

COLLINSVILLE MIDDLE
SCHOOL



STUDENT HANDBOOK
2017-2018

COLLINSVILLE MIDDLE SCHOOL

VISION:

COLLINSVILLE MIDDLE SCHOOL WILL PROVIDE A SAFE AND POSITIVE EDUCATIONAL ENVIRONMENT THAT OFFERS MULTIPLE LEARNING OPPORTUNITIES TO A DIVERSE POPULATION.

MISSION:

COLLINSVILLE MIDDLE SCHOOL, IN PARTNERSHIP WITH PARENTS AND THE COMMUNITY, ENRICHES STUDENTS' ACADEMIC AND SOCIAL EXPERIENCES, EXPOSING THEM TO EDUCATIONAL OPPORTUNITIES THAT ALLOW THEM TO BECOME WELL-ROUNDED AND PRODUCTIVE CITIZENS.

Collinsville Middle School

9649 Collinsville Road

Collinsville, Illinois 62234

(618) 343-2100

Fax: (618) 343-2102

TABLE OF CONTENTS

Accommodations for Individuals with Disabilities.....	6	Home and Hospital Instruction.....	33
Address/Phone.....	2	Homeless Children Education.....	34
Admissions.....	6	Homework and Study Habits.....	34
Aiding or Abetting Violation of School Rules.....	6	Integrated Pest Management.....	53
Asbestos Management Plan (Availability).....	6	Internet and Technology Acceptable Use (Student Use).....	34
Assemblies.....	7	Invitations and Gifts.....	38
Attendance Policy (Absence Reporting, Reported/Documented Absence, Early Dismissals, Unexcused Absence).....	7	Library/Media Services.....	38
Automated External Defibrillator (AED).....	30	Lockers.....	39
Bell Schedule.....	8	Lost and Found.....	39
Board of Education, District/School Administration.....	5	Make-Up Work.....	39
Bullying, Intimidation, Hazing, Fighting, Teen Dating and Sexual Harassment Policy (Prevention/Response, Compliant Managers).....	9	Medical Exemptions.....	33
Bus Conduct and Safety (Discipline, Riding another Bus, Reimbursement, Concerns during Bus Ride).....	13, 33	Medication Authorization Form.....	28
Cafeteria (Payment Options, Rules).....	14	Medication Policy.....	29
Campus Monitors.....	15	Medication, Authorized Use Of.....	32
CMS Compact.....	5	Medicinal Marijuana.....	33
CMS History.....	5	National Junior Honor Society.....	44
Cell Phone/Electronic Communication Devices, Mobile Internet Devices, Personal Laptops, Netbook.....	15	Office (Main).....	39
Chromebook User Agreement.....	36	Parental Rights Notification (Teacher Qualifications, Sex Offenders Notifications).....	39
Confiscated Personal Items.....	16	Physical Education Uniforms.....	40
Corporal Punishment.....	16	Physical Education Exemption.....	40
Curricula.....	16	Publicity Releases.....	40
Diabetes – Care of Students.....	33	Restricted Area Policy.....	40
Discipline & Conduct, When and Where, Measures, Substance Abuse Option.....	17	School Emergencies.....	41
Discipline – Chromebooks.....	20	School Messenger.....	41
Discipline – Due Process for Student Grievance Procedures.....	24	School Property (Arrival/Dismissal, Animals).....	41
Discipline – Procedures for Resolving School Problems.....	20	School Resource Officer.....	42
Discipline – Student & Parent Intervention Responsibilities.....	20	Screenings (Hearing and Vision).....	30
Discipline – Student Rights Procedures.....	23	Search and Seizure (School Property/Equipment, Students, Seizure of Property).....	42
Discipline of Students with Disabilities.....	23	Social Workers.....	42
Discipline Options.....	21	Special Education.....	42
Displays of Affection.....	24	Sports/Extra Curricular Activities – Code of Conduct (Fees and Physical Examinations).....	45
Dress and Grooming.....	24	Sports/Extra Curricular Teams/ Organizations (Dances).....	43
Electronic Device Use.....	36	Sports/Student Athlete Concussions and Head Injuries.....	46
English Learners.....	25	Sportsmanship.....	46
Equal Opportunity and Sex Equity.....	25	Standardized Testing.....	46, 50
Exclusion from School for Illness Policy.....	30	Student Distribution of Non-School Sponsored Publications.....	46
Fees (Waiver, Collection).....	25	Student Identification.....	47
Field Trips.....	26	Student Insurance.....	47
Fundraising and Advertising Regulations.....	26	Student Privacy Protections (Surveys).....	47
Gang Policy.....	26	Student Records and Information, Release of Information Rules.....	48
General Events Policy.....	26	Student Rights Procedures.....	49
Grades & Promotion.....	27, 40	Students with Disabilities (Education, Maintenance and Destruction of Special Education Records).....	43
Handbook Receipt Required.....	27	Students with Food Allergies and Other Life-Threatening Allergies.....	32
Health Service.....	27	Suicide and Depression Awareness & Prevention.....	49
Help and Response Team.....	33	Tardiness (School, Classes, Consequences).....	49

Telephone Usage and Messages.....	50
Textbooks and Technology Devices Issued to Students.....	50
Tobacco/Smoking.....	50
Transfer Students.....	50
Treats/Snacks.....	51
Truancy.....	51
Vandalism.....	51
Video Surveillance.....	51

Vision/Mission Statements.....	2
Visitors.....	52
Volunteers.....	52
Weapons Prohibition.....	52
Weather Closure, Delayed Starts and Early Release.....	52
Welcome.....	5
Withdrawal from School.....	53

WELCOME

The Collinsville Middle School administration would like to welcome you to a great school year! Our staff is committed to providing opportunities for students to succeed academically, behaviorally and socially. Our goal is to provide a safe and caring learning environment that will develop life-long learners, who become productive and successful members of a diverse society. Best wishes for a great 2016-2017 school year.

Yours in education,

Kimberly Jackson, Principal

Darrin Houck, Assistant Principal

Tiffany Zobrist, 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) or at the Board Office at 201 West Clay Street, Collinsville, IL 62234. The school's website also has important information and that address is <https://sites.google.com/a/cusd.kahoks.org/cms/>

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

Mr. Tim Hasamear, Mr. Gary Clark, Dr. Dennis Craft, Mr. Gary Kusmierczak, Mr. Gary Peccola,
Ms. Jane Soehlke, Mr. Wayne White

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

Superintendent..... Dr. Robert Green
Director of Curriculum & Assessments..... Mrs. Latoya Berry-Coleman
Assistant Superintendent of Human Resources Dr. Kelly Carpenter
Director of Buildings and Grounds Mr. Mike Hollingshead
Chief School Business Official..... Mrs. Uta Robison
Director of Student Services Mr. Brad Hyre
Director of Technology..... Mr. Derek Turner
Director of Special Education & Related Services Mrs. Alison Underwood

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

Principal Mrs. Kimberly Jackson
Assistant Principal..... Mr. Darrin Houck
Assistant Principal..... Mrs. Tiffany Zobrist

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; must prove proof of residency.
2. The student must have completed all of the requirements for elementary school and be promoted or assigned to the middle school.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

If a student assists or has knowledge of a violation of any school rule committed by another student, s/he may be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

ASBESTOS MANAGEMENT PLAN

(820 ILCS 255/1 et seq., 105 ILCS 5/10-20.17a and 135/1 et seq., 225 ILCS 235/2., 415 ILCS 65/3(f). 105 ILCS 105/1-105/10)

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

To All Parents, Guardians, Faculty and Staff

The U. S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing material in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at all schools located within Collinsville C.U.S.D. #10; furthermore, a site specific asbestos management plan was developed, reviewed by the Principal and the Designated Person, and has been implemented.

This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty, and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's Office.

ASSEMBLIES

The assembly program is an integral part of the total Collinsville Middle School educational program. The assemblies are conducted to complement and enhance the value of the academic/extra-curricular programs. The expectations for student behavior and conduct at assemblies are the same as in the classroom. Students who do not conduct themselves in an appropriate manner during assemblies may receive disciplinary consequences.

ATTENDANCE POLICY

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

One of the keys to receiving an excellent educational experience is regular school attendance. The Collinsville School District attendance plan complies with the Illinois School Code Section 105 ILCS 5/26-2A. In accordance with the requirements of the School Code of Illinois and in recognition of the responsibilities imposed upon parents therein, it is the policy of the Board of Education of District #10 that students shall attend school during the entire time school is in session and be on time for classes. The Board believes that regular class attendance fosters successful academic performance and development of punctuality, self-discipline and responsibility. The Illinois code defines chronic absenteeism as missing school 5 percent of the previous 180 school days.

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

ABSENTEEISM/ABSENCE REPORTING

In order for an absence to be considered reported, a parent or guardian is expected to notify the school by telephone between the hours of 7:45 A.M. and 9:30 A.M. State the name of the student who is going to be absent, his/her grade, the reason for the absence, and the phone number where the parent or guardian can be reached for verification. The office number for reporting is (618) 343-2100. The State of Illinois requires we request reasons for absences and to submit a yearly report. If a student's absence is excessive, a physician's note may be requested. Failure to give proper notification to the school will result in an absence being considered as an unexcused absence. The determination as to whether an absence is classified as reported, documented or unexcused is the sole responsibility of the school. The responsibility of the parent or guardian is to report the reason for the absence.

