COLLINSVILLE HIGH SCHOOL

The Arrow

STUDENT/PARENT HANDBOOK & PLANNER

2018 2019

Collinsville High School
2201 South Morrison Avenue
Collinsville, Illinois 62234
618 – 346 – 6320

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

<table>
<thead>
<tr>
<th>CENTRAL OFFICE ADMINISTRATION</th>
<th>CHS ADMINISTRATIVE TEAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Robert Green, Superintendent of Schools</td>
<td>Mr. David Snider, Principal</td>
</tr>
<tr>
<td>Mr. Bradley Hyre, Assistant Superintendent</td>
<td>Dr. Tricia Blackard, Assistant Principal/Vocational</td>
</tr>
<tr>
<td>Student Services</td>
<td>Director</td>
</tr>
<tr>
<td>Mrs. Ali Underwood, Director</td>
<td>Mr. Stevie Brown, Assistant Principal</td>
</tr>
<tr>
<td>Special Education and Related Services</td>
<td>Ms. Charlotte Fisher, Assistant Principal</td>
</tr>
<tr>
<td>Ms. LaToya Coleman, Curriculum Director</td>
<td>Dr. Kari Karidis, Assistant Principal</td>
</tr>
<tr>
<td>Mr. Kevin Robinson, Human Resources Director</td>
<td>Mr. Darin Lee, Assistant Principal</td>
</tr>
<tr>
<td>Mr. Mike Hollingshead, Buildings &amp; Grounds Director</td>
<td>Mr. Clay Smith, Assistant Principal/Athletic Director</td>
</tr>
<tr>
<td>Mrs. Kimberly Collins, Public Relations Liaison</td>
<td>Mr. Daniel Toberman, Assistant Principal</td>
</tr>
<tr>
<td>Mrs. Uta Robison, Chief School Business Official</td>
<td></td>
</tr>
<tr>
<td>Mr. Derek Turner, Coordinator</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
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The Arrow is the handbook published for the students and parents of Collinsville High School. It is intended to provide information that will be helpful in the pursuit of educational goals and general adjustment to the policies and procedures of CHS. This handbook does not equate to an irrevocable contract between students, parents and staff members of CHS. It is however, a reflection of the rules and policies established by the Board of Education in order to guarantee a safe environment for all students, faculty and staff.

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

## BELL SCHEDULES

### FULL DAY SCHEDULE

<table>
<thead>
<tr>
<th>STUDENTS MAY ENTER BUILDING</th>
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<tbody>
<tr>
<td>WARNING BELL</td>
<td>7:50</td>
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<tr>
<td>1ST PERIOD 7:55 – 8:55</td>
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<tr>
<td>2ND PERIOD 9:00 – 9:55</td>
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<td>3RD PER &amp; LUNCH</td>
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<td>3A</td>
<td>10:00 – 10:25</td>
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<td>3B</td>
<td>10:30 – 10:55</td>
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<tr>
<td>4TH PER &amp; LUNCH</td>
<td>11:00 – 11:25</td>
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<tr>
<td>5TH PER &amp; LUNCH</td>
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<td>7TH PERIOD 2:00 – 2:55</td>
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### 1/2 HOUR EARLY DISMISS

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### HALF DAY SCHEDULE

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### VOCATIONAL SCHEDULE

#### FULL DAY

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<tr>
<td>B</td>
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August 2018

Dear Parents and Students:

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

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

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

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

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

Mr. David Snider
Principal, Collinsville High School

CHS – DEMANDMENTS

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

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Ext.</th>
</tr>
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<tbody>
<tr>
<td>Principal</td>
<td>Mr. David Snider</td>
<td>x 1110</td>
</tr>
<tr>
<td>Principal’s Secretary</td>
<td>Ms. Patti Hudak</td>
<td>x 1114</td>
</tr>
<tr>
<td>Asst. Principal</td>
<td>Ms. Charlotte Fisher</td>
<td>x 1120</td>
</tr>
<tr>
<td>Asst. Principal</td>
<td>Mr. Daniel Toberman</td>
<td>x 1115</td>
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<td>Asst. Principal</td>
<td>Mr. Stevie Brown</td>
<td>x 1121</td>
</tr>
<tr>
<td>Asst. Principal</td>
<td>Mr. Darin Lee</td>
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<tr>
<td>Asst Prin. Secretary</td>
<td>Ms. Karen Schemerhorn</td>
<td>x 1122</td>
</tr>
<tr>
<td>Asst. Prin. Secretary</td>
<td>Ms. Kathy Verning</td>
<td>x 1112</td>
</tr>
<tr>
<td>FAX</td>
<td>Main Office</td>
<td>346-6841</td>
</tr>
<tr>
<td>General Information</td>
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<td>x 1110</td>
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### ATTENDANCE

Absences from School/Late Arrivals - (24 hours)  
346-6320 x3

| Attendance Secretary  | Ms. Jan Harmon        | x 1113 |
| Attendance Assistant  | Ms. Karen Hill         | x 1123 |

### AREA VOCATIONAL CENTER

| Director - CAVC       | Dr. Tricia Blackard   | x 1210 |
| CAVC Secretary        | Ms. Shirley Gray      | x 1211 |
| Area Vocational Center Fax | 343-6121 |

### ATHLETIC DEPARTMENT

| Athletic Director     | Mr. Clay Smith        | x 1230 |
| Asst. Athletic Dir.   | Mr. Eric Anderson     |      |

| Mr. Robert Wright     | x 1234 |
| Mr. Ryan Stack        |      |

### CAFETERIA

| Ms. Karen LaCaze      | x 1233 |
| Ms. Jamie Russel      |      |

### DRIVERS EDUCATION

| Mrs. Cara Gresh       | x 1117 |

### COUNSELING DEPARTMENT

<table>
<thead>
<tr>
<th>346-6320 ext. 1137</th>
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<tbody>
<tr>
<td>Registrar</td>
</tr>
<tr>
<td>x 1129</td>
</tr>
<tr>
<td>Registrar Assistant</td>
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<tr>
<td>x 1136</td>
</tr>
<tr>
<td>Counselor for A-D</td>
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<tr>
<td>x 1135</td>
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<tr>
<td>Counselor for E-K</td>
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<td>Social Worker</td>
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<tr>
<td>Social Worker</td>
</tr>
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<td>x 1170</td>
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</table>

### HEALTH ROOM

| Nurse                  | Ms. Angie Kimbrell   |
| x 1140                |
| Nurse’s Assistant      | Ms. Kim Gorka-Smith  |
| x 1141                |

### LIBRARY

| Librarian              | Ms. Tracey Schmidt   |
| x 1160                |
| Librarian Assistant    | Ms. Nancy Gerstenecker |
| x 1161                |

### SCHOOL RESOURCE OFFICE

| S.R.O. Officer         | Mark Terveer         |
| x 1184                |
| Security Manager       | Robert Carpenter     |
| x 1037                |

### DISTRICT TRUANCY OFFICE

| Mr. Scott Blackard     | 346-6320 x 1142 |
| Mr. Frank Franklin     | 346-6350 x 4285 |

CUSD10 WEBSITE........http://www.kahoks.org  
CUSD10 TWITTER........http://www.twitter.com/cusd10
GENERAL INFORMATION

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

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

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

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

READMISSION AND TRANSFER
Students who have dropped out of CHS, and want to re-enroll must complete the following steps: 1) A parent or legal guardian must enroll a student transferring to CHS from another school at the Collinsville Community Unit School District No. 10 Administration Building; 2) The student must provide acceptable proof of residency, an official transcript, and a certified copy of the student’s birth certificate. If applicable, an Illinois transfer form must also be provided; 3) The student and or parent/legal guardian must contact the Counseling Department; 4) A parent or legal guardian of the returning student must accompany the student to the office to meet with the counselor to register for classes; 5) Students transferring from out-of-state must present a current physical. Re-enrollment shall be denied to any individual above the age of eighteen (18) years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday (exception: students with disabilities covered under the federal law, IDEA-97).
ADVANCED PLACEMENT PROGRAM
AP courses and AP Exams are available to juniors and seniors who have teacher recommendations to take these courses. They entail college-level work in a given discipline in a secondary school setting. Rigorously developed by committees of college and AP high school faculty, the AP Exams test students' ability to perform at a college level. Some universities award college credit to students who have earned high AP Exam scores. Students may receive credit at both the college and high school level.

ALTERNATIVE LEARNING OPPORTUNITIES

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

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

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

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

APPLICATION PROCESS

COLLEGE, UNIVERSITY, VOCATIONAL

STEPS FOR APPLYING FOR COLLEGE, UNIVERSITY OR VOCATIONAL SCHOOL

Applying On-line
1) Complete on-line application at college website (save and print it if you would like your counselor to review it before you submit it); pay any required fee; if you are unable to pay the application fee talk with your counselor about a fee waiver; 2) See your counselor to have your transcript mailed (you must sign a Transcript Request Form); Colleges must receive your transcript for your application to be processed; 3) Provide counselor/teachers with any required supplemental forms (i.e. Secondary School Report Form or Teacher Evaluation Forms); 4)
Request letters of recommendation if required by your college(s); give at least a 2 week notice and provide a resume or activity/award list to help the recommender; 5) Have ACT scores sent directly from ACT if required by your college (many colleges accept scores printed on our high school transcript). When you receive an admissions decision, let your counselor know.

