

# **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

## 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 2015-2016 school year.

Yours in education,

Kimberly Jackson, Principal

Darrin Houck, Assistant Principal

Kay Hewitt, Assistant 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](http://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 [www.websites.kahoks.org/CMS/Web\\_Site/index.htm](http://www.websites.kahoks.org/CMS/Web_Site/index.htm)

The School Board governs the school district, and is elected by the community. Current School Board members are:

Mrs. Theresa Billy, Mr. Gary Clark, Mr. Gary Kusmierczak,

Mr. Gary Peccola, Ms. Jane Soehlke, Mr. Ron Thom, Mr. Wayne White

The School Board has hired the following administrative staff to operate the district:

Superintendent .....	Dr. Robert Green
Director of Curriculum & Assessments .....	Mrs. Latoya Berry-Coleman
Assistant Superintendent of Human Resources .....	Mrs. Kelly Carpenter
Director of Buildings and Grounds .....	Mr. Mike Hollingshead
Chief School Business Official .....	Mrs. Uta Robison
Director of Student Services .....	Mr. John Griffith

Director of Technology .....Mr. Mike Kunz  
Director of Special Education & Related Services..... Dr. Bambi Bethel

The School Board has hired the following administrative staff to operate Collinsville Middle School:

Principal..... Mrs. Kimberly Jackson  
Assistant Principal ..... Mr. Darrin Houck  
Assistant Principal ..... Mrs. Kay Hewitt

## **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**

*(105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1, and 10/8.)  
(325 ILCS 55/1 et seq. and 50/1 et seq.)*

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.
2. The student must have completed all of the requirements for elementary school and be promoted or assigned to the seventh grade.

## **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.

### **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 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. 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. 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 is an absence when a student is excluded from school due to not providing their physical examination and immunization requirements. The school nurse will notify the attendance secretary when this applies to the absence. These absences will count towards the tardy letters.

## **BELL SCHEDULE**

Period 1	8:35-9:26	Period 5	12:54-1:51(7th Grade)
Period 2	9:30-10:21	Period 5	12:20-1:51 (8th Grade)
Period 3	10:25-11:16	5A Lunch	12:20-12:50 (8th Grade)
Period 4	11:20-12:50 (7th Grade)	5B Lunch	12:50-1:20 (8th Grade)
Period 4	11:20-12:16 (8th Grade)	Period 6	1:55-2:46
4A Lunch	11:20-11:50 (7th Grade)	Study Hall/Homeroom	2:50-3:30
4B Lunch	11:50-12:20 (7th Grade)		

## **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.

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.

## **DRIVER ACTION**

The bus driver will be responsible for the safety of the student riders and for enforcing bus rider rules under the direction of the transportation provider and the School Administration. The driver has the responsibility to address and correct misbehavior on the bus. Depending on the severity of the situation, a driver may handle the misconduct offense by taking appropriate action on the bus such as assigning seats. The bus drivers will complete a Bus Conduct Report at the completion of the route.

The severity of the offense may cause the progressive disciplinary procedure to begin. Examples would be throwing objects, swearing, fighting and damage to the school bus.

School bus transportation is a privilege, not a right. Students who refuse to accept and follow necessary rules and regulations relating to safe and comfortable transportation will be subject to a progressive ladder of discipline. Minor infractions will be handled by the bus driver when necessary. For example, seat assignment changes or warnings.

When further incidents occur while being transported on the bus and warnings by the bus driver have failed, or when the rule infraction is of a serious nature, the incident will be referred to a principal at the student's school for investigation and action. Upon receipt of a bus conduct referral, the principal will meet with the student to discuss the infraction. A copy of the referral will be sent to the parent/guardian and entered into the discipline section of the student's record. The level of discipline imposed by the principal will be in proportion to the: 1) seriousness of the offense, and 2) previous disciplinary record of the student, the age of the student and other relevant factors. Below are descriptions of each level and corresponding consequences.