REPORTED ABSENCES

The following shall be the only acceptable reasons for reported absences with full make-up privileges:

1. The student is ill
2. Death in the immediate family
3. Serious family illness
4. Serious home/family emergency
5. Time is needed for medical or dental appointments
6. Religious instruction/observation such as religious holiday or convocation classes. Written notice must be given to Principal 5 calendar days before absence.

7. Emergency situations which arise that are justifiable in the opinion of the principal
8. Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
9. Attending a military honors funeral to sound of TAPS.

Note: One day for each day consecutively missed will be allowed to makeup work

Example: 3 days missed in a row equals 3 days to make up all work missed in those 3 days.

DOCUMENTED ABSENCES

A documented absence will be issued for personal illness, serious family illness, the death of immediate family member, court appearance, or other absence beyond the control of the student. The following documentation must be presented to the Main Office regarding documented absences: 1) Personal illness – a note from a doctor or dentist; 2) Court appearance – a document from the court system, 3) Funeral – an Obituary Notice. Requests by parents/guardians to have an absence recorded as "Documented" must present the documentations as soon as possible.

EARLY DISMISSALS

Early dismissals will be allowed only in necessary and reasonable situations where no other arrangements can be made. A parent or guardian requesting an early dismissal must present a written request to the office before school starts. This request may be sent with the student. The request must list the name of the student, his/her homeroom, time for the dismissal and a phone number where the parent/guardian can be contacted.

In emergency cases, a parent/guardian phone call stating the name of the student, reason and time for dismissal and the telephone the parent/guardian can be contacted will be accepted.

At the time of dismissal the student must sign out in the office. If the student returns the same day, they must sign in at the office.

UNEXCUSED ABSENCES

The following types of absences are considered unexcused absences:

1. Truancy - any absence from school without school authorization
2. Skipping class(es) - any absence from a class without school authorization
3. Unauthorized - any unauthorized absence from school other than truancy or skipping. Included in this classification are absences for reasons other than those previously mentioned acceptable reasons and absences in which the school is not given proper notification. Any unexcused absences are violations of the law and are the basis for legal action to be instituted in the appropriate courts. Therefore, it is imperative we receive information regarding absences correctly and accurately. We cannot be expected to make reasonable judgments regarding absences unless we have the correct information.

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

MEDICAL NON COMPLIANCE

This code will be used when a student is excluded from school due to failure to comply with physical examination and immunization requirements. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be

permitted to make-up work for academic credit for their absences. The District will also report the student as truant. If a student submits a valid waiver to be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.

BELL SCHEDULE

Period 1	8:35-9:26
Period 2	9:30-10:21
Period 3	10:25-11:16
Period 4	11:20-12:20 (8th Grade)
Period 4	11:20-12:54 (7th Grade)
4A Lunch	11:20-11:50 (7th Grade)
4B Lunch	11:50-12:20 (7th Grade)
Period 5	12:58 – 1:58 (7 th Grade)
Period 5	12:24 – 1:58 (8 th Grade)
5A Lunch	12:24-12:54 (8th Grade)
5B Lunch	12:54-1:24 (8th Grade)
Period 6	2:02-2:53
Period 7	2:57-3:30

Other bell schedules may be used in cases of assemblies, early dismissals, standardized testing and late starts.

BULLYING, INTIMIDATION, HAZING, AND SEXUAL HARASSMENT POLICY

BULLYING 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. Bradley Hyre, Director of Student Services

201 W. Clay

Collinsville, IL

Email: bhyre@cusd.kahoks.org

Phone: 618-346-6350

Female Complaint Manager:

Mrs. Kelly Carpenter, Assistant Superintendent of Human Resources

201 W. Clay

Collinsville, IL

Email: kcarpent@cusd.kahoks.org

Phone: 618-346-6350

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. 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, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school 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 any fighting may be disciplined as deemed necessary by the school administration which includes Detentions, In-School Supervision, Out-of-School Suspension or a referral to the Board of Education for possible expulsion for up to two calendar years.

TEEN DATING

Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever as 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 relationships.

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.

BUS CONDUCT AND SAFETY

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something

DISCIPLINE PROCESS

All students, regardless of age, are subject to the rules and regulations of the School District when riding a bus. When a student's bus riding privileges are suspended, the suspension includes field trips and extracurricular activities.

BUS CONDUCT

Students are expected to follow all school's rules when riding the bus. A student may be suspended from riding the bus for up to 10 consecutive days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating a school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the CMS Administration deems to threaten the safe operation of the bus and/or its occupants

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the bus for a period in excess of 10 days for safety reasons.

RIDING ANOTHER BUS

If your child needs to ride a different bus for safety purposes or in an emergency situation, you must notify the main office and provide a signed explanation. Riding another bus is at the sole direction of the Principal and is also determined by the space available on the buses.

TRANSPORTATION REIMBURSEMENT

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

CAFETERIA

(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 or go to the CUSD Website at www.kahoks.org.

All students will have an established debit account, although you will not be required to make advanced payments because the system has the ability to act as a cash register and can accept cash payments on a daily basis. However, for your convenience, you may wish to choose one of the following options for making advanced payments. To prevent fraudulent use of student accounts, one of the registers will be equipped with a digital camera that will take digital image of your son or daughter and download it into the system the first time they purchase foods in the cafeteria. This digital image will appear on the monitor for the cashier to view every time your child accesses his or her account, therefore insuring that no other student can use your child's account.

ADVANCED PAYMENT OPTIONS

Option #1: Cash on Account

A cash debit account is created by making a payment of a certain dollar amount (\$5.00, \$10.00, \$20.00, etc.) to the cafeteria. These funds are then deposited into your son's or daughter's debit account and available to your child when purchasing lunch and/or a la carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases may be made. The account balance will simply decrease as purchases take place.

Option #2: Prepaid Meals Only

Meals may be purchased in advance and moneys put on account can be designated for student meals only. No snacks or a la carte food items can be purchased with this payment. Your son or daughter will need to pay cash for any snack or

a la carte items being purchased. This payment amount would be calculated by determining the number of meals you wish to purchase and multiplying by the meal price determined by the food service company. Any number of meals may be purchased at one time.

Option #3: Both: Prepaid Meals and Cash on Account

You may purchase prepaid meals and put “cash on account.” This option ensures that your child receives a lunch and allows him or her to purchase a la carte foods as well. However there are no limitations as to what foods may be purchased a la carte, or how many a la carte purchases can be made. When making a payment for both, please state clearly how much money is for prepaid meals and how much is for “cash on account.”

Money can be deposited into your child’s debit account regardless of your son or daughter’s meal status and can be used for meals and/or a la carte food purchases. Money will not be deducted automatically; it will only be deducted when your child uses his or her account. The system will know the meal status of you student and the money will be deducted accordingly. There is not a limit on the amount of money that can be deposited into the debit account. Cashiers will have pre-printed envelopes available to be used when making advanced payments. To make an advanced payment, fill out the information on the outside of the envelope, enclose payment, and return envelope with payment to the cafeteria in the morning. When the account balances reach below \$5.00, the cashier will remind the student by providing him or her with a pre-printed envelope.

CAFETERIA RULES

Lunch is like a class. Be there on time! Remain in designated areas until the bell for the next passing period.

1. You must arrive to the cafeteria on time.
2. You may not go to your lockers during lunchtime without a pass.
3. No book bags may be brought to the cafeteria. Books may be taken to the cafeteria.
4. Clean up your own spills.
5. Throw away your own trash.
6. No food is to be taken out of the cafeteria.
7. Throwing food is not allowed.
8. Students will be able to go outside after eating with Administrative discretion.
9. No loitering in the bathroom or cafeteria.
10. No horse playing.

Students who do not comply with the cafeteria rules will be subjected to consequences that may include parental notification, Detentions, In-School Supervision, suspension from school, and/ or any such action as may be deemed appropriate.

Federal School Lunch Regulations prohibit competition with the school lunch program. In keeping with these Federal regulations, food that is purchased at local restaurants cannot be brought to school for students during the lunch periods. Students may bring sack lunches from home as an alternative to the school lunch program if they so desire. The sharing of food brought from home is discouraged due to health concerns.

Line Infractions

1. Buying food for someone else is not allowed.
2. Cutting in line is not allowed.
3. You will report to the school administrator for line infractions.
4. You may bring your lunch to school, but lunches may not be brought in to you.

CAMPUS MONITORS

The Unit 10 Board of Education has appointed campus monitors with duties and responsibilities to assist the teachers and administration with maintaining order, discipline, and supervision on campus and in the cafeteria.

The monitors are authorized school personnel. In disciplinary and supervisory situations, the monitors will provide supervisory duties to ensure the safety of the students in the absence of a teacher. Students are held directly responsible to them. Failure to cooperate with the monitors in maintaining discipline on campus will result in disciplinary action in accordance with school policies and procedures.

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

Students may not have cell phones/electronic communication devices, mobile internet devices (MID), personal laptops or netbooks either visible or heard while on school property beginning with the first attendance bell until the dismissal bell. These devices should not be seen or heard during school hours. The only devices authorized for use during school hours will be school issued Chromebooks.