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

**ASBESTOS MANAGEMENT PLAN**

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

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

**ATHLETIC DEPARTMENT & STUDENT ACTIVITIES**

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

**ACTIVITIES, CLUBS & ORGANIZATIONS**
The following clubs and organizations are offered as extracurricular activities at Collinsville High School: American Field Service, Anime Club, Art Club, Band (Colorguard, Concert Band, Flute Choir, Jazz Band, Lab Band, Marching Band, Pep Band, Symphonic Band, Winter Drumline Winterguard), Book Club, Chess Club, Christians in Action (Get Real), Choir (Concert Choir, Show Choir, Bass Choir - Mixed Choir, Treble Choir), Class Executive Boards, CPR Club, Debate Club, Delta Epsilon Pi German Honor Society, Distributive Education Clubs of America (DECA), Drama Club, Fellowship of Christian Athletes (FCA), French Club, Friends for Life, Future Business Leaders of America (FBLA), Future Military Careers Club, Gay/Straight Alliance, Garden Club, German Club, Health Occupation Students of America (HOSA), Kahok Ambassadors, Kahok Cadets, KAHOK Strong, Kahoki Newspaper, Kahokian Yearbook, Kahoks Against Drugs and Alcohol
(KADA), Key Club, Latin Club, Mu Alpha Theta (MAO) Math Honor Society, Model United Nations, Multicultural Kahoks, National Art Honor Society, National Honor Society (NHS), National Technical Honor Society (NTHS), People Against Littering (PAL), Pep Club, Quill & Scroll, Recycling Program, Saturday Scholars, Scholar Bowl, Skills – USA, Spanish Club, Speech Team, STEM Club (Green Energy Project, Math Team, National Science Honor Society, Science Olympiad, Technology Student Association – TSA, VEX Robotics, World Youth Science and Engineering-WYSE), Student Council, Students Against Destructive Decisions (SADD), Table Tennis Club, Thespian Society, Tri-M Music Honor Society, Writing Club and Video Game Club. We encourage all students to be involved in the many extracurricular clubs and organizations sponsored by CHS.

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

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

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

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

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

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

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

ATHLETIC SCHEDULES

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

ATTENDANCE POLICY

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

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

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

ABSENTEEISM/ABSENCE REPORTING

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

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

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

CO-CURRICULAR ACTIVITIES - ATTENDANCE POLICY FOR STUDENT PARTICIPATION

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

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

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

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

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

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

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

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

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

**AN ORDINANCE AMENDING THE COLLINSVILLE MUNICIPAL CODE RELATING TO TRUANCY**

BE IT ORDAINED BY THE CITY COUNCIL OF COLLINSVILLE THAT:

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

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

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

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

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

**EARLY DISMISSALS**

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

ATTENDANCE DISCIPLINE

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

<table>
<thead>
<tr>
<th>Referral Level</th>
<th>Tardies</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Referral</td>
<td>5</td>
<td>Warning</td>
</tr>
<tr>
<td>2nd Referral</td>
<td>10</td>
<td>2 Detentions</td>
</tr>
<tr>
<td>3rd Referral</td>
<td>15</td>
<td>1 Day of ISS</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Referral Level</th>
<th>Tardies</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Referral</td>
<td>1 Day of ISS – 2 Days of ISS (possible warning citation issued by school truancy officer + possible loss of driving privileges)</td>
<td></td>
</tr>
<tr>
<td>2nd Referral</td>
<td>2 Days of ISS – 2 Days of STOP (possible warning citation issued by school truancy officer + possible loss of driving privileges)</td>
<td></td>
</tr>
<tr>
<td>3rd Referral</td>
<td>2 Days of OSS – 4 Days of STOP (possible court appearance citation issued by school truancy officer + possible loss of driving privileges)</td>
<td></td>
</tr>
<tr>
<td>4th Referral</td>
<td>4 Days of OSS – 6 Days of STOP (possible court appearance citation issued by school truancy officer + possible loss of driving privileges)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

**BOARD OF EDUCATION**

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

**REGULAR MEETINGS**

Regular meetings of the Board of Education are open to the public. They are held on the third Monday of each month at 6:30 p.m. at the Administrative Annex, 123 West Clay Street, Collinsville, Illinois. In the event that the third Monday falls on a school holiday, the meeting is held on the fourth Monday of the month.
SPECIAL MEETINGS
Special meetings of the Board of Education are open to the public. These meetings may be called by the Board president with at least 48 hours of public notice before the meeting. Notices are placed at the entrances to the Administration building (201 West Clay Street, Collinsville, Illinois) and to the Administrative Annex (123 West Clay Street, Collinsville, Illinois).

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

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

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

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

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

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


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

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

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

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

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1) Placing the student or students in reasonable fear of harm to the student’s or students’ person or property; 2) Causing a substantially detrimental effect on the student’s or students’ physical or mental health; 3) Substantially interfering with the student’s or students’ academic performance; or 4) Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

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

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

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

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

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

V. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident; 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; 3) Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received; 4) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying; 5) The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
VI. The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

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

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

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

XII. This Bullying Prevention and Response Plan is consistent with the policies of the school board. Students are encouraged to immediately report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager, or any staff member with whom the student is comfortable speaking. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal.

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

CYBER-BULLYING

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

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

SEXUAL HARASSMENT
Any person, including a district employee, district agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: 1) Denies or limits the provision of the education aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or 2) Has the purpose or effect of: a) Substantially interfering with a student’s educational environment; b) Creating an intimidating, hostile or offensive educational environment; c) Depriving a student of educational aid, benefits, services or treatment; or d) Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

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

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

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

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

BUS TRANSPORTATION
Collinsville Unit 10 School District provides free bus transportation for students in accordance with the Illinois School Code through a private contractor, First Student Educational Services. Bus routes are determined by the contractor with district approval (and will be available only for students who live greater than 1.5 miles from the school). Questions about student transportation can be directed to First Student at 346-8605 or the district office at 346-6350.
BUS SAFETY: RULES & REGULATIONS
The following is a list of expected conduct for students to follow when utilizing bus transportation to school, from school or during student activities/athletic events: 1) Remain seated when the bus is moving; 2) Keep hands to yourself. Respect the rights and property of others. There is to be no ‘horseplay’ on the bus; 3) Keep head, arms and hands inside the bus. Do not throw any objects out of the bus; 4) Use inside voices, -- no screaming or yelling; 5) Obey the driver or bus attendant; 6) There is to be no smoking, eating or drinking on the bus at any time; 7) Students will be required to pay restitution for any vandalism to the bus.
All students are expected to follow the District’s School Bus Safety Guidelines and all school rules when riding the school bus to school, from school or during student activities/athletic events. A student may be suspended from school and/or riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: 1) Prohibited student conduct as defined in the Student Discipline policy; 2) Willful injury or threat of injury to a bus driver or to another rider; 3) Willful and/or repeated defacement of the bus; 4) Repeated use of profanity; 5) Repeated willful disobedience of the bus driver’s or other supervisor’s directives; 6) Boarding a school bus which services other schools within the C.U.S.D. 10 District; 7) Entering the bus from or exiting the bus to a location other than the student’s assigned stop without prior approval from First Student or the CHS administration, 8) Other behavior(s) identified by the administration deemed to threaten the safe operation of the bus and/or its occupants. School rules will apply for students when utilizing bus transportation to school, from school or during student activities/athletic events. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

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

USE OF VIDEO CAMERAS ON SCHOOL BUSES
Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The contents of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those individuals with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Administrators, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of the videotape is contested within a formal proceeding, it will be treated like any other evidence.
If you have any questions regarding the bus company rules and regulations, please contact First Student Bus Company at 346-8605.

DISCIPLINE PROCEDURE
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. The District’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student’s parent or guardian to notify the school that the student does not have alternative transportation to school.

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

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

FREE AND REDUCED MEALS

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

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

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

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

MEAL POINT OF SALE (DEBIT CARD) SYSTEM FOR CHS

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

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

Money is deducted when the student uses the account to purchase meals and/or a la carte items. The system knows the meal status of each student (full-pay, free, or reduced) and will deduct the correct amount from the account. There is no limit on the amount of money that can be deposited into a debit account. When account balances fall below $5, the cashier will remind the student that additional money should be deposited or brought to school to continue purchasing meals and/or a la carte items.

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

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

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

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

CAFETERIA ETIQUETTE

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

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

CAFETERIA MEALS

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

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

CAMPUS – SCHOOL

The Collinsville High School Campus is known as “The Home of the Kahoks.” Historically, CHS has experienced many changes through the years. From 1908 until 1963, Collinsville Township High School was a four-year institution located at 1203 Vandalia in Collinsville. In the fall of 1963, ninth grade campuses were located at Webster and Collinsville Intermediate Schools. From 1963 to 1971, CHS was a three-year high school located at the Vandalia address. In 1971, the new high school was completed and the eleventh and twelfth grades were housed at the new campus. The ninth grade and tenth grades were housed at the Vandalia Campus. Later the ninth grade and a part of the tenth grade were at the Vandalia Campus and the remaining tenth, eleventh and the twelfth grades were at the Greenwood Campus. In the fall of 1981, the Vandalia Campus was closed with the exception of the Industrial Arts facilities. During the 1981-82 school year, the freshmen were again housed at the junior high school while a building addition was being completed. Beginning in the fall of 1982, all four classes were housed at the Main Campus and once again CHS was a four-year high school on one campus. At this same time, the Area Vocational Center operation was incorporated into CHS. During the spring of 1990, Kahok stadium was completed with the addition of bleachers and lights. In the spring and summer of 2004, Collinsville High School also added a new auxiliary gym, a fine arts center, and a new cafeteria.
CAMPUS MONITORS

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

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

The use of electronic devices and other technology at school is a privilege, not a right. Students may possess electronic devices including, but not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant, ipod, ipad, mobile internet devices (MID), personal laptops, tablet computer, netbooks while on school property to use as an educational tool and may use these devices only before school starts, in the cafeteria during the student’s assigned lunch period and after school ends in adult supervised areas only. These devices should be used for educational purposes during these times. Students may not use cell phone/electronic devices during instructional time or in academic areas except: a) at the expressed consent of the classroom instructor for educational purposes; b) use of the device is provided in a student’s individualized education program (IEP); or c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

The use of cell phones, smartphones, electronic communication devices, mobile internet devices (MID), personal laptops, and netbooks will be at the discretion of the teacher. The following rules will be in effect: 1) students must obtain teacher permission before using a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook during classroom instruction; 2) student use of a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook must support the instructional activities currently occurring in the instructional environment; 3) students must turn off and put away a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook at the request of a teacher; 4) during instructional time, audio must be muted to prevent distracting others in the classroom. Emergency use of a cell phone/smartphone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office: 618-346-6320. Inappropriate use will result in disciplinary action, and may result in the loss of the privilege of using the electronic device.

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

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual’s voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Picture phones and other recording devices are banned from locker rooms, bathrooms, changing rooms and any other school facility location where a person’s expectation of privacy should be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as ‘sexting’) is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. The following discipline actions will be used as guidelines: 1) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for
up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund). All disciplinary action is determined on a case-by-case basis by school officials.