- Level I discipline is used for minor acts of misconduct that interfere with providing a safe and comfortable ride on the bus. Consequences may include, but are not limited to written warning, seat assignment, restitution, parent/student/principal conference or restorative solution.
- Level II discipline is used for repeated minor acts of misconduct or intermediate acts of misconduct such as misbehaviors directed against persons or property that do not seriously endanger the health or safety of others. Consequences may include, but are not limited to restitution, detentions or suspension from riding the bus for up to five days\*. If a student is suspended from the bus, the principal may suspend the student's bus riding privileges for field trips and other extra-curricular activities.
- Level III - Level III discipline is used for repeated minor acts of misconduct or serious disruptions of the bus environment or threats to personal health, safety and property. The consequences may include, but are not limited to restitution, detention or suspension from riding the bus for up to ten days\*. The principal will communicate the student's bus referrals with the Director of Student Services.
- Level IV - Level IV discipline is used for acts of an illegal nature that may include, but are not limited to bringing drugs or weapons on the bus and causing serious physical harm to another. This level may also be used for students who have had several interventions through the school year in the previous three levels and little change in their misbehavior. The principal will make a discipline recommendation to the Director of Student Services. Consequences may include a period of suspension time more than ten days or the student may be referred to the Board of Education for expulsion from the bus for up to the remainder of the school year\*. During the expulsion process, the student will be suspended from riding the bus for all activities.

\*When a suspension or expulsion from the bus occurs, parents or guardians are responsible for transporting their student to and from school. If the student does not attend school because of bus behavior the student is truant and will be disciplined as such.

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: First Student at 618-346-8605.

All students, regardless of age, are subject to the rules and regulations of the School District while riding the bus. When a student's bus riding privileges are suspended the suspension may include field trips and extra-curricular activities. For the safety of all bus rid-

ers, students shall follow the following Student Bus Conduct Rules:

Prior to loading (both at your bus stop and at the schools):

- Be at the bus stop five minutes prior to bus arrival time. This is mandatory. Delays on the schedule affect the rest of the bus stops and arrival times.
- Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- Do not move toward the bus or attempt to enter it until the bus has come to a complete stop.
- Loading should be done in an orderly fashion, without pushing or shoving.

While on the bus:

- Students shall keep hands and head inside the bus at all times after entering and until leaving the bus.
- No loud talking, rough housing or unnecessary confusion that could divert the driver's attention and cause a serious accident.
- No smoking or chewing of tobacco will be allowed on the bus.
- No dangerous objects or pets will be allowed on the bus.
- Bus riders are not to be permitted to stand or leave their seats when the bus is in motion.
- There must be absolute silence when approaching a railroad crossing and until the bus is safely across the tracks.
- While on the bus you must remain courteous to fellow riders, bus drivers and chaperones. Profane or indecent language will not be tolerated.
- All books, packages, coats and other large objects will be held on the rider's lap. The aisles, entrance door and emergency doors cannot be blocked.
- Treat bus equipment as you would valuable possessions in your home. Damage to seats, windows or equipment must be paid for by the offenders.
- Trash and/or debris are not to be thrown on the bus or from the bus windows.
- Each student rider is responsible for the general condition of his/her seat assignments.
- Remain on the bus until the bus reaches the designated bus stop or shuttle transfer bus, unless authorized by the school bus driver, transportation provider's office, school official or parent written request.

After leaving the bus:

- Move directly away from the bus. Do not walk along the side of the bus or go to the mailbox until the bus has left the stop.
- When it is necessary to cross the road, students must cross in front of the bus only after the crossing arm and stop arm are out. The student should also check traffic conditions before crossing the road.

## **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**

*(105 ILCS 125/1 and 7 C.F.R. 240.10)*

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.

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.

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 possess cell phone/electronic communication devices, mobile internet devices (MID), personal laptops, 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 at the expressed consent of the classroom instructor for educational purposes. The use of cell phones/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/electronic communication device, mobile internet device (MID), personal laptop, or netbook during classroom instruction; 2) student use of a cell phone/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 phone/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.

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 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.** 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.

Inappropriate use will result in disciplinary action, and may result in the loss of the privilege of using the electronic device.