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Use of picture phones and other recording devices in locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected will be treated at an elevated level of offense in relationship to other technology offenses. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting') is prohibited and subject to disciplinary action will be immediately referred to legal authorities. Students using technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above may be subject to the following disciplinary action: 1) Detention(s), 2) In-school Supervision, 3) Out-of-school Suspension for up to ten (10) days and referral to the Board of Education for possible expulsion for up to two (2) years; 4) legal action through local law enforcement. Emergency use of a cell phone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office at 343-2100 or via school provided email.

Violation of the school's electronics policy will result in disciplinary action.

The following discipline action will be assigned:

1st offense – Warning from School Administrator, student may pick up the electronic viewing/listening device after school;
2nd offense – 2 Detentions, a parent/guardian must pick up the electronic viewing/listening device;
3rd offense – 1 Day of In-School Supervision (ISS), a parent/guardian must pick up the electronic viewing/listening device;
4th offense – 2 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device;
5th offense – 3 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device.
Each additional offense will result in an additional Day of STOP (ex., 6th Offense – 4 Days of STOP); parent/guardian must pick up electronic viewing/listening device. *The School District is not responsible for the loss, theft or damage of any electronic device brought to school.*

CONFISCATED PERSONAL ITEMS

Any items that interfere with the learning process or pose a safety concern may be confiscated and turned over to the office. A discipline penalty may be issued. **CMS is not responsible for lost, stolen, or damaged personal items**

CORPORAL PUNISHMENT

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

CURRICULA

The academic courses taught at Collinsville Middle School are in the following major academic fields:

Grade Seven Required Courses

- Language Arts – 5 days a week for 1 year

- Health – 5 days a week for one semester
- Keyboarding – 5 days a week for one semester
- Mathematics – 5 days a week for 1 year
- Physical Education – 5 days a week for 1 year
- Science – 5 days a week for 1 year
- Social Studies – 5 days a week for 1 year

Grade Seven Elective Courses

- Band –As needed throughout week
- Choir –5 days a week for 1 year

Grade Eight Required Courses

- Language Arts – 5 days a week for 1 year
- Mathematics – 5 days a week for 1 year
- Physical Education – 5 days a week for 1 year
- Science – 5 days a week for 1 year
- Social Studies – 5 days a week for 1 year

Grade Eight Elective Courses

- Art – 5 days a week for one semester
- Music Appreciation – 5 days a week for one semester
- Band – As needed throughout week
- Choir –5 days a week for 1 year

If you would like a course description of the courses, please contact the appropriate teacher or department chairperson.

DISCIPLINE & CONDUCT

Discipline is determined on a case-by-case basis and is at the discretion of school administrators and the Board of Education. The level of consequences imposed will be consistent with The Illinois School Code. Out of School Suspensions and expulsions are only used for legitimate and educational purposes. The district will make all reasonable efforts to resolve such threats, address disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsions. The district does not allow for zero-tolerance discipline except as required by Federal Law or in The Illinois School Code.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may

reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, or backpack; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Lunch Detention.
7. In-school supervision.
8. After-school detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.

12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

SUBSTANCE ABUSE OPTION

For certain alcohol and drug related offenses; a student may be referred to a substance abuse program. If offered this option, the student's recommended discipline may be reduced. In lieu of a recommendation for expulsion, the student and parent(s)/guardian(s) must agree to an assessment/treatment alternative. If the parent(s)/guardian(s) accept the assessment, they must consent to release information between the school district and the substance abuse program and comply with all terms and conditions as determined by the appropriate administrator. The service provider must be approved by the building principal (or designee). Parent(s)/guardian(s) must make contact within the first five days of the suspension to set up an appointment with the selected service provider and notify arrangements with the principal (or designee). Upon confirmation of the appointment, the recommendation for expulsion will be conditionally withdrawn.

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

NOTE: All costs associated with any assessment, education program or treatment referred to herein above shall be borne exclusively by the student and the parent(s)/guardian(s). The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. The administration further reserves the right to recommend expulsion of a student who has been offered and accepted the substance abuse option if he or she commits any major behavior violations.

DISCIPLINE – CHROMEBOOKS

Chromebooks are property of the Collinsville Unit School District. The following are consequences for violations of breaking a Chromebook.

First break -\$25 fine required to replace as a take home device; if choose not to replace, student loses take home privileges. (required Chromebook video review and questions)

2nd Break- \$25 fine and no more take home privileges. Student must pay prior to being able to check in and out. If no payment, student will use desk top in classroom (required Chromebook video review and questions) Any further issues, student will not be allowed any Chromebook options. Student must use desktop/laptop in each teachers' classroom. Damage to a device beyond repair may result in a replacement fee of up to \$250.

Students who are on check-in/check-out will be required to show ID with the assigned Chromebook number on back. Failure to produce identification will result in no Chromebook. Chromebooks will be checked for damage upon return every evening.

Any situation in which a student intentionally damages a Chromebook, no additional device will be issued and student will be required to utilize the device in the teachers' rooms per Administrative discretion.

No cases will be provided. Students will be able to purchase a sleeve from a school sponsored club or on their own.

Other Chromebook violations are as follows:

First offense- 2 lunch detentions; warning about proper use

Second offense- ISS; restrictions placed on usage

Third offense- 2 ISS; no take home privileges, check-out only

Fourth offense and up- 2 STOP; no Chromebook, classroom desk top only

Note- Violations that include inappropriate content such as nudity or weapons warrant a greater consequence and will be handled at the discretion of administration

DISCIPLINE - PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

School problems can best be resolved at the campus level where problems start. In order to resolve problems, parents/guardians and students can meet with a teacher or team at an appropriate time to discuss existing problems. If the parents/guardians or students are dissatisfied with the teachers' decision or explanation, they can meet with the grade level administrator to review the area of concern. If further assistance is needed, parents/guardians or students may meet with the building principal.

DISCIPLINE - STUDENT & PARENT INTERVENTION RESPONSIBILITIES

The effective enforcement of a school based disciplinary management style is essential in keeping school and school-related activities free of disruption and are dependent upon the following:

STUDENTS

- Adhere to classroom, school, and district rules and regulations for behavior and good conduct.

PARENTS

- Support classroom rules for student's behavior and ensure that their children conduct themselves according to district standards.
- Parents must present the school office with the most recent information in order to complete a formal change of an address or telephone number. Only the parent/guardian or legal custodian may request a change of address or a change made to the logged phone number.
- Ensure student attendance at school. By state law, student attendance is the sole responsibility of the parent or legal guardian.
- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and/or the student's behavior.
- Read, acknowledge, and understand the rules applicable to their children's conduct while they are at school or school related activities.

TEACHERS

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

ADMINISTRATORS

- Develop with all members of the school community an effective school-based discipline management system that promotes and maintains the support of good student behavior.

BOARD OF EDUCATION

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

DISCIPLINE OPTIONS

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

School officials shall limit the number and duration of expulsions and out-of-school suspension to the greatest extent

practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, and of the following measures:

1. Detentions

Reason for Detention: A teacher, staff member, or an administrator can write a referral for any reason considered interfering with the education process or noncompliance of school rules.

Notice: A one (1) day notice of before/after school detentions must be given by all teachers in order for the student to inform their parents, to arrange transportation, and to notify the location of the detention.

Lunch Detentions: Assigned by administration and are served during student's lunch period. Students in Lunch Detention will have a lunch provided to them (based on their recorded lunch status) or will be permitted to bring lunch from home.

Absences: If absent or suspended, the student is required to serve the detention the next day he/she returns to school. It is the student's responsibility to remember the detention obligation.

Detention Rules: All school rules apply to detention. A student cannot be late or disruptive for detentions and must be busy with schoolwork during the entire detention period. Students are expected to arrive in the detention room on time, bring and work on assignments/school work.

Skipping Detention or Not Following the Rules of Detention: If a student skips detention or chooses not to follow the rules of detention, then the student may be assigned more detentions or ISS.

Tardy Detention: Tardy detentions will be assigned by administration.

Teacher Detention: Teacher detentions will be held by the classroom teacher in a supervised classroom before or after school, or during lunch periods.

Problems: If a student or parent has questions concerning detention, they should contact the teacher regarding teacher-issued detention(s) or contact the administrations regarding administrative-issued detention(s).

2. In-School Supervision (ISS)

In-school supervision may be offered as an alternative to out-of-school suspension.