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

**CHANGE OF ADDRESS**

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

**CHARACTER EDUCATION**

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

**CLASSIFICATION OF STUDENTS**

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

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

**CLOSED CAMPUS**

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

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

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

**CODE OF CONDUCT FOR ATHLETICS**

**PURPOSE**

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

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

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

SPECIAL RULES RELATED TO CRIMINAL FELONY CHARGES/OFFENSES
Southwestern Conference member districts shall monitor student athletes and take immediate corrective action against any student athlete using taunting, unsportsmanlike and/or threatening language at a Southwestern Conference event. The Southwestern Conference prohibits students from participating in conference events if the student is charged with a criminal felony offense or an offense, which would be a felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3, or 24-3.1 of the Criminal Code, pertaining to weapons and firearms. The student shall remain ineligible to participate in conference events until the criminal charge(s) are adjudicated or dismissed. A student convicted of a felony or adjudicated delinquent for an offense which would be a felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3 or 24-3.1, of the Criminal Code, pertaining to weapons and firearms shall be ineligible to participate in Southwestern Conference events for a period of one calendar year from the date of conviction. District 10 will apply this Southwestern rule to all students participating in all non-conference events and extracurricular activities.

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

VIOLATION LEVELS DEFINED:

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

**Level B Offense**: Includes, but is not limited to, the use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of any tobacco products; (including electronic cigarettes); Theft or the vandalizing personal or school property; Any violation of the CHS Bullying, Intimidation, Hazing, Sexual Harassment, Fighting, Threat of Violence policy as outlined in the CHS Student and Parent Handbook; Activity that may be considered by the Code of Conduct Committee to be unsportsmanlike conduct (such conduct may include, but is not limited to, violation of team rules, profanity, disrespect, including behaviors verbal or in writing that are abusive or derogatory in nature, etc.); Such conduct may occur on or off-campus and during non-participation in an activity governed by this section.

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

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

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

GUIDELINES FOR ATHLETIC CODE OF CONDUCT VIOLATIONS
Suspensions may be for greater or lesser periods, depending upon the severity of the violation involved.

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<thead>
<tr>
<th>FIRST OFFENSE</th>
<th>LEVEL A OFFENSE</th>
<th>LEVEL B OFFENSE</th>
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<tbody>
<tr>
<td></td>
<td>The student shall be suspended for twenty two percent (22%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.</td>
<td>The student shall be suspended from all athletics for a period of eleven percent (11%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.</td>
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<td>SECOND OFFENSE</td>
<td>If a student is found to have committed a relevant subsequent offense after once having been found to have committed a first offense of the same or similar type, completes an educational program on alcohol/drug abuse at an administration and/or athletic director approved educational center, the penalty otherwise imposed pursuant to the above (Second Offense) may be reduced by the supervisor and athletic director and/or administrator to fifty percent (50%) of the contests scheduled for the athletic activity. This option only applies for drug/alcohol offenses.</td>
<td>The student shall be suspended for twenty two percent (22%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.</td>
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<tr>
<td>THIRD OFFENSE</td>
<td>The student shall be suspended from the athletic program (practices and scheduled contests) for the remainder of his/her high school career.</td>
<td>The student shall be suspended from the athletic program (practices and scheduled contests) for a period of 365 days from the point of the violation.</td>
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<tr>
<td>FOURTH OFFENSE</td>
<td>The student shall be suspended from the athletic program (practices and scheduled contests) for the remainder of his/her high school career.</td>
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Participants and parent(s)/guardian(s) must sign the Student/Parent Handbook Receipt. The signing of the Handbook (which includes the aforementioned Athletic Code of Conduct) will remain in effect for one full calendar year. Eight semesters of high school is a student’s maximum length of eligibility.
CODE OF CONDUCT FOR STUDENT ACTIVITIES

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

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

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

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

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

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

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

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

Comments/Notes:  The disciplinary actions for the above violations are the minimum that can be taken. A sponsor’s policies can exceed the listed disciplinary actions.
Participants and parent(s)/guardian(s) must sign the Student/Parent Handbook Receipt. The signing of the Handbook (which includes the aforementioned Activity Code of Conduct) will remain in effect for one full calendar year. Eight semesters of high school is a student’s maximum length of eligibility.

COLORS - SCHOOL
The School Colors of Collinsville High School are Purple & White.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

TECHNOLOGY AND INTERNET ACCEPTABLE USE

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

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

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

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

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are: 1) Using the network for an illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law; 2) Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused; 3) Downloading of copyrighted material for other than personal use; 4) Using the network for private financial or commercial gain; 5) Wastefully using resources, such as file space; 6) Hacking or gaining unauthorized access to files, resources, or entities; 7) Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph; 8) Using another user’s account or password; 9) Posting material authored or created by another without his/her consent; 10) Posting anonymous messages; 11) Using the network for commercial or private advertising; 12) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and 13) Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

**CHROMEBOOK STUDENT USER AGREEMENT**

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

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

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

**Chromebook Repair** - Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly should be reported to a teacher or Chrome Depot.
School Use - Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school unless advised not to do so by their teachers or administrators.

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

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

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

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

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

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

Printing -
At School: Chromebooks will not support a physical printer connection. Printing functionality may be available and subject to classroom requirements. Teaching strategies will facilitate digital copies of work.
At Home: The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service. A wireless home network is required for this. (See http://google.com/cloudprint for more information.) In very few cases will printing be needed, if at all.

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

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

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

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

Damage Policy - First breakage occurrence in one year: The district will repair the Chromebook and return it to the student. A letter is sent home informing the parents of the incident. Second breakage occurrence in the same school year: The student will not be allowed to take the device home again until the damage fee is paid.
Damage Fee Breakdown:  1) Lost, stolen, Irreparable Damage: $200; 2) Broken Keyboard: $25; 3) Lost/broken charger: $25; 4) Broken Screen: $50

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

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

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

COLLEGE AND VOCATIONAL ADVISEMENT
Students are encouraged to seek the help of counselors to develop class schedules that meet the student’s career objectives.

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

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

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

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

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

DRESS & GROOMING GUIDELINES AND PROHIBITED ITEMS

The following dress/groom items will not be permitted at Collinsville High School: 1) Articles of clothing (including accessories) that contains or suggests vulgar, profane or inappropriate wording or images, pictures of illegal substances, alcoholic beverages, tobacco products, sexual activity, violence, or racial context; 2) Articles of clothing (including accessories) associated with or affiliated with gangs (this includes (but is not limited to) – caps, clothing, coloring, insignia or other symbol or combination of symbols indicating membership in, affiliation with, or support for any gang or similar organization with intimidation, violence, drugs or illegal activity); 3) The Seven “B’s” that should not be visible at CHS: Bras, Bellies, Bottoms, Backs, Bandanas, Boxers, and Bedroom Attire; 4) Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin (above mid-thigh) and/or undergarments may not be worn at school (all undergarments must be covered by outer attire). Pants/shorts must also be worn at the normal waistline at all times and shorts/skirts must be no shorter than mid-thigh. Yoga pants and leggings must be worn at the normal waistline at all times (hip area covered) and must be covered to mid-thigh by outer attire (ie. sweaters, skirts, shorts). Top attire must touch bottom attire all the way around when a student is standing, sitting, or walking (no showing of mid-riff). Halter, one-shoulder, tube, spaghetti string tops, or crop tops are not permitted; 5) Jewelry must be removed in instructional settings which pose student safety concerns; 6) Chains, chains from wallets, metal or plastic spikes, or any other apparel which could be a safety concern; 7) Coats of a long nature (including ‘trench coats’ and those worn by certain religious affiliations – clerical robes); 8) Dog collar necklaces, chains or bracelets made with spikes; 9) Eyebrow notching; 10) Eyeglasses with tinted lenses (except for those medically necessary and prescribed by a physician); 11) Hats, caps, scarves, bandanas, doo rags, headbands, hair rollers, hoods, masks, hairnets, picks and combs are not to be worn at any time during the school day either in the building or in outside areas (all headgear will be confiscated); 12) Loungewear, house-slippers, pajamas, and/or housecoats; 13) Unnatural hair color or style which disrupts the educational process of the classroom; 14) Visible tattoos which disrupt the educational process of the classroom.

CONSEQUENCE FOR DRESS CODE VIOLATIONS

Students will be required to comply with dress and grooming guidelines (which may include changing clothing, wearing loaner clothes or being sent to the library). Other dress and grooming issues that may arise and those not addressed specifically in this section will be handled by the administration in a manner that is consistent with the items in the preceding paragraphs.

DRUG/ALCOHOL ABUSE

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

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

Whereas, the illegal or unauthorized possession, use, delivery or receipt of alcohol, narcotics, stimulants, hallucinogens and depressants, including marijuana and “look alike drugs,” is recognized by the Board to be
Whereas, conduct on the part of the students in possessing, using, delivering, receiving, or arranging/soliciting for the use, delivery or receipt of alcohol, drugs or drug paraphernalia in the schools is deemed a serious violation of acceptable standards of behavior which is detrimental to the accomplishment of the purpose of schools;

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

MEDICAL MARIJUANA

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

Note: If a student exhibits behavior that indicates he/she may be under the influence of alcohol or other drugs, he/she will be referred to the nurses’ office, social worker or assistant principal. A nurse, with a social worker, school counselor, school resource officer and/or assistant principal will conduct a physical assessment including a standard field sobriety test and/or breathalyzer for the presence of alcohol. If this team determines that there is strong suspicion the student is under the influence, the parents will be notified. Any student who comes to school or to any school activity already under the influence of or having consumed or taken either alcohol or other drugs, but not having the illegal substance on his/her person, may receive an In-School suspension ranging to a 10 day out-of-school suspension, will have their parking privileges revoked, may be recommended for expulsion to the Board of Education, and may be referred to the legal authorities for appropriate action. All discipline under this section will be administered on a case-by-case basis.

