIMS, PARCC and progress monitoring tools will also be used to monitor individual growth on a consistent basis to ensure that these students are making academic progress. Weekly staff PLC meetings will be used to collaborate and look at data to improve student academic growth.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay

the approval of your plan.

([count] of 7500 maximum characters used)

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*Required Field

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Applicant: COLLINSVILLE C U SCH DIST 10

County: Madison

Title I District Plan ▼

Application: 2018-2019 Title I District Plan - 00

Cycle: Original Application

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Project Number: 19-T1Plan-00-41-057-0100-26

Consultation	Part <u>1</u>	Part <u>2</u>	Part <u>3</u>	Part <u>4</u>	Part <u>5</u>

District Plan Provisions:

See the Overview page for instructions

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards, each district plan shall complete the following sections:

2. Explain the process through which the district will identify and address any disparities that result in low-income and/or minority students being taught at higher rates than other students by ineffective, inexperienced, or out-of-field teachers.*

Re-display of the approved response from the FY18 Title I District Plan.

To insure that all students are successful learners all certified and non-certified instructional employees will receive high quality professional development in content areas, interventions, data analysis, technology integration, standards based instruction, classroom management, etc. Employees will be encouraged to attend workshops, conferences, meetings, seminars, etc. at the local, state and national levels. At the elementary level, Title I instructional coaches will support the districts goals and support teachers in the classroom when it comes to progress monitoring, modeling lessons and data analysis. Instructional coaches will also give in district training on topics the district deems important. To assure there is no disparities, professional development is a component of the yearly teacher evaluation tool that the district uses to keep track that teachers are participating in ongoing professional development.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

([count] of 7500 maximum characters used)

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3. Describe how the district will carry out its responsibilities to support and improve schools identified as comprehensive or targeted under paragraphs (1) and (2) of section 1111(d):*
Section 1111(d).

Re-display of the approved response from the FY18 Title I District Plan.

If schools are identified as comprehensive or targeted for school improvement they will participate in activities focused on helping all students achieve these goals. Every faculty and staff member is involved in a weekly PLC team that meets once a week to analyze student data, discuss student progress and any other topic that needs to be addressed.

At a district level, we have a curriculum council that looks at data for the K-6 students and determines the needs for each building to improve academic progress and insure student success.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

([count] of 7500 maximum characters used)

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Applicant: COLLINSVILLE C U SCH DIST 10

County: Madison

Title I District Plan ▼

Application: 2018-2019 Title I District Plan - 00

Cycle: Original Application

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Project Number: 19-T1Plan-00-41-057-0100-26

Consultation	Part 1	Part 2	Part 3	Part 4	Part 5

District Plan Provisions:

See the Overview page for instructions

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards, each district plan shall complete the following sections:

4. Select the poverty criteria below that will be used to rank school attendance centers. A district shall use the same measure(s) of poverty, which measure the number of children aged 5 through 17 in poverty counted in the most recent census data, with respect to ALL school attendance centers in the LEA:*

Measures of Poverty from 1113(5)(A) and (B).

- ☐ School Lunch: the number of children eligible for a free or reduced price lunch under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.),
- ☐ TANF: the number of children in families receiving assistance under the State program funded under part A of Title IV of the Social Security Act,
- ☐ Medicaid: the number of children eligible to receive medical assistance under the Medicaid Program,
- ☒ Composite: a composite of such indicators,
- ☐ Secondary School Feeder: For measuring the number of students in low-income families in secondary schools, the district shall/may use the same measure of poverty above or an accurate estimate of the number of students in low-income families in a secondary school that is calculated by applying the average percentage of students in low-income families of the elementary school attendance areas that feed into the secondary school to the number of students enrolled in such school.

5. (A) Select the types of Title I programs the district is operating in all attendance centers. *

Program Guidance

- ☐ Targeted Assistance
- ☒ Schoolwide
- ☐ Both Targeted Assistance and Schoolwide

(B) Does the district serve eligible children in an institution or community day program for neglected or delinquent children or in an adult correctional institution? *

- ☐ Yes
- ☒ No

(C) Create and upload an attachment which lists each attendance center/school, by applicable program.*

For convenience and consistency, please download the excel template and complete each applicable column. To facilitate future amendments, save the completed document using the district RCDT code and the word Original or Amendment within the name of the file. (example: 88-888-8888-88 Original)

Excel Template

To Upload: Browse your fields to locate the required document. Double click to display it in the Browser window. Click on the Upload button. The name of the uploaded document will display in the green bordered area below.*

[Choose File](#) No file chosen

Any uploaded files will appear below. Ensure naming conventions have been applied for differentiation. Files can be deleted by selecting the document to be deleted and clicking on the Delete Selected Files button below. Note: file uploads can only be deleted prior to submission to ISBE.

 RCDTS Codes.xlsx

Check the box below, as appropriate.

- ☒ Upload file represents an original listing of attendance centers.
☐ Upload file represents an amendment to the attendance centers previously uploaded.

(D) Describe, in general, the targeted assistance (section 1115) and/or schoolwide programs (section 1114) the district will operate, as well as the goal of those programs. Where appropriate, please explain educational services outside such schools for children living in local institutions or community day programs for neglected or delinquent children.*

Section 1114 and 1115

Re-display of the approved response from the FY18 Title I District Plan.