1. Students assigned to In-School Supervision (ISS) must first report to first period class and then proceed to the ISS room.
2. It is the student's responsibility to obtain homework assignments and take work materials to ISS daily. Administrators will give students ample time to collect homework assignments.
3. Any student who refuses to report to ISS will be subject to STOP or out-of-school suspension.
4. The rules of ISS are posted in the ISS room and are available to parents/guardians upon request.
5. Failure of In-School Supervision (ISS); Students must pass a full day of ISS to fulfill their ISS obligation. The ISS Supervisor will determine whether a student passes or fails based on the compliance of the student to the rules of ISS. If a student chooses not to follow proper ISS procedures, s/he may be suspended out of school for the day s/he failed. Based on the reason for ISS failure, the remaining ISS days may be turned into STOP or Out-of-School Suspensions. Parents are encouraged to avoid scheduling appointments or requesting early dismissal(s) of students on an assigned, ISS day(s). Changes to the ISS date(s) selected by administration may only occur when the parent/guardian of the assigned student contacts the administrator who made the assignment to request an alternative ISS date(s). CMS encourages all students to serve ISS assignments; parent(s)/guardian(s) may opt for their child to serve one day of Out-of-school suspension for every ISS assigned to their child, but it is highly discouraged.
6. Students who are absent from school on days to be spent in ISS will have to make up the days absent when they return to school.
7. Homework assignments completed during ISS can be turned in for credit when the student returns to regular classes. Quizzes and tests missed while a student is assigned to ISS can be made up.
8. All students in ISS will have a lunch provided to them (based on their recorded lunch status) during a common ISS lunch period.
9. ISS assignments must be served on school days when school is in session. In the event that the ISS day(s) assigned to a student spans a day(s) classified as a district emergency day (i.e. snow day) the emergency day(s) will not be counted toward the fulfillment of the ISS assignment.

3. Out-Of-School Suspension

For discipline violations including, but not limited to, fighting, weapons, drugs, alcohol, fire alarms, fireworks, continued misconduct, ISS violations, insubordination, or misconduct, out-of-school suspension may be used. The discipline will be determined on a case-by-case basis. Students who are suspended out-of-school are not to be on campus during

suspension, except with administrative authorization. Unauthorized campus visitation may result in charges of trespassing being filed. Parents/Guardians may request homework during OSS by contacting a school secretary and to arrange a time for pick up (Refer to Reported Absence Policy, #8). OSS assignments must be served on school days when school is in session. In the event that the OSS day(s) assigned to a student spans a day(s) classified as a district emergency day (i.e. snow day) the emergency day(s) will not be counted toward the fulfillment of the OSS assignment.

- The Short Term Option Program (STOP) is a program created by the Madison County Regional Office of Education that is funded by a coalition of school districts including the Collinsville Community Unit School District #10. This program strives to offer students with an OSS penalty a structured setting where instruction and direct supervision may continue away from their school of regular attendance. The current location for the STOP alternative is the Freeman School located in Troy, IL. Students who utilize this alternative will be transported by school bus from their school of regular attendance to the STOP facility. Parents are not permitted to “drop off” or “pick-up” students from the STOP facility.

STOP is utilized in conjunction with the Out-of-School Suspension (OSS) penalty for less severe and/or habitually-committed offenses. Although STOP is only offered for offenses which warrant OSS as a penalty, Administration reviews the nature and extent of one’s involvement in an infraction when choosing to offer the STOP alternative as a discipline penalty. Parents reserve the right to accept or reject the STOP alternative when presented by Administration as a discipline penalty. If the STOP alternative is rejected, the student will serve a typical, OSS penalty. If the STOP alternative is accepted, parents acknowledge that they will adhere to the following: Provide transportation for the student to the school prior to the time slotted for school bus arrival (Administration will disclose the time); Provide the cost for a lunch to be purchased at the STOP center (outside food or beverages are not permitted); Inform the Administration if the student is to be picked up from CMS by parental transportation or transported from CMS by his/her regular school bus when the school day has concluded.

Procedures:

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

4. Expulsion

For discipline violations that include serious misbehavior and/or illegal acts that threaten to impair the education efficiency of the school and/or that seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one to two school years.

Procedures:

An administrator will contact parents regarding the misconduct and consequences. An administrator will contact the School Resource Officer or other necessary agencies. An administrator designee will contact the Collinsville Unit 10 Board Administration.

Expulsion Procedures The following are expulsion procedures: 1) Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated by the Board, s/he shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate; 2) During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine the witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

SUPPORT SERVICES A student who has been suspended for more than 4 days may be provided with support services as deemed appropriate by school officials.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion. Additional re-engagement services may be provided as deemed appropriate by school officials.

Other misbehavior or discipline issues that may arise and not addressed specifically in this section, will be handled by the administration in a manner that is consistent with the Collinsville Unit 10 District Policy Manual and the Illinois School Code Laws.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DISCIPLINE - STUDENT RIGHTS PROCEDURES

(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.

ENGLISH LEARNERS

Collinsville Middle School places students with limited English proficiency in classrooms with teachers who are certified

to teach them. Less than one percent of our student population currently needs these services. Working with other schools in our district, Collinsville Middle School established a program for appropriately identifying students with limited English proficiency and determining the appropriate instructional environment for each student. On a regular basis we assess the English proficiency of these students and monitor their progress in order to determine their readiness for a mainstream classroom environment. Over time, all students that receive limited English proficiency services become fully integrated into the classrooms.

As part of our Limited English Proficiency program, we notify parents/guardians of, and provide information about: (1) the instructional program, reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's IEP, if applicable, and (7) information on parent/guardian rights. Parental involvement will be encouraged and parents/guardians will be regularly apprised of their child's progress.

The parents/guardians of limited English proficient students are given an opportunity to provide input to the program and are provided notification regarding their child's placement in, and information about, the school's Limited English Proficiency program.

For more information you may contact:

Carla Cruise - ccruise@cusd.kahoks.org - Director of English Learners
(618) 346-6320 ext. 1222

Cindy Church - cchurch@cusd.kahoks.org – Translator/Parent Liaison

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact Assistant Superintendent of Human Resources & Information Services, 201 West Clay, Collinsville, IL 62234.

FEES

(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, vocal, and instrumental music. Fees are determined annually by the Board of Education. Report Cards are mailed to those students who pay their fees. Arrangements to pay by the semester may be made by calling the school office (618) 343-2100.

Students are issued one complimentary handbook and one complimentary student identification card. If either (or both) complimentary item is lost (misplaced), the student must pay the cost of replacing the item(s). The replacement fee for a student identification card is \$2.

STUDENT FEES WAIVER POLICY

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal. A student shall be eligible for a fee waiver if at least one the following prerequisites is met: (1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; (2) The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee. A separate application form shall be submitted for each fee assessed to each student. The Fee Waiver Policy does not apply to Summer School. Questions regarding the fee waiver applications process should be addressed to the Building Principal.

FAILURE TO PAY FEES: COLLECTION

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

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip

must receive written permission from parent/guardian with authority to give permission. Students may be prohibited from attending field trips at the discretion of the school administration.

FUNDRAISING AND ADVERTISING REGULATIONS

(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 or gang-like activity, including, but not limited to:

(1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

GENERAL EVENTS POLICY

All handbook rules and regulations apply to all on-campus events as well as all off-campus school sponsored events. When school is not in attendance (due to such as district cancellation because of inclement weather) all school related activities and sport/club events are cancelled for the length of the district cancellation notice. Students who attend after school events on campus, such as sporting events and dances, are to remain on school property until they depart for home. These students will have to arrange and use transportation provided by their parent/guardian. Parent(s)/Guardian(s) are asked to be prompt when picking your child up from an after school event.

GRADES & PROMOTION

Grades and grade point average are reported to the parents at the end of each quarter (nine weeks). The report cards will be available to be viewed by parents/guardians at the end of each grading period. Subject achievements are reported as letter grades and grade point averages are reported as numerical points. For questions regarding grades, please contact the classroom teacher.

Grade Scale

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 – Below

The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student's final grade include:

A miscalculation of test scores; A technical error in assigning a particular grade or score; The teacher agrees to allow the student to do extra work that may impact the grade; An inappropriate grading system was used to determine the grade; An inappropriate grade was based on an appropriate grading system.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized test or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.

***The Promotion/Retention Policy is as follows and is used as a guide by the Collinsville Middle School Administration:**

- 4 Failures (Core Classes) – Automatic Retention
- 2 or 3 Failures (Core Classes) – Summer School Required for Promotion to next grade level
- 1 Failure (Core Classes) – Promotion and Summer School suggested on a case by case basis. Determined by teachers and approved through Administration. This situation will be utilized for Math and Language Arts Failures.

Skyward Family Access- (Parent and Student Portal)

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

HANDBOOK RECEIPT REQUIRED

All students must sign a receipt indicating that they have received a CMS handbook. This will be completed during the registration process. By signing the handbook receipt, students acknowledge that they will read and follow the policies and procedures set in place for CMS students by the CUSD No. 10 Board of Education. I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. Parents who sign for their child do so with the understanding that their child will read and follow the policies and procedures set in place for CMS students by the CUSD No. 10 Board of Education.

HEALTH SERVICE

Collinsville Middle School Health Service provides emergency care and referral services through the Health Office. The phone number for the Health Office is (618) 343-2161. The health and welfare of every student is important. Regardless of the nature and extent of a student's illness or injury, it should be reported to the nurse. Staff members can refer students to the health office and students can refer themselves by requesting a pass from a staff member.

Parents are encouraged to contact and/or present medical documentation of any injury sustained outside the school day and school grounds that may warrant a change in the routine of the student or warrant the use of medical devices (i.e. crutches and wheelchairs). Students without proper medical documentation and authorization from the health office may not bring or use any medical device at school (i.e. crutches, wheelchairs, scooters, etc.).

EMERGENCY REFERRALS

Serious illness or injury must be reported immediately to the health office. If a student is too ill or seriously injured and cannot report to the health office on his own, the teacher should contact the main office. If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home.