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 Out of School Suspensions (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.*

## **COMPUTER AND INTERNET USE**

### **COLLINSVILLE CUSD #10 COMPUTER AND INTERNET USE RULES AND EXPECTATIONS DISTRICT ACCEPTABLE USE POLICY FOR STUDENTS**

#### **TECHNOLOGY AND INTERNET ACCEPTABLE USE**

The Internet is an electronic highway connecting thousands of computers all over the world. Collinsville Community Unit School District No. 10 ("the District") is pleased to have the technology and networks available to access the Internet, publish web pages and communicate using e-mail. Hardware is in place for students to access educational resources from anywhere in the world. With the technology now available, students can use computers to enhance lessons, research topics, build academic skills and extend learning beyond the classroom. Along with access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment and the District has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible for filtering software to block every controversial and inappropriate site. The Board of Education recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the District Technology System including the Internet shall be consistent with the District's educational mission and the curriculum adopted by the

Board. The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any device whether owned or operated by the District.

## PURPOSE OF TECHNOLOGY

District technology, computers, and access to the Internet are designed for educational purposes only. The term "educational purpose" includes use of the network (hardware/software/connections, etc.) and access to the Internet for classroom activities, research, communications, career awareness, and professional development. Use of these educational tools is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The District Technology System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System; except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the District Technology System has an expectation of privacy in connection with such use.

Student use of technology, Internet, web publications and e-mail will be governed by the policies found in this document, related District regulations, and student disciplinary code. Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines. All users should be aware that their personal computer files or System use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

Use of the technology, Internet, web publications and e-mail constitutes consent to abide by the policies contained in this document. With respect to any district-owned devices with Internet access on school grounds, the District will use technology protection measures to (A) protect minors against access through such devices to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such devices to visual depictions that are obscene or constitute child pornography.

## TECHNOLOGY AND COMPUTER USE

All students shall assume the following responsibilities while using District technology and computers:

1. Students will treat all equipment with care and report any abuse or misuse as soon as they become aware of it to a teacher, a computer technician, or principal.
2. Students will report any malfunction or problem as soon as they become aware of it to a teacher, computer technician, or principal.
3. Students shall not attach any devices to the District Network without district consent and approval. . This includes devices that connect wirelessly to the District Network.
4. Students will not vandalize or otherwise **intentionally** damage any District technology hardware or software. If they do, they or their parents/legal guardians will be responsible to pay all repair and/or replacement costs. Vandalism is defined as any malicious attempt to harm or destroy data of another person, computer software, the network, computer hardware, computer wiring, or computer configuration.
5. Students will not damage, destroy, or copy another person's data. If they do they will be referred to the building principal. ***Incidents in which a student copies another student's data or does not cite work done by other people will be treated as cheating.***
6. Students will not tamper with or attempt to gain access to computer data to which they have no security authorization. Doing so will result in the cancellation of privileges.
7. Students will not load or copy unauthorized software onto District computers. All software used on District computers is to be properly licensed and registered with the publisher or manufacturer, and ***installed by District Technology personnel.***
8. Students who can identify a security problem on the District's network and/or Internet must notify a teacher, computer technician, or principal and should not demonstrate the problem to someone else.
9. Students will not attempt to log-in to a computer or the District's network as a system administrator. Doing so will result in the cancellation of privileges.
10. Students identified as a security risk may be denied access to the District's technology and computers.

## ACCESS

Students may be provided with either a classroom or individual student account. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline. ***Students will be granted access to the District's technology, networks and Internet unless the student's parent or legal guardian request in writing that their child(ren) not be provided access.***

## INTERNET USE

The District's access to the Internet, and its software, hardware, and data files, are owned and controlled by the School District. The District provides Internet access to staff members in fulfilling their duties and responsibilities, and as an educational tool. The District maintains the right to monitor Internet use and maintain user logs. All users shall assume the following responsibilities while using the Internet.

## PROHIBITED USES

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, hateful, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District administrator.
18. Attempt to gain unauthorized access to the District network or use the District's network to access any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
19. Make deliberate attempts to disrupt computer performance or destroy data by any means including spreading computer viruses. These actions are illegal.
20. Use the District's networks to engage in any other illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
21. Use data created outside the school and brought in on any electronic device or media without permission from the teacher and scanning the data for viruses.
22. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
23. Engage in personal attacks, including prejudicial or discriminatory attacks, or knowingly or recklessly post false or defamatory information about a person or organization.
24. Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
25. Post personal contact information about themselves or other people. Personal contact information includes full names, address, telephone number, school address, work address, etc. Students will not post private information about another person.
26. Agree to meet with someone they have met online without their parent's approval and participation.
27. Repost a message that was sent to them privately without permission of the person who sent the message.
28. Plagiarize another person's work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to

the user.