Schoolwide Approach--All Elementary Building Attendance Centers in the Title I Grant which include Caseyville Elementary, Jefferson Elementary, Summit Elementary, Twin Echo Elementary, Webster Elementary, Renfro Elementary and Kreitner Elementary receive 30-45 minutes of pull-out instruction provided by a Title I Teacher (paid for by the grant) in Reading 5 days a week to Tier 3 students (lowest performing students) at the K-4 grade levels

Math-Title I grant funds 30 minutes of pull-out instruction provided by a Title I Teacher (paid for by the grant) in Math 2 days a week to Tier 3 (lowest performing students) students at the K-4 grade levels

Extended Day Tutoring Program (provided by Title funds) provides after school tutoring 2 days a week for 45 minutes to give extra support to students in reading and math at the K-4 elementary buildings listed above.

In addition, the Collinsville School District as an alternative school that serves Kindergarten through high students which is Hollywood Heights School. At Hollywood Heights the curriculum has elements that focus on improving student self esteem, fostering growth of individuality and enhancing social skills. In addition, the school is more flexible in their organization and administration, which allows for more variety in educational programs.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

([count] of 7500 maximum characters used)

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*Required Field

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Applicant: COLLINSVILLE C U SCH DIST 10

County: Madison

Title I District Plan ▼

Application: 2018-2019 Title I District Plan - 00

Cycle: Original Application

[Click to Return to Application Select](#)

Project Number: 19-T1Plan-00-41-057-0100-26

Consultation	Part 1	Part 2	Part 3	Part 4	Part 5

District Plan Provisions:

See the Overview page for instructions

To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards, each district plan shall complete the following sections:

6. Describe the services the district will provide homeless children and youth, including services provided with funds reserved to support the enrollment, attendance, and success of homeless children and youth, in coordination with the services the district is providing under the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11301 et seq.).*

Re-display of the approved response from the FY18 Title I District Plan.

With Title funds, the district provides school supplies, clothing needs and food to homeless children to ensure they are healthy and safe. In addition, with use funds to provide transportation to school for homeless children who are having difficulty getting to school.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

([count] of 7500 maximum characters used)

With Title funds, the district provides school supplies, clothing needs and food to homeless children to ensure they are healthy and safe. In addition, with use funds to provide transportation to school for homeless children who are having difficulty getting to school.

7. Describe the approaches the district will use to include parents and family members in the development of LEA plans, so that the plans and related activities represent the needs of varied populations.*Sec 1116

Re-display of the approved response from the FY18 Title I District Plan.

The Collinsville School District addresses the importance of communication between teachers and parents on an ongoing basis through Parent-teacher conferences in elementary schools, at least annually, during which the parent compact shall be discussed as the compact relates to the individual child's achievement. In addition, frequent reports to parents on their children's progress should be conducted throughout the year. Lastly, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities should be allow at each building.

To insure Parent Involvement throughout the year, we send home the Title I Parent Compacts to let families know that we are dedicated to parent involvement as well as the importance of it to their child's academic progress.

The Title I Department will create a Parent Needs Survey that will address many different topics and areas of the district. This data will be analyzed and the plans will reflect the needs of the parents. In addition, parent involvement activities take place district wide throughout the school year that give parents a opportunity to express the needs that they feel need to be address by the district.

Some of the parent opportunities that are offered throughout the year, is a Gear up for Reading Event. At this event, we team up with the local Fire Department to promote fire safety and the love of reading. We give out fire prevention books to the children and provide a Title I brochure to the parents telling them all about our Title services in each building and how they can help their child academically at home.

In the Spring, we promote our Little Libraries (funded by Title) to encourage children to read whenever they are not in school. We host an event to introduce the libraries and their locations. At the event, we also provide the parents with our Title I brochure as well as some free books for the kids.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

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8. If applicable, please describe how the district will support, coordinate, and integrate services provided under this part with early childhood education programs at the district or individual school level, including plans for the transition of participants in such programs to local elementary school programs. If the district does not offer early childhood education programs, please state so below:*

Re-display of the approved response from the FY18 Title I District Plan.

The district early childhood programs and title programs collaborate on an ongoing basis. The district pre-k coordinator and title coordinator collaborate in regards to children transitioning from the early childhood program to kindergarten. The early childhood programs offer spring conferences for those students and families who will be entering kindergarten for that school year. The purpose of the conferences is to update families on their child's progress and explain what kindergarten may look like for their children. Teachers also discuss what possible expectations kindergarten teachers may have.

The early childhood and title departments also work at helping publicize kindergarten enrollment and registration dates for transitioning families in the community. In addition both departments host collaborating family involvement events throughout the school year.

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The early childhood and title departments also work at helping publicize kindergarten enrollment and registration dates for transitioning families in the community. In addition both departments host collaborating family involvement events throughout the school year.

9. How will the district facilitate effective transitions for students from middle grades to high school and from high school to postsecondary education including, if applicable: (A) Through coordination with institutions of higher education, employers, and other local partners;* and (B) through increased student access to early college, high school or dual or concurrent enrollment opportunities, or career counseling to identify student interests and skills.*

Re-display of the approved response from the FY18 Title I District Plan.

The district vertically aligns its curriculum to meet the needs of students as they progress from one grade level to the next. Students are assessed using the same assessment methods from middle school to high school and student data is tracked throughout their educational career. As students enter high school, they are given a career interest survey to evaluate their strengths and interests and to set goals for graduation. The high school offers vocational classes, cooperative work programs, and dual credit courses from area colleges. We have full time counselors available to assist students with their career goals and prepare them for college and career readiness.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

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- 10. In schools operating a targeted assistance program, please describe the objective criteria the district has established to identify the target populations, AND how teachers and school leaders will include parents, administrators, paraprofessionals, and instructional support personnel in their identification of the target population.***

Re-display of the approved response from the FY18 Title I District Plan.