SUBSTANCE ABUSE OPTION

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

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

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

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

**DELIVERY**

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

**PROCEDURES FOR IMPAIRMENT ASSESSMENT**

The following will be in effect not only during school hours, but also on campus at any time and at any off-campus activities officially involving C.U.S.D. No. 10 students: 1) Parent notification upon conclusion of an administrative review; 2) In-School Suspension ranging to an out-of-school suspension from school with a recommendation to the Board of Education for expulsion. All discipline imposed will be determined on a case-by-case basis; 3) Police contact and charges filed when appropriate. School staff having cause to believe that a student is in possession, under the influence, or shows evidence of having used any illegal drug, alcohol or other controlled substance must immediately be reported to the principal or designee. An administrator and a designated team will conduct an assessment which may include, but is not limited to: 1) Questioning of student regarding possible use; 2) Assessment of physical symptoms; 3) Standard Field Sobriety Test; 4) Additional screening:

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

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

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

**DRUG TESTING FOR INTERSCHOLASTIC ATHLETICS**

**INTERSCHOLASTIC ATHLETIC ELIGIBILITY – DRUG TESTING**

The CHS Athletic Department believes that the use of alcohol, tobacco or drugs by students who participate in interscholastic athletics presents a particular hazard to the health, safety and welfare of the student athlete and to those who compete with the athlete. Collinsville High School encourages students to participate in interscholastic athletics, but believes the opportunity to try-out and participate in school-sponsored interscholastic athletics is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis.
eligible to try-out for or to participate in any school-sponsored interscholastic athletic program, students must agree to submit to testing for the use of drugs, if selected, in accordance with this policy. The purpose of this policy is to protect the health, welfare and safety of students engaged in interscholastic athletics. It is to better assure the student athlete’s health and physical fitness to participate in athletics and not to provide means which the district may use to punish a student athlete other than by disqualification from participation in interscholastic athletics. Accordingly, the results of any drug test administered under this policy shall be used only for the determination of eligibility to try-out for and participate in interscholastic athletics and for no other disciplinary purpose.

**Definitions**

A. **Interscholastic Athletics**: Any interscholastic athletic competition representing CHS, sponsored or conducted by the District, for students who participate voluntarily and for which no academic credit or grades are awarded.

B. **Student Athlete**: Any student who is trying out for or participating in any school-sponsored interscholastic athletic competition.

C. **Alcohol**: Any liquor, wine, beer, or other drink containing alcohol.

D. **Drugs**: Amphetamines, barbiturates, benzodiazepines, cocaine metabolite, marijuana metabolite, methadone, opiates, phencyclidine, nicotine, and methamphetamine, except when taken pursuant to a legal prescription issued by a licensed physician.

E. **Under the Influence**: The existence of 40 nanograms of alcohol or of an illegal drug in the bloodstream.

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

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

**Non-Compliance**: If the student athlete or his/her parents (or guardians) refuse to sign the consent form, the student will not be permitted to be a member of a team. Also, during the season, if the student athlete refuses to be tested when selected the athlete will be dropped from the team. After the conclusion of the season during which he/she was dropped from the team for non-compliance, the student may ask to be tested at the family’s expense. If the test results are negative, the student athlete will again be eligible.

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

**Random Selection of Athletes for Testing**: At the beginning of each sport’s season, a list of all eligible student athletes will be submitted to the drug testing facility. On the day of testing, the testing facility will randomly select test candidates. The list of names will be delivered to the Athletic Trainer.

Testing will occur randomly over the course of each athletic season. Up to five student athletes will be tested on each testing date. Selected athletes will be summoned to report to the Athletic gymnasium at some time during the morning on the day of testing. The athlete will be met by the Athletic Trainer to be escorted to the testing site.

**Testing Procedures**

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

**Test Results**
All test results will remain confidential. Only the Athletic Director, Athletic Trainer & school Principal will have access to test results. No notification shall be made for negative test results. If a sample results in a positive test, the results will be verified by the testing facility. The student athlete and his/her parents or guardians will then be contacted by the testing facility's medical review officer for further verification. Once a positive test has been confirmed school personnel will be notified of the infraction. If the test results are positive, if the test results are positive, it will be considered a Level A Code of Conduct violation as outlined in the CHS Student Handbook.

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

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

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

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

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

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

**DISASTER DRILLS**

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

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

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

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

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

**Intruder Procedures/Lockdown**
In the event of an intruder is present on campus, Collinsville High School will go under a ‘lockdown’ procedure. **Lockdown** is a building procedure that takes place in a crisis situation. During a Lockdown, student movement is stopped, and the building is secured. Everyone in the building will be made aware that a serious event has occurred or is about to occur, and how to act accordingly.

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

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

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

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

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

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

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

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

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

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

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

A person who knowingly enrolls or attempts to enroll in the school district a student known by that person to be a nonresident of the district is guilty of a Class C misdemeanor except in very limited situations as defined in State Law (105 ILCS 5/10-20.12b(e). A person who knowingly or willfully presents to the school district any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that district without residency is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f).
DENIAL OF ENROLLMENT
A school or school district may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic standards if all of the following conditions are met: 1) The student achieved a grade point average of less than "D" (or its equivalent) in the semester immediately prior to the current semester; 2) The student and the student's parent or guardian are given written notice warning that the student is failing academically and is subject to denial from enrollment for one semester unless a "D" average (or its equivalent) or better is attained in the current semester; 3) The parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process; 4) The student is provided with an academic improvement plan and academic remediation services; 5) The student fails to achieve a "D" average (or its equivalent) or better in the current semester. No child may be denied enrollment or reenrollment under this Section in violation of the Individuals with Disabilities Education Act or the Americans with Disabilities Act.

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

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

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

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

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

EXAM POLICY

EXAM EXEMPTION POLICY
SAT testing: Seniors who took the School Day SAT test in April 2018 (April 10th or the make-up day) and who received a score of 1300 or higher AND have five or fewer absences during first semester AND have no unexcused absences AND no discipline resulting in in-school suspension, out-of-school suspension or assignment to the STOP program will be exempt from taking 1st semester final exams.

Seniors who took the School Day SAT test in April 2018 (April 10th or the make-up day) and who received a score of 1000 or higher AND who have five or fewer absences during the entire school year AND have no unexcused absences AND no discipline resulting in in-school suspension, out-of-school suspension or assignment to the STOP program will be exempt from 2nd semester final exams. Students not enrolled in
Collinsville High School during SAT School Day testing are required to take first semester examinations in all classes.

If any student misses more than five days of school for anything other than school approved field trips/school approved absences, or has any unexcused absences, they forfeit all SAT incentives.

**Final Exam Exemption Policy (Second Semester Only)**

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

**Attendance/Discipline:** 1) The student must have no unexcused absences and no discipline resulting in in-school suspension, out-of-school suspension or assignment to the STOP program during the school year; 2) The student must have five (5) or fewer (cumulative) absences for the school year. If the student is absent the day before exams, he/she will be required to take the exams unless excused by an administrator before the absence; 3) School sponsored or sanctioned activities, such as field trips, athletic events, approved college/career days are exempt from and will not count toward the five (5) day absence total. However, it is the responsibility of the student to inform the teacher of the activity and to make arrangements for the make-up work. Absences due to illness, surgery, or attendance at a funeral will not be exempt from the five (5) day exam total. Students not enrolled in Collinsville High School for the full year are required to take second semester finals.

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

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

**EXAM MAKE-UP POLICY**

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

**FAMILY LIFE & SEX EDUCATION CLASSES**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

**FEES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**GRADUATION CREDIT REQUIREMENTS**

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

**REQUIRED COURSES**

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

**CREDITS**

Students graduating in the 2017-2018 year school are required to have a total of 22 credits. Half a credit per semester is awarded for each course satisfactorily completed except the following: 1) Vocational Center Programs (AVC) - 3 credits -1 ½ credits per semester; 2) Driver Education – ¼ credit; 3) Consumer Education – ¼ credit class; 4) Cooperative Education – 1 ¼ credits per semester; and 5) Algebra IA and IB Paced Blocked Math Class – 1 credit for each class.

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

**EARLY GRADUATION**

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

HALL PASSES

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

HANDBOOK RECEIPT REQUIRED

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

HEALTH SERVICES

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

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

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

COMMUNICABLE DISEASE – NOTIFICATION AND EXCLUSION

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

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

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

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

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

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

FEVER-Fever is considered to be 100 degree F or greater. Exclusion from school until the student is fever-free for 24 hours without fever-reducing medications.
FIFTH’S DISEASE—Rash will appear lace-like and bright red on arms/chest/abdomen. Facial cheeks may appear bright red. No exclusion unless fever over 100 degrees is present. May require written verification from physician.

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

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

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

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

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

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

PEDICULOSIS (HEAD LICE)—Exclusion from school per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal.

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

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

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

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

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

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

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

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

CONCUSSIONS

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

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


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

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

EMERGENT HEALTH CONCERNS

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

HEALTH OFFICE

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

HEALTH/DENTAL/EYE EXAMINATIONS/IMMUNIZATIONS AND EXEMPTIONS

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

MEDICATION POLICY COLLINSVILLE UNIT #10 SCHOOL DISTRICT
STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS. (Students may carry medication if the physician/parent/school personnel agree that it is medically necessary for the student to carry his/her inhaler, Epi-Pen, or diabetic supplies. If it is necessary to carry these medications/supplies on the bus, an Emergency Medical Information for Students with Special Needs/Medical Concerns During Bus Transportation form may be completed.) Student medication form is available in the CHS Health Office.

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

Emergency EpiPen-Autoinjectors: There will be undesignated emergency EpiPen-Autoinjectors available in each school building to be used as needed following an assessment by the school nurse or trained staff member of a child with a suspected allergic reaction. Students who have prescribed EpiPen-Autoinjectors at school with appropriate paperwork and pharmacy label can be administered as needed by any trained school personnel. Students are not permitted to carry any type of medications while in school or riding a school bus to and from school unless the physician agrees that it is medically necessary for the student to carry his/her inhaler or
EpiPen®. Discipline for Medication Policy violations includes all disciplinary measures in the student discipline code.