NON-EMERGENCY REFERRALS

Situations that do not demand emergency treatment can be referred according to the following procedure.

1. The student reports to class and requests a pass to go to the health office.
2. The student will go directly to the health office and remain there until released. If the nurse is not in, report to the Main Office.
3. If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home.
4. Parents will be contacted to make arrangements to pick-up the student.
5. It is at the nurse's discretion as to whether there is indication for the student to be sent home ill.
6. If the child has been found to have a head lice infestation (live bugs) the child should have limited direct contact with other students until treated, parents should be notified, and student sent home as soon as possible. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation. If nits only are found on a student, it should be at the nurse's discretion to send the student home right away or at the end of the day (few nits that can be removed by the nurse versus numerous nits that cannot be removed in a timely manner at school). Parent notification of the affected student should be made as soon as possible. Upon returning to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and nits remain, a child may be sent back home.

STUDENT HEALTH SERVICE RECORDS

1. Students must have a completed physical/dental/eye exam and up-to-date immunizations on file in the health office. Required grade levels include: Physicals (Prekindergarten/Kindergarten/sixth/ninth), Dentals (Kindergarten, second, sixth), Eye exams (Kindergarten or any grade level transferring into an Illinois school for the first time). If these required exams/immunizations are not on file by the district exclusion date, your child may be subject to exclusion from school until all requirements are met.
2. Proof of at least one Tdap immunization (grades 6 thru 12). Proof of Meningococcal Immunization (grades 6 and 12).
3. The emergency health information section must be completed at the time of online registration. Additional emergency health information can be shared with the school nurse at any time.
4. Students will be excused from physical education classes by written direction from a doctor. A written release from a doctor is needed to return to physical education classes. Student may be taken out of physical education classes at the discretion of the school nurse, or written request from a parent/guardian, not to exceed two days of missed PE class. After two days of missed PE class, a written doctor's excuse is required.

COLLINSVILLE UNIT #10 SCHOOL DISTRICT MEDICATION POLICY

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS.

(Students may carry medication if the physician/parent/school personnel agree that it is medically necessary for the student to carry his/her inhaler, Epi-Pen, or diabetic supplies. If it is necessary to carry these medications/supplies on the bus, an *Emergency Medical Information for Students with Special Needs/Medical Concerns During Bus Transportation* form may be completed.)

1. School personnel will not administer medication at school if arrangements can be made so that the student can receive the medication at home. Medications that can be given before and/or after school should be given at home.
2. **Epi-Pens** may be carried and self-administered by the student only if the physician indicates in writing on the medication request form that it is medically necessary that the Epi-Pen be carried by the student at all times and that the student has been instructed in the use and self-administration of the Epi-Pen and can fulfill the requirements of the procedure. (The student will be issued a permanent pass for the school year at the senior high level).

Inhalers kept in the health room must have a **pharmacy label** and/or copy of the pharmacy label and the **Student Medication Authorization Form signed by the physician and parent** on file at school.

Students who self-carry their inhaler must have a copy of the **pharmacy label** and the **Student Medication Authorization Form signed by the parent** on file at school.

An **Asthma Action Plan** should be provided to the District and, if provided, will be kept on file for all students who keep an inhaler in the health room or self-carry and inhaler.

It is recommended to keep an extra inhaler in the health room for emergency use even if the child will self-carry an inhaler.

3. All medications administered to students during school hours must be transported to and from school by a parent or another adult acting on the parents' behalf.
4. **All requests to administer medication (prescription or non-prescription) to students must be in writing on the designated "Student Medication Authorization Form" and signed by the parent or legal guardian and the physician or appointed designee. Medication will not be administered unless a request form is properly completed and the medication is labeled properly.** The school and district shall incur no liability as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.
5. All medications, prescribed by the physician, must be in the original pharmacy container. **Prescription medication must have the pharmacy label on the medication bottle, box, or administration device. Non-prescription medication must come in a new sealed container.** Any change in the dosage of the medication and/or the directions for use will require a *corrected pharmacy label* indicating the changes and a *signed note from the physician*.
6. All medications given at school require a new Student Medication Authorization Form at the start of each school year.

7. **The administration of any medication containing a narcotic is discouraged during school hours.** If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
8. **Cough drops are permitted with a medication permission form or dated note signed by parent. All cough drops need to be in a new, sealed package.** Student will be asked to stay in the health room or supervised by the teacher in the classroom while the cough drop is administered. However, cough drops are discouraged at this grade level due to risk of choking.
9. **School personnel will destroy any medication that is not removed from the school at the end of the school year.**

Resources: Public Act 096-1460 Recommended Guidelines for Medication Administration in Schools
 Illinois Department of Human Services and Illinois State Board of Education, 9/2000
 Public Act 099-0843 Asthma Episode Emergency Response Protocol and Asthma Action Plans
 Public Act 98-0795 Self-Administration and Self-Carry of Medications for Asthma and Allergy

Revised 2/2017

HEARING AND VISION SCREENINGS

The Illinois Department of Public Health requires certain grade levels be screened for hearing and vision. Certified vision and hearing technicians will perform the screenings. Hearing screening will be conducted for early childhood, pre-kindergarten, kindergarten, first, second, third, and special education students. Vision screening will be conducted for early childhood, pre-kindergarten, kindergarten, second, eighth, and special education students. Color vision screening will be performed for second grade. Vision screening is not a substitute for a complete eye exam by an eye doctor. If your student has completed a hearing or vision exam within one year, you may send a copy of the report to the school to be kept with your child's health record. Only if this documentation is present will your child be exempt from testing. Your child may also be screened during the school year upon request of the teacher based on the observable signs of hearing or vision difficulties in the classroom. If your child fails either the hearing or vision screening, you will receive a letter of notification.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

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

COMMUNICABLE DISEASES/SCHOOL EXCLUSION FOR ILLNESS GUIDELINES

The district follows recommendations from the CDC and IDPH and local health departments regarding exclusion from school for communicable diseases.

COLLINSVILLE UNIT SCHOOL DISTRICT #10 PRACTICE REGARDING EXCLUSION FROM SCHOOL FOR ILLNESS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

___ **STAPH and MRSA**-Exclusion from school for minimum of 48 hours after antibiotic treatment has begun and lesions are closed or completely covered. Exclude if wounds cannot be well contained under a dressing. Exclude

from high-risk activities such as contact team sports if wound cannot be completely covered with a secure bandage that will remain intact throughout sport activity, until completely healed. Exclude from use of pools/whirlpool until wounds are healed. Student must practice good frequent hand hygiene. *Must have doctor written permission to return to school.*

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

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

PLEASE NOTE: Upon returning to school following a communicable disease exclusion, student must report to the school nurse or principal before returning to class.

A doctor's note explaining absence from school is recommended.

Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.

Medication – Authorized Use Of

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

STUDENTS WITH FOOD ALLERGIES AND OTHER LIFE-THREATENING ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. **If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse at (618) 343-2100.**

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

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

DIABETES – CARE FOR

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse or principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health

care provider whose instructions are included in the Diabetes Care Plan. For further information, please contact the school nurse or principal.

SPECIAL NEEDS/MEDICAL CONCERNS DURING BUS TRANSPORTATION

This form is available from the school nurse in the Health Office. The purpose of this form is to give school bus drivers/monitors information about children who may have special needs or medical concerns during bus transportation. However, the school bus drivers/monitors are not responsible for and will not give/monitor medications on the bus. The school bus drivers/monitors are not trained health care providers. No medication should be carried or used on the bus unless specific arrangements have been made with the school nurse (inhaler/EpiPen/diabetic) and in accordance Board Policy 7:270. In an emergent situation, a bus driver should pull to a safe stop and notify dispatch to call 911. Example of this may include but are not limited to: grand mal seizure, severe asthma attack, allergic reaction with respiratory difficulty, and/or severe bleeding from a wound. This form will be kept in the school Health Office, with a student's IEP/504, with a student's HCP, and/or at the bus company.

MEDICINAL MARIJUANA

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

EXEMPTIONS

1. Religious Objection-a student's parent/guardian presents a Certificate of Religious Exemption to the school nurse/principal. The district religious objection form can be obtained from the building school nurse/principal. This statement must be approved by the district superintendent or appointed designee.
2. Medical Objection-a student's parent/guardian presents to the school nurse/principal a written and signed statement from the child's physician indicating the reason for the exemption. This statement must be approved by the district superintendent or appointed designee.
3. Eye exam requirement-the student's parent/guardian shows an undue burden or a lack of access to a licensed optometrist/ophthalmologist. A signed eye exam wavier 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 wavier 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; 3. Study conditions such as good lighting, proper ventilation, and quietness should prevail; 4. Have necessary materials at hand; 5. Try to develop the skill of working independently others; 6. Spend enough, but not too much time on each subject.

INTERNET AND TECHNOLOGY ACCEPTABLE USE

All use of electronic network use must be consistent with Collinsville School District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** In accordance with federal law, the district provides CIPA (*Children's Internet Protection Act*) compliant web filtering for students on any Internet connected device within the boundaries of the district network. The district recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, these resources can also afford access to materials which may be illegal, obscene or indecent. The district will make every effort to protect students from inappropriate material while still allowing access to valuable academic content.