All of our Title I schools are school wide schools that operate under school wide Title guidelines.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

([count] of 7500 maximum characters used)

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*Required Field

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Applicant: COLLINSVILLE C U SCH DIST 10

County: Madison

Title I District Plan ▼

Application: 2018-2019 Title I District Plan - 00

Cycle: Original Application

[Click to Return to Application Select](#)

Project Number: 19-T1Plan-00-41-057-0100-26

Consultation	Part 1	Part 2	Part 3	Part 4	Part 5
District Plan Provisions: See the Overview page for instructions To ensure that all children receive a high-quality education, and to close the achievement gap between children meeting the challenging State academic standards and those children who are not meeting such standards, each district plan shall complete the following sections: 11. The process through which the districts will (i) reduce incidences of bullying and harassment, (ii) reduce the overuse of discipline practices that remove students from the classroom, and (iii) reduce the use of aversive behavioral interventions that compromise student health and safety; disaggregated by each subgroup of student as defined:* (I) each major racial and ethnic group; (II) economically disadvantaged students as compared to students who are not economically disadvantaged; (III) children with disabilities as compared to children without disabilities; (IV) English proficiency status; (V) gender; and (VI) migrant status. Re-display of the approved response from the FY18 Title I District Plan. At the elementary, middle and high school levels are district effectively enforces a school based disciplinary management style to keep school and school-related activities free of disruption of any incidences. The behavior management system is dependent upon the following: STUDENTS - Adhere to classroom, school, and district rules and regulations for behavior and good conduct. PARENTS - Support classroom rules for student's behavior and ensure that their children conduct themselves according to district standards. - Provide the appropriate school personnel with any student information that will affect the student's ability to learn and/or the student's behavior. - Read, acknowledge, and understand the rules applicable to their children's conduct while they are at school or school related activities. TEACHERS - Establish classroom management procedures that concentrate on good student conduct and support school and district policies and procedures. ADMINISTRATORS - Develop with all members of the school community an effective school-based discipline management system that promotes and maintains the support of good student behavior. BOARD OF EDUCATION - Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, the school, bus transportation, or any school related activity and may include persistent misbehavior. Persistent shall be defined as more than one repeated instance of administrative infraction. An administrator may find, on basis of the facts and circumstance of the case, that a student that may benefit in an alternative educational setting. Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan. ([count] of 7500 maximum characters used) At the elementary, middle and high school levels are district effectively enforces a school based disciplinary					

management style to keep school and school-related activities free of disruption of any incidences. The behavior management system is dependent upon the following:

STUDENTS

-Adhere to classroom, school, and district rules and regulations for behavior and good conduct.

PARENTS

- Support classroom rules for student's behavior and ensure that their children conduct themselves according to district standards.

- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and/or the student's behavior.

- Read, acknowledge, and understand the rules applicable to their children's conduct while they are at school or school related activities.

TEACHERS

- Establish classroom management procedures that concentrate on good student conduct and support school and district policies and procedures.

ADMINISTRATORS

- Develop with all members of the school community an effective school-based discipline management system that promotes and maintains the support of good student behavior.

BOARD OF EDUCATION

- Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, the school, bus transportation, or any school related activity and may include persistent misbehavior. Persistent shall be defined as more than one repeated instance of administrative infraction. An administrator may find, on basis of the facts and circumstance of the case, that a student that may benefit in an alternative educational setting.

12. If applicable, please describe the district's support for programs that coordinate and integrate the following:*

(A) Academic and career and technical education content through coordinated instructional strategies, that may incorporate experimental learning opportunities and promote skills attainment important to in-demand occupations or industries in the State; and

(B) work-based learning opportunities that provide students in-depth integration with industry professionals and, if appropriate, academic credit.

Re-display of the approved response from the FY18 Title I District Plan.

Our high school students have the opportunity to participate in the Collinsville Area Vocational Center. It is a two year, public vocational training center for Junior and Senior high school students. Students are drawn from nine area high schools and attend 2 1/2 hour classes taught by instructors who have many hours of actual work experience in their fields. Each program area is designed to emphasize proper work habits, employable skills, and career opportunities, as well as give students a work environment related to their chosen fields. Many of our programs have dual credit and/or articulation agreements with the community colleges, where many of our graduates continue their education.

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13. How will the district fulfill the following:

(A) Describe how the district will identify and serve gifted and talented students by using objective criteria.*

Re-display of the approved response from the FY18 Title I District Plan.

As a district we identify gifted and talented students by using assessments and strategies to ensure students with high potential are identified. Once they are identified we differentiated instruction for them by condensing, modifying, or streamlining the regular curriculum to reduce repetition of previously mastered material. We also compact what students already know to allow time for acceleration or enrichment beyond the basic curriculum for students who would otherwise be simply practicing what they already know.

At our high school the students have an opportunity to enroll in Advanced Prep Classes which allow placing students

with similar abilities and/or performance together for instruction for more appropriate, rapid, and advanced instruction, which allows them to advance quickly academically.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

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At our high school the students have an opportunity to enroll in Advanced Prep Classes which allow placing students with similar abilities and/or performance together for instruction for more appropriate, rapid, and advanced instruction, which allows them to advance quickly academically.

(B) What are the measures the district takes in assisting schools in developing effective school library programs that provide students an opportunity to develop digital literacy skills and improve academic achievement?*

Re-display of the approved response from the FY18 Title I District Plan.