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

NON-EMERGENT HEALTH CONCERNS
Situations that do not demand emergent treatment can be referred according by the following procedure: 1) The student reports to class and requests a pass to go to the health office. Students will need a blue pass signed by the teacher to enter the health office. The student should proceed directly to the health office and remain there until released. Any student who arrives at the health office without a proper pass may be sent back to class. If the nurse is not in the office, the student should report to the Counseling Department; 2) If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home. Under no circumstances, may a student who is ill leave school without checking with the school nurse, school administrator, or CHS attendance office. Students are discouraged from making their own arrangements to leave school by the use of cell phone or other office phone. Student initiated contact to depart campus may be considered unexcused (without school permission) or early dismissal (arranged through the attendance office); 3) Any student who has sustained a serious injury or experiences fever (100 degrees or more), diarrhea, or vomiting, may be immediately dismissed from school through the health office; 4) The nurse may contact parent to bring a one-time dose of medication to treat symptoms such as headache, colds, menstrual cramps, etc.; 5) Parents/guardians are required to notify the school nurse if they suspect their child has head lice. If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Prompt treatment is recommended. The school will provide written instruction to the parent or guardian regarding appropriate treatment for the infestation. Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation is a must. Exclusion from school shall be per the discretion of the school nurse/principal for live lice or nits until: 1) the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied, 2) completion of a head check, and 3) at the discretion of the school nurse/principal. Parent notes requesting PE exemptions should be delivered to the CHS health office prior to first hour; 7) Doctor’s notes (indicating time frame) are required for the following: PE exemptions greater than two days, five minute early pass from class (related to medical reason), use of elevator ($20.00 Fob replacement cost), special needs passes for bathroom privileges, snacks and/or drinks during the day.

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

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

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

STUDENTS WITH FOOD ALLERGIES OR OTHER LIFE THREATENING ALLERGIES
State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, federal regulations, and state rules. If your child has a life-threatening allergy or a life-threatening chronic illness, please notify the building principal and/or school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability and individualized Section 504 Plan will be developed and implemented to provide the needed support so that your child can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illness may be eligible under Section 504. Our school district may be also able to appropriately meet a student’s needs through other means. If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If an EpiPen auto-injector has been prescribed, the parent/guardian will be responsible for notifying the school principal and/or school nurse and providing the necessary emergency medication.

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

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

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

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

HOMELESS CHILDREN EDUCATION
Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Director of Student Services shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.
HOMEWORK
Homework is any work assigned the student to be completed outside the classroom to measure what students have learned in the classroom. It is an integral part of the educational process and has a positive effect on educational achievement. Homework is a discipline for students to develop organizational skills, responsibility, self-confidence, and good work and study habits and helps facilitate knowledge acquisition, critical thinking, and skill development in specific subject areas. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability and grade level. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work for equivalent academic credit within a reasonable time (this usually means one (1) day for each day of reported or documented absence). Students will not be allowed to make-up work missed due to an unexcused absence.

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

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

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

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

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

Residence Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and: A. You attend the public high school in the district in
which you live full time with both of your parents, custodial parent or court appointed guardian; or B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or F. You attend the private/parochial high school which one or both of your parents attended; or G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

**Transfer**

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

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

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

**Amateur Status** If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes. B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $75 fair market value. There is no limitation on the value of your school letter. C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest. D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.
Recruiting of Athletes  A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy. B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation. C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school. D. You may not receive an “athletic scholarship” or any other special benefit from your school because you participate in athletics. E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

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

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

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

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

The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

IDENTIFICATION CARDS

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

**INSURANCE - STUDENT**

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

**INTEGRATED PEST MANAGEMENT**

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

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

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*Please send this form to the: Collinsville School District # 10, Director of Buildings & Grounds, 201 West Clay Street, Collinsville, IL 62234*

**KAHOK INTERVENTION SQUAD (K.I.S.)**

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

**LIBRARY**

Library services are available to all students following the posted library rules. The library provides the student with an opportunity to learn as an individual. It also serves as a point of voluntary access to ideas and information.
We desire that all students benefit from an appealing library environment that supports their academic endeavors. Students needing to use the library may do so in the following manner: 1) Before and/or after school with a pass from the librarian (evening library hours will be announced as determined); 2) During class with the classroom instructor; 3) During class with a pass from the classroom instructor; and 4) During study hall and/or lunch with a library pass issued by the librarian and/or classroom teacher.

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

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

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

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

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

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

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

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

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

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

**LOST AND FOUND**

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

**MASCOT - SCHOOL**

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

**MISSION STATEMENT - SCHOOL**

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

**NCAA CLEARINGHOUSE**

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

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

**NATIONAL HONOR SOCIETY (NHS)**

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

**NATIONAL TECHNICAL HONOR SOCIETY (NTHS)**

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

PARENTAL NOTIFICATION (ESSA)

NOTICE TO PARENTS REQUIRED BY ELEMENTARY AND SECONDARY EDUCATION ACT, McKinney-Vento Homeless Assistance Act, and Protection of Pupil Rights Act

The Elementary and Secondary Education Act (ESEA), McKinney-Vento Homeless Assistance Act (McKinney-Vento), and Protection of Pupil Rights Act (PPRA) mandate that schools receiving federal funds provide parents/guardians with information and notices in an understandable and uniform format and, to the extent practicable, in a language that the parents can understand. This procedure contains the key notifications that districts and schools must provide to the parents/guardians of students. The legal references are provided at the end of the procedure. The only notices applying to districts that do not receive Title I funds are those regarding student privacy. In addition, see:


I. Improving Basic Programs Operated by Local Educational Agencies

The following information must be provided to parents in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

1. **Annual report cards.** Districts must disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: (a) student achievement on academic assessments (designated by category), (b) graduation rates, district performance, teacher qualifications, and (c) other information required by Section 6311(h)(2)(C)). See 6:170-AP2, E1 District Annual Report Card Required by Every Student Succeeds Act (ESSA).

   The District’s annual report card shall be concise and accessible to the public, which includes placing it on the District’s website or, if the District does not operate a website, providing it in another manner determined by the District.

2. **Teacher and paraprofessional qualifications.** At the beginning of each school year, a school district that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding the professional qualifications of the student’s classroom teachers, including, at a minimum, whether: a) The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; b) The teacher is teaching under emergency or other provisional status; c) The teacher is teaching in the field of discipline of the certification of the teacher; d) Paraprofessionals provide services to the student and, if so, their qualifications.

3. **Student achievement.** Districts must provide to parents information on the level of academic achievement and growth of the parent’s child in each of the State academic assessments.

4. **Non-certificated/licensed teachers.** Districts must provide parents timely notice that the parent’s child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

5. **Testing transparency.** At the beginning of each school year, a school that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding any State or District agency policy regarding student participation in any assessments mandated by Section 6311(b)(2) and by the State or District, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.

In addition, the District shall make widely available through public means (including by posting in a
clear and easily accessible manner on the District’s website and, where practicable, on each school’s website), information on each assessment required by the State to comply with Section 6311, other assessments required by the State, and (where available and feasible to report) assessments required districtwide, including: a) The subject matter assessed; b) The purpose for which the assessment is designed and used; c) The source of the requirement for the assessment; and d) Where such information is available: i) The amount of time students will spend taking the assessment, and the schedule for the assessment; and ii) The time and format for disseminating results.

II. English Learners
1. Language instruction educational programs. Districts must inform a parent of an English learner identified for participation, or participating in, such a program of: a) The reasons for their child being identified as an English learner; b) Their child’s level of English proficiency, how such level was assessed, and the status of the child’s academic achievement; c) The instructional methods used in their child’s program and the instructional methods used in other available programs; d) How their child’s program will meet their child’s educational strengths and needs; e) How the program will help their child to learn English and meet age-appropriate academic achievement standards for grade promotion and graduation; f) Exit requirements for the program, including the expected rate of transition from such program into classrooms not tailored for English learners and the expected rate of high school graduation; g) In the case of a child with a disability, how the program meets the objects of their child’s individualized education program; and h) Information regarding parental rights that includes written guidance: i) Detailing parents’ right to immediately remove their child from the program upon their request; ii) Detailing parents’ options to decline enrollment in the program or to choose another program or instructional method, if available; and iii) Assisting parents in selecting among various programs and instruction methods, if more than one program/method is offered.

Parents shall be provided this information no later than 30 days after the beginning of the school year or, for students identified as English learners during the school year, within the first two weeks of the child’s placement in a language instruction educational program.

2. Outreach. Each district shall implement an effective means of outreach to parents of English learners to inform the parents regarding how they can be involved in their children’s education, and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet challenging State academic standards expected of all students. In addition, the outreach shall include holding, and sending notice of opportunities for, regular meetings for formulating and responding to parent recommendations.

III. Parent and Family Engagement
1. Parent and family engagement policies. Parents and family members shall be notified of the parent and family engagement policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

2. Meeting and information. Each school shall: a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation, and to explain the requirements of this part, and the right of the parents to be involved; b) Offer a flexible number of meetings; c) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parent and family engagement policy and the joint development of the schoolwide program plan under §6314(b); d) Provide parents of participating children: a) Timely information about programs under this part; b) A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and c) If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible. 1) If the schoolwide program plan under §6314(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the Board.

IV. Voluntary Public School Choice Program
The district shall provide to parents of students in the area to be served by the Voluntary Public School Choice program with prompt notice of: a) The existence of the program; b) The program’s availability; and c) A clear explanation of how the program will operate.

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V. Education of Homeless Children and Youths

1. Notice of rights. The district shall provide written notice, at the time any homeless child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent/guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that: a) Shall be signed by the parent/guardian (or, in the case of an unaccompanied youth, the youth); b) Sets the general rights provided under this subtitle; c) Specifically states: 1) The choice of schools homeless children and youths are eligible to attend, 2) That no homeless child or youth is required to attend a separate school for homeless children or youths, 3) That homeless children and youths shall be provided comparable services including transportation services, educational services, and meals through school meals programs; 4) That homeless children and youths should not be stigmatized by school personnel; and 5) Includes contact information for the local liaison for homeless children and youths.

2. Assistance to unaccompanied youth. In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.

3. Public notice of rights. Each district shall ensure that public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

VI. Student Privacy

1. Notice of privacy policy. The student privacy policies developed by a district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by that district. At a minimum, the district shall: a) Provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies; and b) Offer an opportunity for the parent to opt the student out of the activity.