All users must be aware that use of the district's electronic networks and systems may result in public disclosure of the data and information associated with those systems under the *Illinois Freedom of Information Act*.

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

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

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

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;

7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

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

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

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

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

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

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

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

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

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

Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure may be subject to consequences as defined by the school officials.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Chromebook Student User Agreement

The policies, procedures, and information within this document apply to all Chromebooks used at Collinsville School District by students, staff, and guests, including any other device considered by the administration to fall under this policy.

Teachers may set additional requirements for Chromebook use in their classroom.

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

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

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

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

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

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

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

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

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

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

Printing -

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

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

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

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

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

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

Damage Policy -

First break - \$25 fine required to replace as a take home device; if choose not to replace, student loses take home privileges. (required Chromebook video review and questions)

2nd Break- \$25 fine and no more take home privileges. Student must pay prior to being able to check in and out. If no payment, student will use desk top in classroom (required Chromebook video review and questions)

Any further issues, student will not be allowed any Chromebook options. Student must use desktop/laptop in each teachers' room

Damage to a device beyond repair may result in a replacement fee of up to \$250

Students who are on check-in/check-out will be required to show ID with the assigned Chromebook number on back. Failure to produce identification will result in no Chromebook. Chromebooks will be checked for damage upon return every evening.

Any situation in which a student intentionally damages a Chromebook, no additional device will be issued and student will be required to utilize the device in the teachers' rooms per Administrative discretion.

Chromebook Violation Consequences:

First offense - 2 lunch detentions; warning about proper use

Second offense - ISS; restrictions placed on usage

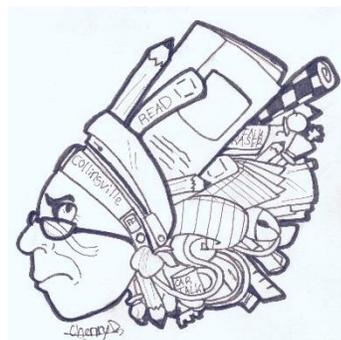
Third offense - 2 ISS; no take home privileges, check-out only

Fourth offense and up - 2 STOP; no Chromebook, classroom desk top only

***Violations that include inappropriate content such as nudity or weapons warrant a greater consequence and will be handled at the discretion of administration.**

INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release address and phone numbers of students.



LIBRARY SERVICE/MEDIA CENTER

Ph. 618.343.2146

Michael Hayman (Library/Media Specialist)

mhayman@cusd.kahoks.org

Websites:

Kahoksread.org

Mrhayman.com

Vision & Mission Statement

Our vision of a school library/media center is not a warehouse of artifacts but a cognitive playground for the community we empower.

Aligned with instructional and student performance objectives, our mission is to be facilitators of knowledge creation.

Through easy access to activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

Rules:

- Students may come to the Media Center during the school day to check out a book, do research, locate information on the Internet, or just to read.
- During the day, students are admitted with a pass from their subject or study hall teacher. No pass is needed if a student is visiting before or after school or with a class. A pass is needed at lunch.

Checkout Policy

Circulation:

- Regular books on the circulating shelves are checked out for two weeks; Maximum 1 physical book at a time. (More books are allowed if discussed with Media Specialist first).
- Renewals can be made at the request of the student at any time.
- Materials checked out to a patron's number become the responsibility of the patron in all circumstances.

- E-books and digital audio books are available through Destiny and Overdrive to all CMS students. Each allow 3 checkouts per system. So, students could have 7 library resources checked out if desired. For access, go to www.kahoksread.org. Logins are the same student chrome-book and reading counts login.

Fines & Book Loss:

- All fines forgiven once book is returned.
- If a student claims that they have returned the book, the library staff then check the shelves to see if the library staff made a mistake. If the book was returned it should be on the shelves. If not, then where? By the end of the year, lockers have been cleaned out, notices and warnings have been given to students, teachers have been asked to search their shelves in their rooms and I have scanned every book in the library. Whenever a student comes to me and has lost a book the library staff gives them a few options and the library staff offers them to everyone.

If the book cannot be found then you can:

- Pay for the cost of the book.
- Purchase the same hardbound book from somewhere to replace it.
- Donate two books or one high quality (hard cover) book that we have a reading count quiz for. To check, go to <http://src.scholastic.com/ecatalog>

Book Donation:

- All books and materials are accepted. However, we reserve the right to choose what is actually put into the library. Books not accepted will be distributed to appropriate schools, teachers, offered to students, or recycled.

Behavior:

- Students are expected to act responsibly and respect the rights of others while in the Media Center.
- An atmosphere conducive to research, reading, group work, and study will be maintained.
- Destroying or defacing library materials or equipment is inappropriate and is considered destruction of school property.
- Do NOT bring food or drinks into the Media Center.

Services & Activities:

- The Media Center has a collection of over 12,000 physical volumes and over 6,000 e-books and digital audio books for all interests and reading abilities. A copy machine, scanner, 3D printer, LEGO Mindstorms, Tetrax Robot, Chess, Audio recording devices, Poster printer, 30 iPads, and Cloud-based Video editing software are available for student and staff use.

LOCKERS

(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.

MAKE-UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

OFFICE

The Collinsville Middle School Office is open Monday through Friday from 7:30 a.m. to 4:15 p.m. or at other hours by special appointment. Administrative assistants will help you with any questions you may have. The CMS phone number is **618-343-2100**.

PARENTAL RIGHTS NOTIFICATION

QUALIFICATIONS OF TEACHERS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including: 1) Whether the teacher has met State certification requirements; 2) Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived; 3) The teacher's college major; 4) Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and 5) Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

SEX OFFENDER NOTIFICATION LAW

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

PHYSICAL EDUCATION UNIFORMS

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

Every student is required to have Collinsville Middle School dark colored shorts and light colored shirts. Uniforms are for the purpose of Physical Education instruction only or when deemed appropriate by the administration. For the safety of students, the PE department will provide a list of items that students are prohibited from wearing.

PHYSICAL EDUCATION EXEMPTION

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal Law.

A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

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, tables, or counters.

General safety precautions are as follows:

1. Stay inside; move away from windows, shelves, and heavy objects that may fall.
2. In halls or stairways, move to an interior wall. Turn away from windows.
3. In laboratories and kitchens, all burners should be extinguished before taking cover.
4. If outdoors, move to an open space away from building and overhead power lines. Lie down on the ground.
5. Do not leave school grounds without permission.

Severe Weather: In the event of severely inclement weather or a mechanical breakdown in the school's physical plant, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal and will be announced over local radio and television stations. Reports in the morning will be between 6:00 a.m. and 8:00 a.m., if no report is heard, it can be assumed that school will be in session. Please do not call the school. The telephone lines are limited and must be kept open for emergencies. School closing information will also be posted on the CUSD#10 District Website at: <http://www.kahoks.org> and through the School Reach automated telephone message system.

Intruder: In the event of an intruder present on campus, CMS will go under a "lockdown" procedure. Lockdown is a building procedure that takes place in a crisis situation. Student movement will be stopped and the building is secured. Students and Staff will be made aware that a serious event has occurred or is about to occur, and how to act accordingly.

Bomb Threat: Collinsville Middle School takes all Bomb threats seriously. Any person who makes a bomb threat will be reported to the police and will be prosecuted. Procedures will be followed by school personnel to maximize student safety.

Missing Student: In the event the Main Office is notified that a student is missing, the parent(s)/guardian(s) of the missing student will be notified immediately. Upon confirming that the student is not at CMS, the Collinsville Police Department will be notified. CMS and the police department will work cooperatively to locate the missing student.

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

SCHOOL MESSENGER

In our efforts to improve communication between parents and school, Collinsville Middle School is instituting a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used on occasion to communicate general school announcements or reminders. This service is provided by School Messenger program, it is imperative that parents/guardians report any changes in the student's primary phone number as promptly as possible.

SCHOOL PROPERTY

CAMPUS ARRIVAL/DEPARTURE

Upon arriving to school, students are to report to the commons area for breakfast or gymnasium where they will be dismissed to first period. Students who need to report to a classroom must have a signed pass from a CMS staff member. Students are to vacate the building in a timely manner at the end of the school day unless involved in extra-curricular or teacher-supervised activities.

ANIMALS

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

SCHOOL RESOURCE OFFICER

Collinsville Middle School has a full-time School Resource Officer (SRO) to serve as a resource to administrators, teachers, parents and students. The SRO also assists school officials with supervision and security on our campus, as well as many other services for our entire school community. The SRO acts as an agent of the school and will assist with the school administration with daily obligations of the school.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School Authorities" includes School Resource Officer(s).

SCHOOL PROPERTY AND EQUIPMENT

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

The superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches for illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, etc.) when there is a reasonable ground for suspecting that the search will produce

evidence the particular student has violated or is violating either the law or the District's student conduct rules. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating legal statutes or the CUSD #10 policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking website* include Facebook, Instagram, Twitter, and ask.fm. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SOCIAL WORKERS

Social Workers are available to assist every student. Feel free to call upon them for help with personal problems, or other issues affecting a student.