The measures the district takes in assisting schools in developing effective school library programs that provide students an opportunity to develop digital literacy skills and improve academic achievement are in all of our Elementary buildings we have Promethean boards that teachers use to display digital books, online interactive reading programs such as Moby Max and our Wonders reading curriculum allows the children to read a variety of materials online as well.

At the Middle School and High School levels are librarians have provided research and digital literacy presentations at the request of teachers and our high school offers a freshman orientation to familiar all new students with the digital components of the library to promote academic achievement.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

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At the Middle School and High School levels are librarians have provided research and digital literacy presentations at the request of teachers and our high school offers a freshman orientation to familiar all new students with the digital components of the library to promote academic achievement.

(C) Describe the approach of the district in developing and supporting the arts (music, dance, and other fine arts) to provide students an opportunity to develop an appreciation of the arts and improve academic achievement.*

Re-display of the approved response from the FY18 Title I District Plan.

The approach that the district uses to develop and support the arts to insure that students have an opportunity to develop an appreciation of the arts is to teach students how to look at, understand, appreciate, and be comfortable around art. The goal is to increase visual literacy by expanding the student's vocabulary, strengthening observation skills and communication skills to provide cross-curricular tie-ins where possible.

To make sure academic achievement is taking place, we have music classes at all our elementary buildings and at our intermediate center. At the middle school and high school levels, students can participate in band, vocal classes as well as several dance opportunities throughout the school year. We also have weekly team PLC meetings where teachers can discuss and analyze academic progress in areas that need to be improved upon.

Review the information from your FY18 Plan displayed above. Copy the text into the text area below. Make necessary changes and save the page. DO NOT use special characters, 'see above', or n/a as this will delay the approval of your plan.

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10.4. Approval of Resolution Authorizing
Purchase of Certain Real Property

10.5. Approval of 2018-19 Student Accident
Insurance

BOARD AGENDA
April 16, 2018

TO: Dr. Robert E. Green, Superintendent of Schools

FROM: Uta Robison, Chief School Business Official

DATE: April 16, 2018

RE: 2018-19 Student Accident Insurance



We have received renewal rates for the student accident insurance coverage for the 2018-19 school year. The coverage remains the same as the current year (\$25,000 maximum per occurrence with limitations). The coverage is with K&H Insurance Group, Inc. and underwritten by Nationwide Life Insurance Company.

Attached for your review is a list of the 2018-19 renewal rates.

I recommend approval of the following suggested motion:

“I move that the student accident insurance policy with
K&K Insurance Group, Inc. and underwritten by Nationwide Life Insurance
Company for 2018-19 be approved as presented in Exhibit E-10.5.”

ss

Attachment

K-12 Student Accident Insurance **Enroll Online**

www.studentinsurance-kk.com



Worried about paying for your child's medical care if an accident should happen? K&K's student accident insurance can help.

K-12 Accident Plans available through your school:

- *At-School Accident Only*
- *24-Hour Accident Only*
- *Extended Dental*
- *Football*

How to Enroll Online

Enrolling online is easy and should take only a few minutes. Go to **www.studentinsurance-kk.com** and click the **"Enroll Now"** button.

1. Start by telling us the name of the school district and state where your child attends school.
2. We'll request each student's name and grade level.
3. You'll see the available plans and their rates. Select your coverage and continue to the next step.
4. We'll request information about you, like your name and email address.
5. Next, you'll enter information about the child or children to be covered.
6. Enter your credit card or eCheck payment information.
7. Finally, print out a copy of the confirmation for your records.

For further details of the coverage including costs, benefits, exclusions, any reductions or limitations and the terms under which the policy may be continued in force, please refer to www.studentinsurance-kk.com. Student is able to purchase the coverage only if his/her school district is a policyholder with the insurance company.

¿Le preocupa tener que pagar la atención médica de su hijo si ocurre un accidente? El seguro contra accidentes para estudiantes de K&K puede ayudarlo.

Planes de cobertura en caso de accidente para K-12 disponibles a través de su escuela:

- *Sólo accidentes en la escuela*
- *Sólo accidentes, 24 horas*
- *Dental extendido*
- *Fútbol*

Cómo inscribirse en línea

Inscribirse en línea es fácil y sólo le tomará unos pocos minutos. Visite **www.studentinsurance-kk.com** y haga clic en el botón **"Enroll Now"** ("Inscribirse ahora").

1. Comience por decirnos el nombre del distrito escolar y el estado en el que su hijo(a) va a la escuela.
2. Solicitaremos el nombre y el grado de cada uno de los estudiantes.
3. Verá los planes disponibles y sus tarifas. Seleccione su cobertura y continúe con el siguiente paso.
4. Le solicitaremos información sobre usted, como su nombre y dirección de correo electrónico.
5. Después, ingresará la información acerca del niño o niños que recibirá(n) cobertura.
6. Ingrese la información de pago de su tarjeta de crédito o eCheck.
7. Finalmente, imprima una copia de la confirmación para sus registros.

Para obtener más detalles sobre la cobertura, incluidos costos, beneficios, exclusiones y reducciones o limitaciones y los términos en virtud de los cuales esta póliza podría continuar en vigencia, consulte www.studentinsurance-kk.com. Los estudiantes pueden comprar la cobertura únicamente si su distrito escolar es titular de una póliza con la compañía de seguros.

2018-2019 Student Accident Coverage

Serviced by: **K&K Insurance Group, Inc.** Phone: 855-742-3135

Remember to visit our website for faster enrollment: www.studentinsurance-kk.com
Online Enrollment—Secured Accident Coverage can be purchased any time throughout the year.