2. Notification of specific events. Each district shall directly notify parents/guardians, at least annually at the beginning of the school year, of the specific or approximate dates when activities described in 20 U.S.C. §1232h(c)(2)(C) are scheduled.

3. Notice of existing policy. All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g., “The School Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.”

PARKING PERMIT POLICY

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

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

Any vacant parking assignments may be assigned to sophomore students (must have 5.00 – 9.5 credits) in January of the second semester of the school year based on the following criteria: Sophomore students may have no more than three (3) absences (ie., unexcused-partial and full day absences), in the first semester of their sophomore year & sophomore students may have no more than fourteen (14) tardies (cumulative) to ANY class during the course of an academic quarter of the current school year. If the criteria listed above are met, stickers will be available based on class rank determined at the end of the student’s first semester of their sophomore year. Sophomore students will be charged half of the current years price for a permit and will be subject to all rules and regulations stated in the parking policy of the handbook.
In order to provide incentives for students to strive for academic excellence, eligible Juniors (must have 10.0 – 14.75 credits) and eligible Seniors (must have 15.0 or more credits) will have the opportunity to choose their parking spot for the following year. Prior to the end of the school year, students will be asked to complete a parking spot request form and submit this form to the high school office. On the form, students will be asked to identify their top three (3) parking spot choices. During the summer months, requests will be fulfilled in an order based upon student classification and students unweighted class rank (calculated at the end of the fourth quarter). Parking requests for senior students will be filled first, followed by junior students. Students (in the same class) who have equivalent unweighted class rank will have their parking spot request order completed through random draw. In the event the requested spots are not available, the student will receive the closest available spot relative to their requests. For example: The student ranked number one (1) in the senior class will have his/her parking spot request fulfilled first, the student ranked number two (2) in the senior class will have his/her parking spot request fulfilled second, etc. After the submitted request forms for the senior class have been fulfilled, the student ranked number one (1) in the junior class will have his/her parking spot request fulfilled, followed by the student ranked number two (2) in the junior class, etc. All parking spot assignments must be claimed during registration in the fall. Any student who does not claim their parking spot at registration will forfeit that parking spot and may reserve a parking spot from the parking spots available.

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

Students are expected to display and maintain appropriate conduct at school. Students who receive 15 tardies (cumulative) to ANY class during the course of an academic quarter will have their parking privileges revoked for the duration of the school year. Students who receive ten (10) tardies and/or unexcused absences (cumulative) to FIRST HOUR class during the course of an academic semester will have their parking privileges revoked for the duration of the school year.

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

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

DRIVING AND PARKING REGULATIONS

The driving and parking regulations that follow apply to all students who commit a vehicular infraction or violate parking policy. 1) Students are responsible for the vehicle registered in their name and should drive only that vehicle. In an emergency situation, an “authorized student-driver” may drive another “family-owned” vehicle (i.e., a vehicle registered to the parent/guardian of the student). This “authorized student-driver” must register the “family-owned” vehicle on a form in the Main Office, upon arrival to school each day this vehicle is in use. On this form, students must provide their name, decal number, license number, and the make/model of the “family-owned” vehicle. Students may not register the vehicle of another student. Failure to abide by this registration process may result in disciplinary action; 2) Students may only park in the parking space assigned to them. Designated spaces are available for staff and visitors; 3) Students may not park on the back road. Students should not park their vehicles in fire lanes, bus loading zones, driveways, campus thoroughfares, faculty/visitors parking areas, or in handicap parking areas; 4) Students operating motor vehicles must observe all signs present on CHS parking lots and on school grounds; 5) Students are authorized to drive their registered vehicles during the following situations: arrival to school, early dismissal, and open campus (which occurs when school is dismissed). In the event of an early dismissal, authorized student-drivers must receive a release from the Main Office before exiting the school; 6) All vehicles must be operated in compliance with the Illinois Rules of the Road, including proof of state-mandated, insurance coverage (insurance card), vehicle registration information, and a driver’s license; 7) The speed of vehicles must not exceed 10 M.P.H.; 8) All vehicles must be operated on proper roadways within the CHS campus. Driving/parking privileges at CHS may be revoked if a student drives over sidewalks, on grassy areas, or over/through barricades meant to limit/prevent vehicular traffic; 9) Unnecessary and disruptive conduct while driving/parking is prohibited. Such acts include the revving of
engines, rapid acceleration, and other dangerous acts (including unexpected braking, performing wheelies, and playing loud music); 10) Transferring parking decals to another student(s) or permitting an unauthorized student(s) to park is not allowed (during any part of the school year). Only the registered student is authorized to use his/her assigned space and vehicle; 11) Always secure your parked vehicle and leave it immediately. Students should vacate their vehicles and clear the parking lot, immediately. Vehicles are to be parked and are to remain parked from arrival to dismissal, unless a student has administrative permission to move the vehicle during the school day – Students will not be issued passes to their vehicle during the school day (except for emergent situations); 12) Registration Conditions: a) Juniors and Seniors must register vehicles for parking according to the policies established by the administration; b) Students who receive parking decals may have their parking decals removed and their driving/parking privileges revoked if it is discovered that he/she does not meet one or more terms of the CHS Student Parking Permit Policy; c) The administration reserves the right to limit the number of parking spaces available or to restrict student parking privileges; d) The cost for an initial, student-parking decal before/during the first semester has been set by the Board of Education. The cost for an initial, student-parking decal during the second semester has been set by the Board of Education. Replacement decals may be provided at an additional expense; 13) Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school; 14) Collinsville Community Unit School District #10 assumes no responsibility/liability for damages to student vehicles, any possessions left in them, or anything attached to the vehicles on school property. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended; 15) Any violation of school/parking policy may result in a conference, a suspension(s), and/or removal of driving/parking privileges for the school year (in addition to any other penalty imposed by administration); 16) CHS will NOT refund parking fees.

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

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

**PHYSICAL EDUCATION**

**GRADES**

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

**EXEMPTIONS**

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

 Occasionally a student may be unable to participate in physical education due to an injury or illness. Exemption from Physical Education (PE) may be issued from the nurse with a parent note not to exceed two (2) days. The parent/guardian must write a note stating the nature of the injury/illness to request this excuse. Parent/guardian notes requesting PE exemption should be delivered to the CHS health room prior to first hour. Requests for PE exemption to exceed two (2) days must be signed by a person licensed under the Medical Practices Act corroborating the medical basis of the request. Doctor’s notes for P.E. exemption must have an ending date. If no ending date is listed, duration will be from appointment to appointment or 30 calendar days.

 A student who is eligible for special education may be excused from physical education courses in either of the following situations: 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee. A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

 UNIFORM GUIDELINES

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

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

<table>
<thead>
<tr>
<th>Referral Level</th>
<th>Disciplinary Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Referral: Warning</td>
<td>3rd Referral: 2 Detentions</td>
</tr>
<tr>
<td>2nd Referral: Warning</td>
<td>4th Referral: 1 Day of ISS</td>
</tr>
<tr>
<td>5th Referral: 2 Days of ISS</td>
<td>6th Referral: 2 Days of STOP</td>
</tr>
</tbody>
</table>

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

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

 PHYSICAL EXAMS

 SCHOOL PHYSICALS

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

 SPORTS/ATHLETICS PHYSICALS

 Students who participate in athletics at Collinsville High School must have a current sports physical on file with the athletic trainer. Physicals may be completed on the Illinois DHS form or the IHSA sports physical form. Physicals are valid for 13 months from the date of the exam. Ninth grade physicals must be completed on the Illinois DHS physical form and will also be adequate to meet the IHSA sports physical requirement. Physicals may be submitted to the athletic coach or athletic trainer.
POSTERS
All signs or posters affixed in the building(s) at CHS must be approved by a club or activity sponsor (when applicable) as well as the CHS Activity Director and/or Building Principal.

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

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

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

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

Restricted Area Violation Discipline Policy:
1st Referral: 1 Day of ISS
2nd Referral: 2 Days of ISS
3rd Referral: 2 Days of STOP
4th Referral: 4 Days of STOP
Every Additional Restricted Area Violation will result in two (2) additional days of STOP (example: 5th Referral = 6 Days of STOP).

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

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

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

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

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

### SCHOOL MESSENGER

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

### SCHOOL REPORT CARD

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

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

### SCHOOL RESOURCE OFFICER

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

### SCHOOL SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES

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

**SCHOOL SONGS**

**FIGHT, FIGHT**

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

**INDIAN TRAIL**

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

**SEAL OF BILITERACY PROGRAM**

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

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

- Earn a minimum composite score of 21 on an official administration of the ACT, OR a score of 540 on the SAT English Language Arts OR
- Earn a minimum overall score of 4.8 on the ACCESS for ELLs exam, OR a minimum score of 1-5 on the ACTFL ESL Assessment AND
- Earn a minimum score of 1-5 on the ACTFL’s Assessment of Performance toward Proficiency in Languages (AAPPL) exam. The following languages can be assessed with the AAPPL exam: Arabic, Chinese (Mandarin), French, German, Portuguese, Russian, and Spanish.

To qualify for the Commendation Toward Biliteracy, seniors must:

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

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

SEARCH AND SEIZURE

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

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

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

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

STUDENTS

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his/her parents/guardians to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.
SEIZURE OF PROPERTY
If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

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.