29. Infringe on another person's rights of copyright. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request written permission from the copyright owner.
30. Post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
31. Conduct random internet searches that are unrelated to the specific lesson for which the System is being used.
32. Accessing or attempting to access "proxy" based web sites.
33. Using the network while access privileges are suspended or revoked.
34. Using the network to perform any acts of cyber-bullying, cyber-harassment or cyber stalking.

## **WEB PAGE PUBLISHING GUIDELINES**

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a web site created by a student using the System must conform to these Acceptable Use Guidelines. All students shall assume the following responsibilities while producing student web pages that are created and posted for outside viewing:

- a. Students will be allowed to create "content" pages related to a specific class activity under the supervision of their teacher. Content pages must be related to meeting the educational objectives of the class activity.
- b. Students will not be allowed to publish "personal" web pages on the school District's server.
- c. Student web pages will be removed at the end of the school year unless special arrangements are made.
- d. Student web pages must include a statement that identifies the page as a student created web page.

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website 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.
- b. Students engaged in producing web pages must provide the Technology Department with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. 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 website displaying the material may not be considered a source of permission.

## **E-MAIL USE**

The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District may provide email to aid students as an education tool.

- a. 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.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered 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 District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. 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.
- e. Use of the School District's email system constitutes consent to these regulations.

## **OFF CAMPUS COMPUTER USE**

Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the students may receive disciplinary consequences appropriate for the frequency and severity of the violation.

## **MOBILE DEVICE POLICY**

The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; the District is entrusting the device to your care. Users should immedi-

ately report any loss, damage, or malfunction to a Technology Department employee. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

## **SOCIAL MEDIA**

The District may provide access to social networks, blogs, Internet forums and wikis for the purpose of educational needs. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+ and Flickr. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments to facilitate communication with teachers and other students. Access for students will be limited in nature and be fully supervised.

## **ACCESS TO STUDENT NETWORKING PASSWORDS & WEBSITES**

School authorities may require a student or his/her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

## **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.*

## **VIOLATIONS OF COMPUTER AND/OR INTERNET USE**

The failure of any student to follow the terms of the Collinsville Community Unit School District No. 10's Technology and Internet Acceptable Use Policy will result in lost or restricted computer use (including Internet access), disciplinary action and/or appropriate legal action. The Superintendent or designee and/or the Building Principal will make all decisions regarding whether or not a user has violated the Technology and Internet Acceptable Use Policy and may deny, revoke or suspend access at any time. Any student who loses his/her computer use privileges due to a violation of the Collinsville Community Unit School District No. 10's Technology and Internet Acceptable Use Policy may be removed from courses that require extensive use of computers and given an F for those courses.

## **SEARCH AND SEIZURE**

Students have a limited expectation of privacy with regard to the contents of their personal files, and online activity may be monitored while using the District's network. Routine maintenance and monitoring of the system may lead to discovery that the user has or is violating the District Technology Use Policy. If this occurs, the student disciplinary code, District regulations, employment policy, the collective bargaining agreement and/or the law will be used to resolve this situation. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code.

## **WARRANTY**

The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing nor is it responsible for any damages suffered by a user. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or the user's errors or omissions. Use of any information is at the users own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District is not responsible for any user's intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

## **INDEMNIFICATION**

The user agrees to indemnify the School District for any losses, cost, or damages, including reasonable attorney fees, incurred by the School District relating to, or arising out of, any breach of the authorization.

## **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
- Industrial Arts – 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.

**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.

**DISCIPLINE**

*(105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-25, 5/26-12, and 5/31-3, 23 Ill. Admin. Code 1.210, 1.280)*

Students must obey the lawful instructions of school district personnel, and students' actions will show respect for teachers and other personnel at all times. Students will display this cooperation in class by giving an honest effort to meet class requirements and to obey the teachers' requests. Failure to do so may result in a disciplinary action. Insubordinate behavior will not be tolerated.