ACCIDENT ONLY COVERAGE: The Policy provides benefits for loss due to a covered Injury up to the Maximum Benefit of \$25,000 for each Injury. Provided that treatment by a qualified, licensed Physician begins within 60 days from the date of Injury, benefits will be paid for Covered Medical Expenses incurred within 52 weeks from the date of Injury up to the Maximum Benefit per service as shown below.

SCHEDULE OF BENEFITS: *Maximum Benefits Paid As Specified Below. Medically Necessary and Reasonable Charges are based on the 75th percentile.*

Compare and Choose	Low Option Accident Only	High Option Accident Only
Maximum Benefit:	\$25,000 (For Each Injury)	\$25,000 (For Each Injury)
Deductible:	\$0	\$0
Inpatient		
Room & Board:	Up to \$150 per day/ Semi-private room rate	80% of Reasonable Charges/ Semi-private room rate
Hospital Miscellaneous:	\$600 maximum per day	\$1,200 maximum per day
Registered Nurse:	75% of Reasonable Charges	100% of Reasonable Charges
Physician's Visits: (Benefits are limited to one visit per day and do not apply when related to surgery)	\$40 first day/\$25 each subsequent day	\$60 first day/\$40 each subsequent day
Outpatient		
Day Surgery Miscellaneous:	\$1,000 maximum	\$1,200 maximum
Physician's Visits: (Benefits are limited to one visit per day and do not apply when related to surgery or physiotherapy)	\$40 first day/ \$25 each subsequent day	\$60 first day/ \$40 each subsequent day
Outpatient Physical Therapy: (Benefits are limited to one visit per day)	\$30 first day/\$20 each subsequent day/ 5 days maximum	\$60 first day/\$40 each subsequent day/ 5 days maximum
Emergency Room Services: (Treatment must be rendered within 72 hours from the time of the injury)	\$150 maximum	\$300 maximum
X-Rays:	\$200 maximum	\$600 maximum
Diagnostic Imaging Services:	\$300 maximum	\$600 maximum
Laboratory:	\$50 maximum	\$300 maximum
Prescription Drugs:	\$75 maximum	\$200 maximum
Injections:	No Benefits	No Benefits
Orthopedic Braces & Appliances:	\$75 maximum	\$140 maximum
Inpatient and/or Outpatient		
Surgery Fees: (Limited to primary procedure per injury)	\$1,000 maximum	\$1,200 maximum
Anesthetist:	20% of Surgery Allowance	25% of Surgery Allowance
Assistant Surgeon:	20% of Surgery Allowance	25% of Surgery Allowance
Ambulance:	\$300 maximum	\$800 maximum
Consultant:	\$200 maximum	\$400 maximum
Dental Treatment due to Injury to Teeth: (For Injury to sound, natural teeth only)	\$10,000 maximum per policy term	\$10,000 maximum per policy term
Replacement of Eye Glasses, Contact Lenses or Hearing Aids that are broken as a result of a Covered Injury:	100% of Reasonable Charges	100% of Reasonable Charges
Durable Medical Equipment:	No Benefits	No Benefits
Maternity:	No Benefits	No Benefits
Complication of Pregnancy:	No Benefits	No Benefits

Expenses for the following are not covered: Prosthetic Devices, Mental and Nervous Disorders, Home Health Care, Injections.

This policy contains an excess provision. Benefits will not be paid under the Basic Accident Medical Expense for Covered Expenses to the extent that they are collectible under another Health Care Plan.

*Details of these benefits may be found in the Master Policy on file at the School District. **NOTE:** This is a brief summary of the benefits and not a contract. A Master Policy has been provided to your school district that contains all of the provisions, limitations and exclusions and qualifications of the insurance benefits. The Master policy is the contract and will govern and control the payment of benefits.*

Choose Your Coverage Plan: *One-Time Payment For Accident Coverage*

PLEASE NOTE - FOR COVERAGE PLANS LISTED BELOW

Coverage Effective Date: A person's coverage takes effect at the later of the date his or her completed application and premium is received by the company or the effective date of the policy issued to his or her school or school district.

Coverage Termination Date: Coverage ends on the earlier of the date his or her coverage has been in force for twelve months or the first day of the next school year. All coverage ceases if the policyholder cancels the policy or when the person ceases to be eligible. Termination of coverage for any reason will not affect a claim which occurs before coverage ends.

	Low Option	High Option
24-Hour Accident (Students & Employees) Around-the-clock/anywhere in the world. Before, during and after school. Weekends, vacation and all summer including summer school. School sponsored and extracurricular sports excluding High School Football.	\$105.00	\$154.00
24-Hour Accident (Summer Only Coverage, Students Only) Summer begins on the first day after the school year ends. Summer ends the first day of the next school year.	\$36.00	\$48.00
At-School Accident (Students & Employees) During the regular school term, on school premises while school is in session. Direct and uninterrupted travel to and from home and scheduled classes. School Sponsored and supervised activities and sports excluding High School Football. Travel to and from school sponsored and supervised activities and sports while in a school furnished or approved vehicle.	\$29.00	\$37.00
High School Football (Full Year) Play or practice of regularly scheduled football. Consult your Athletic Department for enrollment instructions.	\$171.00	\$284.00
High School Football (Spring Only Rates) For new players who participate in spring training and not already insured under Football Coverage. Sports seasons are defined by your state high school athletic association.	\$74.00	\$120.00
High School Football and At-School Accident (Covers all athletics)	\$200.00	\$321.00
High School Football and 24-Hour Accident (Covers all athletics)	\$276.00	\$438.00