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

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

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

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

**STUDENT BEHAVIOR**

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

**GENERAL DISCIPLINARY AUTHORITY**

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

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

**GENERAL PROCEDURES FOR RESOLVING SCHOOL PROBLEMS**

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

**RESPONSIBILITIES IN BEHAVIOR INTERVENTIONS**

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

**Students**

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

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

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

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

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

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

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

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

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

The following are rules, regulations, and procedures for the ISS assignment: 1) Students must be in their seats when the 7:55 a.m. bell rings; 2) Students may not talk or cause any type of disruption or distraction to the “Absolute Quiet” atmosphere of the ISS; 3) No sleeping is permitted; 4) Students are to be studying, reading, and
Out of School Suspension (OSS): A student’s out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. The level of consequences imposed will be consistent with the Illinois School Code. Students assigned to Out of School Suspension (OSS) will not be allowed on school district property at any time during their Out of School Suspension. Out of School Suspensions are assigned only for days when school is in session. In the event that school is cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

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

NOTE: Parents/Guardians who elect not to send their child to school on a day of assigned In-School suspension and/or Short Term Option Program (STOP) will be considered as unexcused absences from school. Students will not be allowed to make up work missed due to these days of unexcused absence.
Expulsion
Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

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

Readmission to school after an expulsion
In order for a student to be readmitted to Collinsville High School after completing an expulsion, the student and/or parent/legal guardian must submit the following (consecutively): 1) Meet all standards of passing the Alternative School-CEO/ETC and or the terms of the expulsion specified by the C.U.S.D. No. 10 Board of Education (CHS and/or the CUSD10 District Office should receive documentation verifying completion of the Alternative School within the allotted timeframe of enrollment); 2) The student and/or parent/legal guardian must call the C.U.S.D. No. 10 Administrative Office to arrange a time to show proof of residency in the school district; 3) The student and/or parent/legal guardian must call the CHS Counseling Department (346-6320, ext. 1137) to meet with his/her counselor in order to arrange for class registration for the upcoming semester.

Re-Engagement of Returning Students
The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work within a reasonable time (this usually means one (1) day for each day of out-of-school suspension. Students suspended out of school for five (5) or more days shall have a maximum of five (5) days to submit academic work to their teacher). Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date. The District has the discretion of providing additional support services as deemed appropriate by school officials.

DISCIPLINARY MEASURES
School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures: Oral correction; Disciplinary conference, phone call, letter, and/or e-mail; Parent/guardian notification: Temporary removal from the classroom; Restitution for lost or stolen goods or property; After-school study or Before-school study provided the student’s parent/guardian has been notified; Restitution or restoration, as applicable, from vandalism; Seizure of contraband, confiscation and temporary retention of the personal property that was used to violate school rules; Exclusion from extracurricular activities such as field-trips, commencement exercises/awards ceremonies; Revocation of driving privileges (with no refund); Suspension of bus riding privileges; Restriction or removal of computer-use privileges for up
Students may be disciplined for misconduct or gross disobedience, including, but not limited to the following: Academic dishonesty (including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores); Any threatening, harassing, or intimidating behavior; Attendance in restricted areas; Bus misconduct; Cafeteria misconduct; (In the absence of a reasonable belief that an emergency exists) Calling emergency responders (calling 911), signaling or setting off alarms or signals indicating the presence of an emergency or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity; Computer (inappropriate use); Conduct that includes public lewdness or indecent exposure, defined to include offenses against chastity, common decency, morals, and the like; Disobeying rules of student conduct or directives from staff members or school officials (Examples of disobeying staff directives include refusing a staff member’s request to stop or submit to a search); Disrespect (behaviors verbal or in writing that are abusive or derogatory in nature); Dress/grooming (inappropriate displays); Endangerment of the physical or psychological well-being of school personnel or students by conduct or actions (including engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to be a threat or an attempted intimidation of a staff member; or endanger the health or safety of students, staff, or school property); Engaging in Bullying. Hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other student to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct); Engaging in the offense of retaliation against a staff member for that person’s performance of upholding the rules and regulation of the school; Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault; Engaging in teen dating violence; Failure to abide by rules and regulation at extracurricular activities or at co-curricular activities such as field trips; Falsifying information; Fighting (with or any assault of another student or staff member – this includes any intentional physical contact such as hitting, slapping, punching, shoving, etc.); Gambling; Gang Activity or Gang-like activity; Horseplay (pushing, shoving, etc); Inappropriate displays of affection; Insubordination (willful failure to respond and carry out the directions of an administrator or school personnel); Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report; Loitering; Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studies within the school grounds at the time the that was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school; Operating an unmanned aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal; Participation in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law; Profanity and Vulgarity (language, objects or gestures that may be found to be offensive to the commonly accepted standards of decency; Repeated violation of classroom or transportation rules; Selling or soliciting for sale any merchandise without proper administrative permission; Setting off the fire alarm and/or tampering with fire extinguishers and/or automated external defibrillators (AEDs); Tardiness/Truancy; The possession and/or use of any object/material which reasonably could be considered to be distracting to the educational setting of the school (including, but not limited to, guitars, guitar cases, flowers,
balloons, skateboards, hoverboards, unarmed aircraft systems, drones); The possession of matches or other flammable materials; The possession and use of cellular and wireless telephones, laser pointers, IPODs, and electronic viewing or listening devices (including, but not limited to: pagers, text messaging devices, two-way radios, personal digital assistants [PDAs], audio, video, photographic or similar digital devices capable of storing, sharing, and/or transmitting information on campus or at functions during school hours or at any other time in a manner that disrupts the educational process or violates the rights of others, including using the device to take photographs in the locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”); The throwing of snowballs; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, of any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of alcohol; The use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of any tobacco or nicotine products (including electronic cigarettes or e-cigarettes); The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish); The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use, possession, distribution (including attempt to use, obtain or distribute), sale, or purchase of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale), purchase, or being under the influence of a harmful, illegal or across the counter drug: The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale), or purchase of any performance enhancing substance on the Illinois High School Association’s most current banned substance list (unless administered in accordance with a prescription); The use, possession, distribution (including attempt to use, obtain or distribute) sale (or offering for sale), or purchase of any inhalant (or paraphernalia for an inhalant), regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system (The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications); The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of “look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of any weapons (including guns and knives and/or look alike weapons) or violating the procedures listed in the Weapons Policy of this handbook; The use, possession, control, or transfer of a firearm, a look alike, knife, brass knuckle or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm; Theft (including possession, distribution or attempt to obtain or distribute stolen items) and/or damage to property; Trespassing (entering school property or a school facility without proper authorization. NOTE: any student suspended out of school may not enter the school grounds, attend any school sporting events, or school-related activity or building at any time during the suspension); Unprepared for class (ie. not dressing for physical education class); Vandalism; Vehicle Infractions (including driving and parking without a sticker); Verbal confrontation; Violating any criminal law, including but not limited to, assault, battery, arson, theft,
gambling, eavesdropping, vandalism and hazing; Violations of rules or procedures established by the classroom teacher; Any other acts that interfere with the orderly educational process in the classroom or the school.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

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

DISCIPLINARY INFRACTIONS & CONSEQUENCES
The administration of Collinsville High School reserves the right to determine appropriate disciplinary actions for offenses which are not contained in the aforementioned list. Similarly, the administration reserves the right, on a case-by-case basis, to deviate from the specified disciplinary actions when such deviations are determined to be necessary for the proper and safe operation of our school. Any infraction, depending upon the surrounding circumstances, may warrant discipline up to and including expulsion.

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

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

**STUDENT PERSONNEL SERVICES**

The CHS Student Personnel Services is made available to the students by a variety of professionals and specialists (school counselors, qualified school nurse, school social workers, school psychologist) for the health, education, and welfare of every student attending CHS. There are a limited number of services provided on campus, but many more services are made available through the referral process. The District assumes no liability for preventing, identifying, or treating such problems for responding to students with social, emotional, or mental health problems that impact learning ability. Services shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

**STUDENT PRIVACY PROTECTIONS**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

**SURVEYS**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District’s educational objectives as identified in School Board policy 6:10, Educational Philosophy and Objectives, or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

**SURVEYS BY THIRD PARTIES**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

**SURVEYS REQUESTING PERSONAL INFORMATION**

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

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.
INSTRUCTIONAL MATERIAL
A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

STUDENT TEACHER VIDEO AND AUDIO RECORDINGS
Collinsville Community Unit School District No. 10 routinely participates in the education of college level student teachers seeking a degree in the education field. Student teachers are required by their college coursework to create audio and video recordings of their lessons and the reactions of students to their lessons. As a result, students may occasionally appear in video recordings taken by a student teacher authorized by the Building Principal to student teach and to create video or audio recordings of student reactions.

Confidentiality
The video and audio recordings of District students by a student teacher are to be solely in their coursework and in furtherance of their college education. The student teacher will not release the video or audio recording except to his/her college professor. The video/audio recording is destroyed after it is reviewed by the student teacher’s professor.

Consent
The School District must have consent from the student’s parent and/or guardian prior to a student teacher creating a video or audio recording of District students for their college coursework.

STUDENT RECORDS
A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

"Student Permanent Record” means and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: Basic identifying information, including the student’s name and address, birth date and place, and gender, and the names and addresses of the student’s parents; Evidence required under Section (5)(b)(1) of the Missing Children’s Records Act [325 ILCS 50/5(b)(1)]; Academic transcript, including: grades, class rank, graduation date and grade level achieved; scores on college entrance examinations, except that a parent may request, in writing, the removal from the academic transcript of any score received on college entrance examinations (also see Section 375.30(d)); the unique student identifier assigned and used by the Student Information System established pursuant to 23 Ill. Adm. Code 1.75 (Student Information System); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in Section 27-22 of the School Code [105 ILCS 5/27-22]; as applicable, designation of the student’s achievement of the State Seal of Biliteracy, awarded in accordance with Section 2-3.157 of the School Code [105 ILCS 5/2-3.157] and 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); and as applicable, designation of the student’s achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); Attendance record; Health record; Record of release of permanent record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64a-5); and If not maintained in the temporary record, may also consist of: Honors and awards received; and Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student permanent record.

"Student Temporary Record” means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: A record of release of temporary record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64a-5); The completed home language survey form (see 23 Ill. Adm. Code 228.15 (Identification of Eligible Students)); Information regarding serious disciplinary
infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction; Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act [325 ILCS 5/8.6], as required by Section 2(f) of the Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]; Health-related information; Accident Reports; and May also consist of: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.); and Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

Student’s written records are kept on file in the Counseling Department and are available to students, parents and/or legal guardian for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than fifteen days (15) after receiving the request. “Parent” means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student’s permanent school record.

If information contained in the records is disputed by the parent, student, and/or legal guardian, a request to meet with the Principal or Superintendent must be made within a reasonable time after the review of the record to provide for the correction, deletion, or further explanation of such information.