**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 - LEVELS**

Staff members will use their professional judgment to determine the most effective way to correct student misconduct. Disciplinary actions apply equally to all students.

### **Level I: Violation of Classroom Rules**

Each teacher or staff member establishes rules for the classroom and for school related activities. The classroom teacher can manage many behaviors. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I acts of misconduct may include but are not limited to such behavior as:

Violations of rules or procedures established by the teacher; Cheating or copying the work of other students; Refusal to participate in classroom activities; Failure to bring required classroom material or assigned work to class; General misbehavior, such as eating in class, horseplay, making excessive noise, sleeping, or violating the dress code; Failure to deliver or return written communications between home and school; Inappropriate computer usage; Acts that disrupt the classroom or interrupt the operation of the class;

Disciplinary options and responses:

Oral correction; Teacher-student conference; Parent contact: phone call, letter, and/or email; Student-Social Worker conference; Time-out (May be used as a consequence for minor classroom rule violations and is defined as a time away from the classroom which may be spent in the In-School Supervision Room or alternative; Detention (maintained by teacher) before or after school with parental agreement; Removal of classroom computer privileges; Other appropriate in-class disciplinary actions.

Procedures:

A staff member who observes a student violating class or school rules may administer disciplinary consequences; the staff member will maintain a record of the offenses and disciplinary actions on the appropriate forms; the staff member may discuss the misbehavior with a parent, supportive staff, or administrator.

### **Level II: Administrative Intervention**

Level II acts of misconduct may include such behavior as:

Repeated misconduct from Level I: Unexcused tardiness to class; Unexcused absence or skipping class; Disruptive or noncompliant behavior.

Disciplinary options and responses:

Tardy consequences as outlined in the Student Handbook; Bus consequences as outlined in the Student Handbook; Consequences

as deemed necessary by administration.

#### Procedures:

The staff member will discuss the misbehavior with a parent, supportive staff, or administrator; an administrator may contact parent regarding misconduct.

### Level III: Disciplinary Actions

Level III acts of misconduct may include such behavior as:

Repeated misconduct from Level II; Missing an assigned detention; Unexcused absence or skipping class; Gross insubordination; Protests and demonstrations; Gang activity; Possession or use of tobacco; Possession or use of Matches and/or Lighters; Theft and/or damage to property; Trespassing; Pass abuse or forgery; Restricted Area Violation(s); Throwing snowballs; Horseplay (pushing, shoving, etc.); Students in restricted areas; Inappropriate dress; Obscene/profane language, gestures, or drawings; Academic dishonesty; Possession or use of stink bombs, mace, or other similar chemical substances; Tampering with damaging or vandalizing emergency or surveillance equipment; Tardiness; Disrespect; Leaving school campus without permission; Gambling; Indecent exposure; Fireworks; Inciting a fight or physical aggression; Violation of Harassment, Bullying, and Sexual Harassment Policy; Violation of CUSD #10 Computer and Internet Policy, The possession or distribution (including attempt to obtain or distribute) pornography (including sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."

Level III acts include conduct for which an administrator may place the student into in-school suspension/supervision, suspend the student or if the administrator finds the conduct to be serious or persistent, refer the student for placement in an alternative education placement. The assistant principal makes the disciplinary determination of the basis of the severity of the misconduct. The period of suspension/supervision (1-10 days) is determined by the infractions.

#### 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 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 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 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, but 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.

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 (105 ILCS 5/10-22.6)**

For major 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. 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. Prior to re-admittance to school following out-of-school suspension, a parent conference may be held. 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). Quizzes and tests missed while a student is assigned OSS can be made up. 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.

Disciplinary options and responses:

In-school Supervision; Out-of-school Suspension; Consequence as deemed necessary by administration.

Procedures:

An administrator will contact parents regarding the misconduct and consequences. An administrator may contact the School Resource Officer or other necessary agencies.

### **LEVEL IV: EXPULSION**

Level IV acts include conduct includes 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. 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.

Level IV acts of misconduct may include such behavior as:

Repeated misconduct from Level III; Weapons; Dangerous materials; Drugs/Alcohol; Illegal activity.