Facts about the Policy

1. WHO IS ELIGIBLE: students of the policyholder who make the required premium contribution for the coverage selected are eligible. Student status continues after graduation and between school years unless the person enrolls at a different school district.
2. The Master Policy on file with the school district is a non-renewable policy.
3. This is a limited benefit policy.
4. COVERAGE EFFECTIVE DATE: A person's coverage takes effect at the later of the date his or her completed application and premium is received by the company or the effective date of the policy issued to his or her school or school district.
5. COVERAGE TERMINATION DATE: Coverage ends on the earlier of the date his or her coverage has been in force for twelve months or the first day of the next school year.
All coverage ceases if the policyholder cancels the policy or when person ceases to be eligible. Termination of coverage for any reason will not affect a claim which occurs before coverage ends.
6. LATE ENROLLMENT: Coverage may be purchased at any time during the school year. There is no premium reduction for any individual who enrolls late in the year
7. CANCELLATION: Coverage under the Policy will not be cancelled, and accordingly, premiums may not be refunded after acceptance by the Company. However, a pro-rata refund of premium shall be made in the event a Covered Person enters the Military Service.
8. STUDENT TRANSFER: The policy continues to be in force anywhere in the world if the Covered Person should relocate prior to the expiration of coverage.

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Enroll online at:

www.StudentInsurance-kk.com

or by mail using attached enrollment form.

1. Complete and detach the enrollment form.
2. Make check or money order payable to Nationwide Life Insurance Company. Do not send cash. The Company is not responsible for cash payments.
3. Write your child's name on your check or money order.
4. Mail completed enrollment form with payment back to:
**K&K Insurance Group,
P.O. Box 2338
Fort Wayne, IN 46801-2338**
5. Your cancelled check, credit card billing, or money order stub will be your receipt and confirmation of payment.
6. Keep this brochure for future reference.
Individual policies will not be sent to you.

Privacy Policy

We know that your privacy is important to you and we strive to protect the confidentiality of your nonpublic personal information. We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted or required by law. We believe we maintain appropriate physical, electronic and procedural safeguards to ensure the security of your nonpublic personal information.

Administered by:

K&K Insurance Group, P.O. Box 2338,
Fort Wayne, IN 46801-2338

 Cut out card and retain for your records

STUDENT INSURANCE CARD

Student's Name _____

If premium has been paid, the student whose name appears above has been insured under a Policy issued to:

School District: _____

Accident Only Coverage: ☐ 24-HOUR ☐ 24-HOUR (Summer Only Coverage)

☐ AT-SCHOOL ☐ FOOTBALL ☐ FOOTBALL (Spring Only)

Paid by Check # _____ Amount Paid: _____ Date Paid: _____

Policy # _____

Underwritten by: Nationwide Life Insurance Company
Claims Questions: K&K Insurance Group, Inc.
1712 Magnavox Way • Fort Wayne, IN 46801 • 800-237-2917

Policy Exclusions and Limitations for Accident Only Coverages

The following exclusions apply to any and all Benefits and any applicable Riders, unless otherwise specifically referenced. **We will not pay Benefits for:**

1. An Injury or Loss that is:
 - a. caused by war or any act of war, declared or undeclared, whether civil or international, or any substantial armed conflict between organized forces of military nature (which does not include acts of terrorism);
 - b. caused while the Insured is serving full-time active duty (more than 31 days) in any Armed Forces;
 - c. caused by participating in a riot or violent disorder;
 - d. the result of an Insured's taking part in committing or attempting to commit a felony, or engaging in any unlawful act or illegal occupation, or committing or provoking an unlawful act;
 - e. the result of the Insured being under the influence of any drug, narcotic, intoxicant or chemical (unless prescribed by a Physician and taken according to the Physician's instructions) as defined by the law of the jurisdiction in which the Accidental Injury occurred. Conviction is not necessary for determination of being "under the influence."; or
 - f. intentionally self-inflicted, including suicide or attempt thereof, while sane or insane.
2. An Injury or Loss that is the result of travel or flight (including getting in or out, on or off) in any aircraft except solely as a fare-paying passenger in a commercial aircraft, or as a passenger in a Policyholder chartered aircraft, provided such aircraft has a valid and current airworthiness certificate and is operated by a duly licensed or certified pilot, and while such aircraft is being used for the sole purpose of transportation and such travel is listed as a Covered Activity in the Schedule of Benefits.
3. Any Accident where the Insured is the operator and does not possess a current and valid motor vehicle operator's license (except in a Driver's Education Program).
4. An Accident that occurs while:
 - a. participating in any hazardous activities, including the sports of snowmobile, ATV (all terrain or similar type wheeled vehicle), personal watercraft, sky diving, scuba diving, skin diving, hang gliding, cave exploration, bungee jumping, parachute jumping or mountain climbing;
 - b. riding, driving, or testing a motorized vehicle used in a race or speed contest, sport, exhibition work or test driving. Motorized Vehicle for purposes of this provision means any self-propelled vehicle or conveyance, including but not limited to automobiles, trucks, motorcycles, ATV's, snow mobiles, tractors, golf carts, motorized scooters, lawn mowers, heavy equipment used for excavating, boats, and personal watercraft. Motorized Vehicle does not include a Medically Necessary motorized wheelchair, unless such activity is specifically listed as a Covered Activity in the Schedule of Benefits.
5. Medical or surgical treatment, diagnostic or preventative care of any Sickness, except for treatment of pyogenic infection that results from an Accidental Injury or a bacterial infection that results from the Accidental ingestion of contaminated substances.
6. Any Heart or Circulatory Malfunction, whether or not known or diagnosed, except as may be otherwise covered under the Policy or unless the immediate cause of such malfunction is external trauma.