SPECIAL EDUCATION

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

STUDENTS WITH DISABILITIES

EDUCATION

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

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

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

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

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided

- during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

MAINTENANCE AND DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records (case study components, IEP's and correspondence with educational and diagnostic centers) are considered temporary records and are housed at the Special Education Offices, 6 Oakland, Caseyville, IL 62232. Parents of students, or students, if they have succeeded to the rights of the parents, may view or request copies of these records by contacting the Director of Special Education & Related Services at 618-343-2878.

Upon graduation or permanent withdrawal of a handicapped student, as defined in the School Code [105 ILCS 5/Art.14] and 23 Ill. Adm. Code 226, Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. Temporary records of those students who have permanently withdrawn or graduated from Collinsville Community Unit 10 will be destroyed after five years from the date of graduation or permanent withdrawal beginning the second week of June each year. Parents or students, if they have succeeded to the rights of the parent, are encouraged to claim these records because they may be of medical or educational benefit in the student's future. For those parents of students or students, if they have succeeded to the rights of the parents, who may wish to acquire any of these temporary records before they are to be destroyed, please contact the Director of Special Education & Related Services at 618-343-2878.

SPORTS/EXTRACURRICULAR ORGANIZATIONS

(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.

The following clubs and organizations are offered as extracurricular activities at Collinsville Middle School:

Band (Concert Band, Jazz Band, Marching Band and Pep band)

Book Club – Sponsored by Mrs. Juelfs and meets monthly after school to discuss a book selected by the students. All genres and tastes are represented including graphic novels and fan fiction.

Chess Club

Choir (Concert and Show Choir)

Fellowship of Christian Athletes (FCA)

Girls on the Run

Illinois Math Science Academy Fusion Program (IMSA)

National Junior Honor Society (NJHS)

The Collinsville Chapter of the National Junior Honor Society (NJHS)

- Eligibility for NJHS is based on the student's academic performance and students must meet the GPA for chapter selection standards.
- Selection is based on the submission of a candidate form which reflects the candidate's service to the community and excellence in the areas of leadership, citizenship, and character. School faculty will also evaluate candidates for these requirements.
- The NJHS Faculty Council will score candidates based on a rubric which considers the above criteria. The decisions of the Faculty Council for selection or non-selection are final.
- NJHS members are held to the highest standard of character and citizenship.

- NJHS morning meetings and study hall meetings are held once per month, unless otherwise explained by the adviser.
- Members are expected to attend ALL meetings and activities; the adviser must be given advanced written notice of absences and members must make up the missed time with individual service hours.
- Each month, NJHS members will participate in a service project as a group which may take place within or outside of the school building.
- Members will need to complete a minimum of 15 hours of service during the school year in which he or she is a member.
- Any member displaying poor character or citizenship in CMS classrooms or hallways can receive a NJHS character violation from any teacher or staff member at CMS.
- At the end of each grading period, the adviser will check the GPA for each member to ensure it remains at or above chapter standards; if not he or she will be given written notice that he/she has been put on academic probation until the next grading period.
- At the end of each grading period (or more often if needed) the adviser will check the discipline records for each member. If these reflect a standard of behavior below chapter standards, the Faculty Council will convene to determine the student's status as a member.
- Students who do not comply with the principles and rules of membership will be dismissed after a (3/5 majority) vote of the Faculty Council.
- For particularly flagrant violations (per Article X, Section 2 of the NJHS Constitution), the adviser will meet with the Principal and exercise their prerogative to dismiss the member without convening the Faculty Council.
- For more information about the National Junior Honor Society, check out the national organization's website: <https://www.njhs.us/>

Pep Club

Student Council

Yearbook Club - The award-winning Blaze yearbook staff, under the direction of Mrs. Juelfs, serves as photographers, cover designers, and contributors to our book. We meet as needed during study hall.

We encourage all students to be involved in any of the extracurricular clubs and organizations sponsored by CMS.

School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. No guests are allowed to attend CMS sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

SPORTS/EXTRA CURRICULAR ACTIVITIES - CODE OF CONDUCT

The Board of Education, the Administration, and the Coaches and Sponsors of all co-curricular activities at Collinsville Middle School (CMS) have high expectations of those who represent our school on all teams and in all other activities. CMS students involved in co-curricular activities are expected to conduct themselves in a manner that reflects integrity on themselves, their group/team, and the school. Participation in the CMS co-curricular activities program is considered a privilege, not a right.

You should be aware that this code does not contain a complete list of inappropriate behavior as a CMS participant. In addition to the things listed, CMS participants will be expected to demonstrate excellent conduct in their classrooms, in the community, and in the activities themselves. Nothing less is acceptable.

The Board of Education, the Administration, and the Coaches and Sponsors of Collinsville Middle School consider the following as violations of the ideals of the CMS co-curricular program that warrant the indicated actions.

1. Confirmed involvement in the use or possession of a controlled substance.
2. Confirmed involvement in the use or possession of an alcoholic beverage.
3. Violation of the rules and regulations of CMS or Unit 10 that result in an out of school suspension three days or greater.
First Offense – Participant may be suspended from the activity for a period of up to two (2) weeks.

Second Offense – Participant may be excluded from all teams or other co-curricular activities for a period of one (1) calendar year.

Third Offense – Participant may be excluded from activities for the remainder of his/her middle school career.

*Note: Each Offense also may involve school discipline as well at the administration's discretion.

The above violations are cumulative during the Participant's middle school career.

The Board of Education, the Administration, and the Coaches and Sponsors of Collinsville Middle School consider the following as violations of the ideals of CMS co-curricular activity program which warrant the indicated actions.

1. Smoking or any use of any kind of tobacco products.
2. Stealing or vandalizing personal or school property.

First Offense – Participant may be suspended from activities for a period of up to two (2) weeks.

Second Offense – Participant may be suspended from activities for a period of ninety (90) calendar days.

Third Offense – Participant may be excluded from activities for a period of one (1) calendar year.

*Note: Each Offense also may involve school discipline as well at the administration's discretion.

The Board of Education, the Administration, and the Coaches and Sponsors of Collinsville Middle School consider the following as violations of the ideals of the CMS co-curricular program that warrant the indicated actions.

1. Violation of the rules and regulations of CMS that result in a suspension of five (5) days or fewer, either in school or out of school.
2. Unexcused absence from a contest.
3. Unexcused absence from practice.
4. Misconduct at practice, at contest/activity, or on an activity bus.
5. Any action(s) that is detrimental to the co-curricular program at CMS.

First Offense – Punishment will be determined by the coach/sponsor after consultation with the Principal.

Second Offense – Will be suspension from the team. Length of time will be determined by the coach/sponsor after consultation with the Principal.

*Note: Each Offense also may involve school discipline as well at the administration's discretion.

The disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach or sponsor's policy can exceed the listed disciplinary action when such information has been provided to the athlete in that coach or sponsor's activity. During a period of suspension, the participant is to continue to participate in the activity during practice sessions or other meetings. **Eligibility**

Participants must maintain the following academic standards: One failing grade on any given eligibility check. Eligibility is checked every week. **Teachers will indicate passing or failing grades on semester basis.** A student is ineligible from Monday to Monday during the eligibility check. Students failing 2 or more classes at the semester will be placed on academic probation through the Athletic Director's Office and subject to academic intervention based on a determination of the Athletic Director.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Any athlete who quits a team during a season will not be permitted to join another team during a season unless mutually agreed upon by the coaches of both teams involved. A student will not be permitted to participate in the CMS co-curricular program if they have an outstanding obligation in any other activity.

FEES AND PHYSICAL EXAMINATIONS

To participate in an extracurricular activity at CMS, each student-athlete will be charged \$100 per sport. This fee is charged to cover athletic expenses such as transportation, equipment, game expenses, and all costs associated with providing an individual sport at CMS. Fees will be waived for students who qualify for free and reduced lunch. No athlete will be allowed to participate in the extracurricular activity until the fee is paid.

Students who participate in athletics must provide a sport physical completed on the Illinois DHS form or IHSA pre-participation examination form. The physical examination is good for 395 days from the dated of the exam.

SPORTS/STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury that interferes with normal brain function. Concussions can range from mild to severe and can occur in any organized or unorganized sport or recreational activity resulting from a fall or from players colliding with each other, the ground, or with obstacles.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association¹ before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

SPORTSMANSHIP

Collinsville Middle School maintains high standards of performance and sportsmanship for its athletics and student body. Spectators are to maintain this same high level of sportsmanship and conduct at athletic events.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 7 & 8 will take standardized tests on PARCC (Partnership. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests; and
7. Encourage students to relax on testing day.

STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines: 1) The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required; 2) The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building; 3) The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed; 4) Distribution must be done in an orderly and peaceful manner, and may not be coercive; 5) The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds; 6) Students must not distribute material that: a) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; b) Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright; c) Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook; d) Is reasonably viewed as promoting illegal drug use; or e) is primarily prepared by non-students and distributed in middle school and 7) A student may use the School District's Uniform Grievance Procedure to resolve a complaint; 8) Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The definition of "publication" includes, without limitation: (1) written or electronic print mail, (2) audio-visual material on

any medium or (3) information or material on electronic devices (e.g. data or voice messages delivered by cell phones, tablets or other hand-held devices).