Disciplinary options and responses:

Recommendation to Board of Education for Expulsion.

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.

**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**

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

## **DISCIPLINE - STUDENT RIGHTS PROCEDURES**

*(34 C.F.R., Part 106.8(a) and 23 Ill. Admin. Code 1.210)*

### **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.

## **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 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 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). 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 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.

## **ENGLISH LANGUAGE 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@kahoks.org](mailto:ccruise@kahoks.org) - Director of English Language Learners  
(618) 346-6320 ext. 1222

**Cal Ulloa** [culloa@kahoks.org](mailto:culloa@kahoks.org) - Bilingual Parent Liaison/Translator

Caseville 7:55 – 2:55	(Monday & Friday)	( 618) 346-6205
CMS 8:35 A.M. – 11:15 AM	(Tuesday – Thursday)	( 618) 343-2156
DIS 12:00 P.M. to Dismissal	(Tuesday – Thursday)	( 618) 346-6311

## **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**

*(105 ILCS 5/2-3.96, 105 ILCS 5/10-20.13 and 5/10-22.25)*

Instruction fees are required for instructional materials, computer usage, industrial arts, 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 and the cost of replacing a student handbook is \$5. Both items are essential in maintaining a safe, learning environment and understanding school/district expectations.

## **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**

*(105 ILCS 5/10-20.19.)*

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, including, but not limited to:

- 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;
- 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;
- Writing, drawing or distributing any gang related symbols or literature; and
- 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 and
  - 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 (during a student's middle school career): 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 year.

## **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**

Grades and grade point average are reported to the parents at the end of each quarter (nine weeks). The report cards are mailed directly to the home. 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.

### **Family Link - (Parent and Student Portal)**

Family Link 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](http://www.kahoks.org) - **Parents/Students>Family Link**. 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 Link website includes: daily announcements, class sched-

ules, updated grades, and attendance reports. 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.

## HARASSMENT, BULLYING, AND SEXUAL HARASSMENT POLICY

### BULLYING PREVENTION AND RESPONSE

#### 1. Definitions

- A. *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.
  - B. *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*.
  - C. *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.
  - D. *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 guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.
2. 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.
  3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District 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 any one of the District Complaint Managers or any staff member. Anonymous reports are also accepted, however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

#### Male Complaint Manager:

Mr. John Griffith

Name

123 W. Clay Collinsville, IL 62234

Address

[jgriffit@kahoks.org](mailto:jgriffit@kahoks.org)

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Email  
(618) 346-6350

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Telephone  
**Female Complaint Manager:**  
Mrs. Kelly Carpenter

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Name  
201 W. Clay Collinsville, IL 62234

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Address  
kcarpent@kahoks.org

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Email  
(618) 346-6350

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Telephone

4. 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.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. 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.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. 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.

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.

6. 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.
7. 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.
8. 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.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. 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.
11. 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:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. 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.

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

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, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. 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 non-school-related activity, function, or program.
5. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
6. Causing a substantially detrimental effect on the student's or students' physical or mental health;
7. Substantially interfering with the student's or students' academic performance; or
8. 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, electro-magnetic 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 guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

## **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or Has the purpose or effect of: Substantially interfering with a student's educational environment Creating an intimidating, hostile, or offensive educational environment; Depriving a student of educational aid, benefits,

services, or treatment; or Making submission to or rejection of such conduct the basis for academic decisions affecting a student. The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Teen Dating Violence Prohibited Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Making a Complaint; Enforcement Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Sexual harassment of students is prohibited. 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 touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

## **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.

## **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 a fight will be disciplined as outlined in the Student Handbook.

## **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.

## **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. 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. 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.

## **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 (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. A completed Emergency Health Verification Form completed yearly at time of registration and kept on file in the health office.
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 #10 MEDICATION POLICY**

In accordance with the Illinois School Code (105 ILCS 5/10-20.14b) and the laws of the State of Illinois, it shall be the policy of C.U.S.D. No. 10 that the administration of medication to students during school hours be discouraged unless absolutely necessary for the critical health and well-being of the student. Therefore, only those medications, which have been prescribed by a licensed physician or dentist, will be administered to regular classroom students (subject to the following regulations). This policy does not prohibit the parent or guardian from coming to the child's school and administering the medication if they so agree and are approved by the school administrator. This policy shall not prohibit any school employee from providing emergency assistance to students. Note that the use or possession of medical marijuana on school district property is prohibited, even if the medical marijuana was prescribed for the student by a physician.