Additional exclusions for the Accident Medical Expense Benefit and any applicable Riders: **We will not pay Benefits for:**

1. Expenses Incurred for services or treatment rendered by a Physician, Nurse or any other Provider who is:
 - a. employed or retained by the Policyholder, or its subsidiaries or affiliates;
 - b. the Insured, or the Insured's Family Member.
2. Expenses Incurred for charges which the Insured would not have to pay if he/she did not have insurance or for which no charge is made.
3. Expenses Incurred for charges which are in excess of Reasonable Charges.
4. That part of medical expenses payable by any automobile insurance Policy without regard to fault.
5. Expenses Incurred for any treatment that is considered to be experimental by the American Medical Association (AMA) or the American Dental Association (ADA).
6. Expenses Incurred for the examination, prescription, purchase, or fitting of eyeglasses, contact lenses, or hearing aids, unless Injury has caused impairment of sight or hearing or unless repair or replacement of existing eye glasses, contact lenses or hearing aids is necessary as a result of a covered Injury.
7. Expenses Incurred for new, or repair or replacement of, dentures, bridges, dental implants, dental bands or braces or other dental appliances, crowns, caps, inlays or onlays, fillings or any other treatment of the teeth or gums, except as a result of Injury up to the Dental Maximum shown in the Schedule of Benefits, if applicable.
8. Expenses Incurred for personal comfort or convenience items including, but not limited to, Hospital telephone charges, television rentals, or guest meals.
9. Expenses Incurred for or in connection with Custodial Care, unless otherwise specified in the Schedule of Benefits.
10. Expenses Incurred for supervision of an anesthetist.
11. Expenses Incurred for Durable Medical Equipment rental in excess of the purchase price.
12. Expenses Incurred for subsequent repairs and replacement of prosthetic devices.
13. Expenses Incurred for any condition covered by any Workers' Compensation Act, Occupational Disease law or similar law.

Accident Only Definitions:

Injury A bodily injury which is:

1. directly and independently caused by specific Accidental contact with another body or object;
2. a source of loss that is sustained while the Insured Person is covered under this Policy and while he or she is taking part in a Covered Activity.

For all Benefits, Injury includes Heart and Circulatory

Malfunction, subject to the following conditions:

1. Malfunction must occur before age 65 while the Insured is taking part in a Covered Activity; and

2. The symptom(s) of such malfunction(s) is (are) first medically treated while the Policy is in force with respect to the Insured and within 48 hours of having taken part in a Covered Activity; and
3. Such Insured has not, within one year prior to the date of participation in the Covered Activity, been medically diagnosed with, or received any medication for, any myocardial infarction, angina pectoris, coronary thrombosis, hypertension, heart attack, or a cerebral vascular incident.

For the Accident Medical Expense Benefit, Injury also includes repetitive motion injuries resulting from participation in a Covered Activity. Repetitive motion injuries are injuries such as, but not limited to, strains, sprains, hernias, tennis elbow, tendonitis, bursitis, and muscle tears. The repetitive motion injury must be diagnosed by a Physician and occur within 30 days of participation in a Covered Activity.

All Injuries sustained in one Accident, including all related conditions and recurrent symptoms of these Injuries will be considered as one Injury.

Accidental Death & Specific Loss Benefits:

The Aggregate Limit is \$500,000 and is the maximum amount payable for claims incurred for all Insureds under the Policy which are caused by any one Incident that occurs when the Policy is in force. If this limit is not sufficient to pay the total of all such Claims, then the Benefit payable to any one Insured will be determined in proportion to our total aggregate limit of liability. This Aggregate Limit of Liability applies only to Accidental Death and Specific Loss Benefits.

Life	\$10,000
Both arms or both legs	\$10,000
Both hands and both feet	\$10,000
One arm and one leg	\$10,000
One hand and one foot	\$10,000
Either both hands or both feet	\$10,000
Speech and hearing in both ears	\$10,000
The sight of both eyes	\$10,000
The sight of one eye and either one hand or one foot	\$10,000
Either one arm or one leg	\$7,500
Either one hand or one foot	\$5,000
Speech or hearing in both ears	\$5,000
Sight of one eye	\$5,000
Hearing in one ear	\$2,500
Both the thumb and index finger of one hand	\$2,500

Enroll online for quicker service at www.StudentInsurance-kk.com
or complete and mail this form

Enrollment Form (School Year 2018-2019)

Student's Last Name: _____
Student's First Name: _____
Student's Middle Name: _____ Date of Birth: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Name of School District (required): _____
Name of School: _____
Grade Level: ☐ Pre-K/Headstart ☐ Kindergarten/Elementary ☐ Middle School ☐ High School/Above
Signature of Parent or Guardian: _____
Date: _____ Email Address: _____ Phone Number: _____

Student Insurance Plan Options — Check Your Selection:

Accident Only Coverage Plans

24-HOUR

24-HOUR Summer Only

AT-SCHOOL

HIGH SCHOOL FOOTBALL COVERAGE Full Year

HIGH SCHOOL FOOTBALL COVERAGE Spring Only
For New Players

HIGH SCHOOL FOOTBALL and AT-SCHOOL
Covers all athletics

HIGH SCHOOL FOOTBALL and 24-HOUR
Covers all athletics

Low Option

☐ \$105.00

☐ \$36.00

☐ \$29.00

☐ \$171.00

☐ \$74.00

☐ \$200.00

☐ \$276.00

High Option

☐ \$154.00

☐ \$48.00

☐ \$37.00

☐ \$284.00

☐ \$120.00

☐ \$321.00

☐ \$438.00

Enclose check for total payment payable to: Nationwide Life Insurance Company. Checks, money orders, or credit cards accepted.