STUDENT IDENTIFICATION

Students are required to have a student identification card. Each student will receive an original ID at the beginning of school for no charge. The card will bear the name, grade level and photograph of the student. Students are asked to possess the card at all times. It may be needed as identification at all school functions, on school bus, to check out library books, to buy lunch, and it is required to be shown to any authorized middle school personnel on request.

STUDENT INSURANCE

School insurance coverage is offered to students through the school district. It is available to those who desire this type of protection. It is required that any student wishing to participate in the school athletic program must carry some kind of insurance program.

The regular policy protects you while on the way to and school, at all school-sponsored activities, and while at school. A special policy may be purchased that protects the student 24 hours a day for the entire year.

Forms that explain the policies, and their cost, are handed out to students on the first attendance day.

STUDENT PRIVACY PROTECTIONS

SURVEYS 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.

SUICIDE AND DEPRESSION AWARENESS & PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Students expressing suicidal thoughts or statements will undergo an evaluation from a designated outside agency determined by appropriate school personnel.

TARDINESS

TARDINESS TO SCHOOL

If a student is late in arriving at school, he/she must report to the office. If a student will be late to school, a parent or guardian is expected to notify the school by telephone prior to the student arriving at school. The determination as to whether a late arrival to school is excused or unexcused will be on the same basis as absences. The district provides transportation to and from school for students living one and one-half miles from school. Students who elect to use private transportation will not be excused. All tardiness is unexcused unless bus or medical related. Any student arriving late to school on a school bus shall not be counted as tardy. Students arriving on a late bus are to report to the office. Tardy to school/class is defined as a student not being in the assigned classroom or in a pre-designated area identified by the instructor.

TARDINESS TO CLASS

Time on task is an essential part of productive teaching. Teachers are to begin classes on time to utilize the complete class period for instruction. It is the student's responsibility to be in the classroom and prepared to participate in class

activities when the bell rings. Those students who are habitually tardy will be referred to the office for possible corrective measures. Tardy to school/class is defined as a student not being in the assigned classroom or in a pre-designated area identified by the instructor. It is the responsibility of the students to arrive at their scheduled class or area on time.

CONSEQUENCES FOR TARDINESS TO SCHOOL/CLASS

- 1st Step (tardy 5 times): Warning with parent notification from teacher
- 2nd Step (tardy 10 times): 2 Detentions with parent notification from principal or assistant principal
- 3rd Step (tardy 15 times): 1 Day of In-School Supervision with parent notification by Principal/Assistant Principal
- 4th Step (tardy 20 times): 2 Days of In-School Supervision with parent notification by Principal/Assistant Principal
- 5th Step (tardy 25 times): 1 Day of STOP with parent notification by Principal/Assistant Principal
- *Every Additional Tardy Referral will result in an additional day of STOP (ex.: 6th Referral (30 tardies)= 2 Days of STOP).*

*NOTE: The consequences for tardiness to school and/or class will be cumulative per quarter and will not be determined by individual classes.

TELEPHONE USAGE AND MESSAGES

The office telephone is a business telephone. Use of these phones by students is reserved for emergencies, only. Students must obtain a pass from a teacher and request permission from the office to use the telephone. Students who make calls to 911 without valid reason will be turned over to the police.

TESTING

Standardized tests will be given during the second semester of the school year. Test scores are used for individual assessment as well as making future decisions about curriculum, textbooks, and other educational issues. Periodically, students may be administered a screening test for possible recommendation of special education services. Additional tests such as final examinations will be disclosed using administration discretion.

TEXTBOOKS AND TECHNOLOGY DEVICES ISSUED TO STUDENTS

The textbooks used are the property of the Collinsville School District. The textbooks and technology devices issued to a student become his/her responsibility until returned to the teacher. If a textbook or technology device issued to a student is lost or damaged (regardless of the reason) the student has the financial responsibility to pay the appraised price for a replacement of the lost textbook or for the repair of the damaged textbook.

TOBACCO/SMOKING

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. Possession, use or distribution of, or attempt to use or distribute any tobacco products or look-a-like tobacco products such as electronic cigarettes is prohibited in school buses, in school buildings and on school property. This policy extends to all school sponsored and related activities as well as field, athletic and extra-curricular trips, whether held before or after school, evenings, or weekends.

The Illinois General Assembly finds that tobacco smoke is a harmful and dangerous carcinogen to human beings and a hazard to the public health. Pursuant to Illinois Public Act 095-0017, no person may smoke in a public place or in any place of employment. To "smoke" means carrying smoking, burning, inhaling or exhausting of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment. CMS will work cooperatively with local law enforcement to enforce provisions of the Smoke Free Illinois Act and fines may be assessed pursuant to this Act.

TRANSFER STUDENTS

Credit from school accredited by a state educational accrediting agency will be accepted and granted the same credit as given by Collinsville Middle School. Credit from non-accredited schools will be accepted and granted after demonstrating proficiency in the subjects taken at Collinsville Middle School. Exception to this policy will be at the discretion of the Principal.

Collinsville Community Unit School District #10 reserves the right to test or place on probation for thirty (30) days, any student transferring into the Collinsville School District for the purpose of grade placement.

Students must receive authorization for enrollment from the Director of Pupil Personnel Services at the Administration Annex Building, 123 West Clay Street, Collinsville, Illinois. A parent or legal guardian of a student applying for admission must accompany the student to the office with acceptable proof of residence and Birth Certificate. A Student Transfer Form must be filled out for every student who transfers to another school district in Illinois. Parents do not have the right

to appeal a classification not in good standing.

TREATS/SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law

Cross Reference: Press 7:70, Attendance and Truancy

An Ordinance Amending the Collinsville Municipal Code Relating To Truancy

BE IT ORDAINED BY THE CITY COUNCIL OF COLLINSVILLE that:

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

10:92-1 **Truancy Prohibited.** It shall be unlawful for any person under the age of 18 enrolled in a public, private or parochial school to absent himself or herself from attendance at school without parental permission. Any person who shall so absent himself or herself shall be guilty of the offense of truancy and be subject to a fine not to exceed \$500.00 for each offense. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so 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.

VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Volunteers are required to check in and out of the office and receive a visitor badge before going to their destination.

WEAPONS PROHIBITION

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but no more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendents' determination may be modified by the board on a case-by-case basis.

WEATHER CLOSURE, DELAYED STARTS AND EARLY RELEASE

Collinsville Unit #10 Schools do not take weather-related decisions lightly. As with any decision, student learning is our top priority, but student safety is always our first consideration. Here is some information about how the district balances the factors that come into play when we face a weather-related decision.

Closures, Delayed Starts and Early Release

The district has three options in the event of bad weather. The district could close the schools altogether, delay the opening of school for two hours or release/dismiss students early. School release, delay and closure information is relayed in a variety of ways:

The district instantly publishes the information through:

- phone messaging system
- television
- district web site (If you have Internet access, the link to weather-related closure information is www.kahoks.org. The site is available 24 hours a day.)

In the rare event Unit 10 calls a 2 hour late opening; school will start 2 hours later than your normal bell time. For example if your normal bell time is 8:00 AM, your scheduled late start time is 10:00 AM. The morning bus routes will run 2 hours later than normal. The school day will end at their normal times.

Once children are in school, approximately two hours are required to get the last child home after a decision is made to close schools. For this reason, it is unlikely school will be canceled once classes are in session. However, when conditions dictate an early release, school will be dismissed. The School Messenger calling system will notify parents of any early school dismissal. It is also a good idea to check updates posted on the local television stations any time weather

conditions are changing or in question. The district website will carry early school dismissal information as soon as decisions are made.

It is very important that parents have plans for younger children when school is dismissed early. In the event that the district releases students early due to weather, please communicate with the school if alternate student pick-up plans are made. Please insure children dress for protection against prolonged exposure to the weather as a safety precaution. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

WITHDRAWAL FROM SCHOOL

A student withdrawing from school must present a written note from a parent or guardian or be accompanied by a parent or guardian. A withdrawal form will be issued, and this form must be presented to each of the following persons:

1. All teachers at which time the textbooks and technology devices issued to the student must be returned.
2. The librarian and, if necessary, make proper financial settlement.
3. The registrar to make proper financial settlement for textbooks not returned, rental fees not paid, or a partial refund on rental fees if they have been paid and all books have been returned.
4. Transfer slips will be issued upon completion of the above procedures.

INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstance that gave rise to the health threat and ensure that written notice is provided as soon as possible.

If a parent or guardian wants to be notified before a pesticide application is applied, please fill out the form below and send it to the Director of Building and Grounds, 201 West Clay St, Collinsville, IL 62234. Any questions call the Director at 618-346-6350, ext. 292.

Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.

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

NOTIFICATION OF PESTICIDE APPLICATION

Student Name _____

School Student Attends _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

Parent/Guardian Address _____

Parent/Guardian Telephone _____

Please send this form to the:

**Collinsville School District # 10
Director of Buildings & Grounds
201 West Clay St
Collinsville, IL 62234**

This handbook is not considered the only resource for all district policy, procedures, or regulations. The Collinsville Community Unit School District #10 Policies and Procedures Manual and the School Code of Illinois are also included as resources, copies of which are kept in the administrative office. We invite your input as we continue to update and improve this document each year. Kindly direct such considerations to the Principal.