- 1) Epinephrine auto-injectors (EpiPen®) may not be carried by the student in school unless 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 school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel; 2) Inhalers may be self-administered with a parent's written consent and presentation of the pharmacy label. The "School Medication Authorization Form" does need to be signed by the physician for inhalers that will be kept in the health room. It is recommended to keep an extra inhaler in the health room for emergency use even if the child will carry the inhaler on his/her person; 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 "School 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 require a corrected pharmacy label indicating the changes and a signed note from the physician; 6) All medications given at school require a new School Medication Authorization Form at the start of each school year. The medication must be labeled with a current pharmacy label clarifying any changes in dosage or administration directions; 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 is indicated. It is highly recommended that parents do not administer narcotics before school due to safety issues at school; 8) Cough drops are permitted 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 members of a child with a suspected allergic. These EpiPen-Autoinjectors will be locked in a secure location that will be accessible to the school nurse. 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.**

## **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 regarding exclusion from school for communicable diseases. Exclusion details regarding chicken pox, the common cold, contagious conjunctivitis, fever, viral gastroenteritis, German measles, Hepatitis A, impetigo, influenza, measles, mumps, viral meningitis, pediculosis, ringworm, scabies, strep throat, scarlet fever, staph and MRSA, and oxygen saturation can be found on the district's website at <http://www.kahoks.org/parents-student/health.html>. Students should not attend (or return to) school until 24 hours after a fever of 100 degrees or greater (without medication), diarrhea, or vomiting. Some illnesses may require mandated reporting to the local health department by school staff.

## **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 storage of any 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.

## **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 principal.

## **EXEMPTIONS**

1. Religious Objection-a student's parent/guardian presents a written and signed statement of the religious belief/objection 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 Department of Public Health.
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 or whose physician anticipates his/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 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.

## **LIBRARY SERVICE/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](mailto: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](mailto:mhayman@kahoks.org)) for help in monitoring what your child reads.

## **LOCKERS**

*(105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.)*

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.

## **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**

*(23 Ill. Admin. Code 1.420(p))*

Girls' and boys' uniforms are available at local stores and at registration. Every student is required to have Collinsville Middle School shorts and shirts. Physical Education teachers will instruct students in the manner in which their names should be marked on their uniforms. 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.

## **PROMOTION POLICY**

*(105 ILCS 5/2-3.64, 5/10-20.9a, 5/10-21.8, and 5/27-27.)*

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, ta-

bles, 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 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 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.

## **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**

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.

## **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.

## **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 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 a social worker.

## **REFERRAL 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.

## **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.

## **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, and 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**

*(105 ILCS 5/10-20.30).*

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.

**SHOW CHOIR:** Show Choir is an audition group made up of 7<sup>th</sup>/8<sup>th</sup> Grade students. Auditions will take place during the latter part of August. Everyone is welcome to audition for this group. Students who are not in Choir are welcome to audition for this group. Rehearsals will take place after school on Mondays and Wednesdays.

**JAZZ BAND:** Jazz Band is an audition group made up of both 7th and 8th Grade students. Auditions will take place during the first quarter.

**PEP BAND:** Pep Band is an audition group made up of both 7th and 8th Grade students. Auditions will take place during the first quarter. Pep Band plays during ceremonies and athletic competitions to support CMS.

**NATIONAL JUNIOR HONOR SOCIETY (NJHS):** The National Junior Honor Society works hard to bring the accomplishments of outstanding young people to the attention of our learning community. We strive to give practical meaning to the ideas of scholarship, leadership, service, and character. Selection criteria includes scholarship (3.5 grade point average or higher), leadership (how students demonstrate being a leader), service (how they volunteer), and character (how they present themselves).

**STUDENT COUNCIL:** The Student Council is the voice of the student body. It plans activities (dances, activity days, field trips, and assemblies) for the school. It is also a part of student government and is often used as an advisory council for school policy.