DO NOT SEND CASH

TOTAL ENCLOSED: \$ _____

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Mail this completed form with payment back to: K&K Insurance Group, P.O. Box 2338, Fort Wayne, IN 46801-2338

Complete this section only if you wish to pay with a Credit Card

Full name as it appears on card

First Name: _____ MI: _____ Last Name: _____

Billing Address (if different than above)

Street # _____ Address _____ Apt # _____

City: _____ State: _____ Zip: _____

Card Number: Expiration Date: Month: Year:

Cardholder signature: _____

Company does not issue refunds nor accept responsibility for cash payments. (Rejection of check or credit card by bank for any reason, will invalidate insurance.)



Add **www.studentinsurance-kk.com** to your school's website

Adding a link to your school's website may make it easier for parents to enroll their students in your endorsed student insurance plan. Our website, www.studentinsurance-kk.com, provides easy online enrollment. You can choose from simply adding a simple text link or something more descriptive

Suggested samples for adding www.StudentInsurance-KK.com to your school/district website:

As you select a listing from the samples below, please set up your choice with a hyperlink to <http://www.studentinsurance-kk.com>

1. Simple Text Options (with hyperlink)

example a. **Enroll in Student Insurance Here**

example b. **Quote/Buy Student Insurance Online**

2. Descriptive Text Options (with hyperlinks)

example a. **Student Accident Insurance** and the following paragraph either directly below or as a popup option. The paragraph also contains 2 hyperlink options (in bold).

*Our school/district has selected the **Student Insurance Plan** from K&K Insurance Group to make reliable coverage available to parents. If you don't have other insurance, this plan may be a resource to consider. Additionally, even if you have other coverage, this plan can help fill expensive "gaps" caused by deductible and co-pays. Coverage may be purchased at any time during the school year by visiting www.studentinsurance-kk.com.*

example b. **Student Accident Insurance** and the following paragraph either directly below or as a popup option. The paragraph also contains 1 hyperlink option (in bold).

*Our school/district has selected the **Student Insurance Plan** from K&K Insurance to make reliable coverage available to parents. Coverage may be purchased at any time during the school year by visiting www.studentinsurance-kk.com.*

If you do not have the ability to add links to your website, simply pass this sheet along to the technology team responsible for your school/district website. You may encourage individual schools to add this to their own sites as well. If you need additional assistance, please send an email to info@studentinsurance-kk.com.

10.6. Naming Depositories for 2018-2019

BOARD AGENDA
April 16, 2018

TO: Dr. Robert E. Green, Superintendent of Schools

FROM: Uta Robison, Chief School Business Official 

DATE: April 16, 2018

RE: Naming Depositories (2018-2019)

We need to approve the depositories for district funds. All current depositories are identified in the recommended motion. Approving these depositories does not preclude changing depositories at a future date.

I recommend approval of the following suggested motion:

“I move that the depositories for school funds be:

The Bank of Edwardsville
UMB Bank
U.S. Bank
FCB Bank
Collinsville Building and Loan Association
First Collinsville Bank
Best Hometown Bank was (Home Federal Savings & Loan)
Illinois School District Liquid Asset Fund Plus (ISDLAF+)
Illinois Public Treasurer’s Investment Pool
PMA Securities, Inc.”

10.7. Approval of Bid for Caseyville Elementary
School Vestibule

BID TABULATION**FGM Architects**

Signed:

Project Name:**SECURE ENTRANCE VESTIBULE - CASEYVILLE ELEMENTARY
SCHOOL**

Witness #1:

Mike Hollingshead, CUSD

Witness #2:

Arthur Hayhurst, FGM**Project Number:**14-1881.02

Date:

April 12, 2018

Contractor	Bid Bond	Addenda		Base Bid (Includes Allowance of \$10,000)			Comments
		1					
Millennium Construction	X	X		\$ 128,728.00			
R & W Builders	X	X		\$ 144,000.00			
Calhoun Construction	X	X		\$ 146,770.00			

- 10.8. Approval of Resolution Authorizing Purchase of Certain Real Property
- 10.9. Discussion of Evidence Based Funding/Site Based Reporting

11. Closed Session

12. Personnel

- 12.1. Certified Employee Resignation
- 12.2. Non-Certified Employee Resignation
- 12.3. Title I Tutor Recommendation for Employment
- 12.4. Non-Certified Employee Recommendation for Employment
- 12.5. Certified Employee Recommendation for Employment
- 12.6. Recommendation for Fall Coaches at Collinsville High School
- 12.7. Part-Time to Full Time Recommendation for Employment
- 12.8. Motion to Post Position
- 12.9. Recommendation for Winter Coaches at Collinsville High School
- 12.10. Certified Part-Time to Full Time Recommendation
- 12.11. Motion to Post Certified Position
- 12.12. Motion to Employ Safety Patrol and Crossing Guards for the 2018-19 School Year
- 12.13. Motion to Approve Extended Contract Days for Staff
- 12.14. Motion to Post Position
- 12.15. Recommendation to Approve Elementary At-Will Relief Aides for 2018-19 School Year
- 12.16. Coach Resignation

- 12.17. Motion to Employ Assistant Principal

13. Student Discipline - Expulsion

- 13.1. Student Discipline - Expulsion

14. Adjourn