**FELLOWSHIP OF CHRISTIAN ATHLETES (FCA):** The CMS Huddle of the Fellowship of Christian Athletes is a chapter of the Greater St. Louis Area FCA. The FCA is an association of students and adults who have a common interest in athletics and Christianity. This club provides a positive, Christian-centered atmosphere for athletes, coaches and those interested in sports.

Other organizations may, but not limited to, include a Pep Club, Reading, Math, and Spelling Clubs.

## **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 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.

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.

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.

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.

A student needs to be in attendance for at least half of a day to participate in the event that evening. A student may not participate in an extracurricular activity on any day on which they are unexcused from school

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.

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.

## **FEES AND PHYSICAL EXAMINATIONS**

To participate in an extracurricular activity at CMS, each student-athlete will be charged \$50 per sport per school year. 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. Since athletics are an extracurricular activity, students cannot receive a fee waiver. 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. 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](http://www.kahoks.org/CHS/Sports/Sports_Medicine.htm)

[www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx);

[www.cdc.gov/ConcussionYouthSports](http://www.cdc.gov/ConcussionYouthSports); [www.cdc.gov/safefchild](http://www.cdc.gov/safefchild)

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

## **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.

## **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 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 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 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 to their child's educational curriculum within a reasonable time of their request.

## **STUDENT- RECORDS AND INFORMATION**

*The student's written records are in two categories: permanent and temporary.*

The **Permanent Record** means and shall consist of the following information: 1) Basic identifying information, including the student's name and address, birth date and place, gender, the parents' names and addresses; 2) Academic transcript, including grade, class rank, graduation date, grade level achieved and scores on college entrance exams; 3) Attendance record; 4) Accident reports and health record ; 5) Record of release of permanent record information; 6) Scores received on all state assessments tests administered at the high school level (grades 9-12); 7) Honors and awards; 8) Information concerning participation in school-sponsored activities or athletics or offices held in school sponsored organizations. *No other information shall be placed in the permanent record of the student.*

The **Temporary Record** means all information contained in a school student record but not contained in the permanent record. Such information may include: 1) Family background information; 2) Intelligence test scores, aptitude test scores from elementary and junior high school; 3) Psychological and personality test results; 4) Teacher evaluations, and other such information 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) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are: 1) The right to inspect and review the student's education records within fifteen (15) days the district receives request for access. Parents or eligible students should submit to the school principal or representative written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected; 2) The right to request the amendment of the student's education records, that, the parents or eligible student believes are inaccurate, misleading, irrelevant or improper. The parents or eligible student may ask C.U.S.D. No. 10 to amend records that they believe are inaccurate or misleading, irrelevant or improper. They should write the school principal; clearly identifying the part of the record they want changed, and specifies why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing; 3) The right to consent to disclosures of personally identifiable information contained in the student education records, except to the extent that FERPA authorized disclosure without consent. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law. 4) The right of parents, eligible students, and/or guardians to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA (Family Policy Compliance Office, U.S. Department of education, 400 Maryland Avenue SW, Washington, D. C. 20202.

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.

## **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 un-

excused 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 Out of School Suspension
- *Every Additional Tardy Referral will result in an additional day of Out of School Suspension (ex.: 6th Referral (30 tardies)= 2 Days of OSS).*

\*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.

### **Discipline Policy for Tobacco/Smoking**

1st Offense: 2 Days of Out of School Suspension and Court Citation

2nd Offense: 5 Days of Out of School Suspension and Court Citation

3rd Offense: 10 Days of Out of School Suspension and Court Citation

4th Offense: 10 Days of Out of School Suspension with recommendation for expulsion

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.

## **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 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.

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.

## **WEAPONS**

### **UNIT 10 POLICY ON DANGEROUS AND ILLEGAL WEAPONS**

The establishment and maintenance of a safe, pleasant, educational school environment that is conducive to learning is a high priority to the Unit 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 a suspension for up to ten 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.

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-a-likes" of any weapon as defined above. Any item, such as 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. Violators of this policy may be suspended for a period up to 10 days and may be referred to the Board of Education for a hearing and possible expulsion from school. 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 be considered.

## **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](http://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.

## **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.

## **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.*

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**

*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*