In the absence of any court order to the contrary, to require, that upon the request of either parent of a pupil whose parents are divorced, copies of the following reports or records which reflect the pupil’s academic progress, reports of the pupil’s emotional and physical health, notices of school initiated parent-teacher conferences, notices of major school sponsored events, such as open house, which involve pupil-parent interaction and furnished by the school district to one parent be furnished by mail to the other parent.

The school will review student’s records periodically to make certain they are accurate. Permanent records will be maintained for not less than sixty (60) years after a student has graduated or otherwise permanently withdrawn from school. Temporary records will be maintained for one year following graduation and/or withdrawal and will be destroyed on July 1. A parent, student, and/or guardian have the right to inspect and copy such records before destruction. A charge of the actual cost for providing a copy of the school record will be paid by the requesting party, but may not exceed 35 cents per page.

Upon graduation or permanent withdrawal of a handicapped student, the psychological evaluation, special education files and other information contained in the student temporary record may be of continued assistance to the student may, after five (5) years be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

If a certified copy of an order of protection has been filed with a school district, then the district shall notify its school employees that the student records or information in those records of a protected child identified in the order shall not be released to the person against whom the order was issued.

**RELEASE OF INFORMATION**

The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records’ custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parents make no objection, the records may be transferred to the requesting school.
No individual or agency can force an individual to release his/her records. A release of students’ written record will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information will be given to the parents. Directory information is limited to: a student’s name, address, gender, grade level, birth date and place, parents'/guardians’ names, addresses, email addresses and telephone numbers; photographs, media interviews, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

RULES REGULATING THE INSPECTION OF STUDENT’S WRITTEN RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are: 1) The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student; 2. The right to request removal from the student’s academic transcript one or more scores received on college entrance examinations. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student’s academic transcript. This includes the State assessment that includes a college and career readiness determination. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student’s high school. Schools must include each of these scores on the student’s transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of these scores from a student’s academic transcript, the parent/guardian or eligible student must submit a written request to the building principal; 3) The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing; 4) The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official-committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without
consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; 5) The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first; 6) The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal; 8) The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law; 9) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605

STUDENT RIGHTS AND RESPONSIBILITIES

The School Board, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one’s actions) is one of the important ultimate goals of education. The School Board also believes that, while education is a right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, students who fail to perform those duties required of them upon attendance in a public school may be excluded from the school.

STUDENT RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have individual responsibilities that correspond. Parents, teachers, and administrators have a duty to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school: 1) To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers; 2) To respect the rights and individuality of other
students and school administrators and teachers; 3) To refrain from libel, slanderous remarks, and obscenity in verbal and written material; 4) To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety; 5) To be punctual and present in the regular or assigned school program to the best of one’s ability; 6) To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process; 7) To maintain the best possible level of academic achievement; 8) To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

STUDENT RIGHTS
All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

STUDENT SUCCESS STRATEGIES
Students are reminded that the following strategies should be carried out on a daily basis in order to succeed academically in class: 1) Respect teaching and learning; 2) Prepare for each class; 3) Approach each class with enthusiasm for the learning process and academic inquiry; 4) Be willing to be active learners in the classroom; 5) Value diversity in the class and refrain from using language that may be insulting or insensitive; 6) Commit the necessary time and effort in each course; 7) Complete all assignments in a timely and neat fashion; 8) Communicate with teachers in a respectful tone to prevent an issue from becoming an insurmountable problem; 9) Respect the learning environment by minimizing distractions such as arriving late or reading other materials in class.

STUDENT RIGHTS PROCEDURES
GRIEVANCE
A grievance is a difference of opinion raised by a student or a student’s parent or parents involving: 1) The meaning, interpretation or application of established policies; 2) Difference of treatment; or 3) Application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons involved.

DUE PROCESS FOR STUDENT GRIEVANCE PROCEDURES
The Grievance Procedures, along with explanation, due process and directions, are available for inspection in the Superintendent’s office, building Principal’s office, Counselor’s office, and Coordinator’s offices for Title IX, Section 504 and Title VI. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

1. **Right to Representation:** The aggrieving may choose to be represented by an attorney or other person of their choosing.

2. **Right to Present Witnesses and Evidence:** The grievant(s) shall be allowed to present relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. **Time Limits:** All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step to the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant to appeal the decision to the next step within the specified time limits shall be an acceptance of the decision rendered at that step.

4. **Right to Information:** Unless state laws and right-to-privacy acts are violated, all relevant information must be made available to all parties.

5. **Right to Privacy:** During the grievance procedure, prior to Step III, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential.

6. **Reprisals - Retaliation:** Participants in a grievance submitted to this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student(s)’ file(s) or used to affect equal opportunity for access and equity in educational programs and services.

*Time limits refer to days when school is in session unless other agreed to limits by both parties.*
STEP I. The student(s) and/or parent(s) should discuss the matter with the building principal within ten (10) days of the time when a reasonable alert person should have been made aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

STEP II. If the problem is not resolved, the grievance should be submitted in writing to the building principal and the Coordinator responsible for the civil rights legislation within ten (10) days. A meeting must be held within five (5) days from the written notification of referral with the grievant(s), building principal, coordinator and any other involved person(s). A written response must be made within ten (10) days.

STEP III. If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Superintendent. The grievance should be described as specifically and completely as possible. All documentation submitted in previous steps should be submitted to the Superintendent. A meeting must be held between the grievant(s), Superintendent and district representatives within ten (10) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference. A written response from the Superintendent shall be given within ten (10) days.

STEP IV. If the issue is not satisfactorily resolved in STEP II, the grievant(s) may appeal in writing to the School Board within five (5) days from the receipt of the written response. The School Board shall consider the appeal and may request a formal hearing of all evidence, written and oral, within sixty (60) days of the written appeal. A written response shall be given to the grievant(s) within ten (10) days of the School Board’s examination of the appeal.

STEP V. None of these grievance procedures preclude the grievant(s)’ use of alternative procedures for resolving the grievance.

STUDENT SAFETY SECURITY PLAN

THREAT OF VIOLENCE

Purpose
Collinsville High School is committed to providing and maintaining a healthy and safe environment for its students and staff. The purpose of the Collinsville High School Safety Plan is to help ensure the care, welfare, safety, and security of students and staff members. This plan is a guide and is only used when a student has made a threat. The plan is intended to classify the level of a threat and give guidance for responding to the threat.

Threat Defined
A threat is an expression of intent to do harm or act violently against someone or something. The threat can be spoken, written, or gestured. Threats may be direct or indirect, and need not be communicated to the intended victim(s).

Threat Assessment Team
Social Worker/and or Counselor – interviews the student, conducts the risk assessment, and helps to evaluate the threat; Assistant Principal – interviews the student, evaluates the threat, assigns appropriate discipline, and notifies the parent; School Resource Officer – interviews the student, helps to evaluate the threat, determines if further legal action is needed, and receives all information pertaining to the incident.

Procedure
1) The CHS School Administrator is informed of the threat; 2) The threat assessment team conducts an investigation/interview; 3) The school social worker or counselor conducts a threat assessment; 4) The threat assessment team determines the risk level of the threat; 5) Discipline is assigned by the Administrator; 6) The student is monitored; 7) The Collinsville Police Department is notified; 8) A referral to social worker/school counselor for anger management, coping skills, or conflict resolution; 9) The parents of all students involved are contacted; 10) Resources are provided to student and parents; 11) Student released to parent/parent designee; 12) The parents, student, and threat assessment team will develop an Emergency Plan. Due to the safety of all involved, failure to follow through with the agreed upon follow up plan may result in the school contacting the Department of Children and Family Services Child Abuse Hotline; 13) There is communication with teachers/school counselors to make aware of conflict; 14) A request is sent to school counselor to separate students in class (if appropriate).

In a situation in which a student expresses suicidal thoughts and/or expressing thoughts of threats to others, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that
the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

**Discipline**

When considering the appropriate discipline for a student who has made a threat of violence, the student’s prior disciplinary records, as well as the nature of the threat are taken into account. All discipline is administered on a case-by-case basis.

**IMPORTANT:** If a student is in need of emergency assistance to address the care, welfare, safety and security of self or classmate when school is not in session, please contact the proper authorities listed below:

<table>
<thead>
<tr>
<th>Police, Fire, &amp; Emergency Services: 911</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collinsville Unit 10 Safe and Secure Hotline: 618-979-6406 (anonymous)</td>
</tr>
<tr>
<td>Suicide Prevention Lifeline: 800-273-8255</td>
</tr>
<tr>
<td>Child Abuse Hotline: 800/25-ABUSE</td>
</tr>
</tbody>
</table>

**STUDENTS WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. If you believe your child may have a disability, and this disability is adversely affecting your child’s educational performance, please contact your building principal to receive your full procedural rights. Requests for evaluations must be in writing, and state the reason for the referral.

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district’s policy, is posted on the school district website. Information can also be obtained from the school office. In a situation in which a student expresses suicidal thoughts, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.
TELEPHONE CALLS & REQUEST

Parents may reach students by calling the high school office (346-6320). A student will be called out of class only in cases of emergency. School phones are to be used on an emergency basis only.

TEXTBOOKS

Textbooks used at Collinsville High School are the property of the Collinsville School District. The textbooks issued to a student become his/her responsibility until they are returned to the school. Any rental fees are to be paid on registration day at CHS. Collinsville Community Unit School District Ten (10) is a participant in the State Free Textbook Loan Program. If a textbook issued to a student is lost or damaged (regardless of the reason) the student has the financial responsibility to pay the replacement price.

TOBACCO/SMOKING

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

DISCIPLINE POLICY FOR TOBACCO/SMOKING/ELECTRONIC CIGARETTES

<table>
<thead>
<tr>
<th>Under age 18</th>
<th>Age 18 and older</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense: 2 Days of I.S.S. + Court Citation</td>
<td>1st Offense: 2 Days of I.S.S.</td>
</tr>
<tr>
<td>2nd Offense: 2 Days of O.S.S. + Court Citation</td>
<td>2nd Offense: 2 Days of O.S.S.</td>
</tr>
<tr>
<td>3rd Offense: 5-10 Days of O.S.S. + Court Citation</td>
<td>3rd Offense: 5-10 Days of O.S.S.</td>
</tr>
</tbody>
</table>

All discipline imposed will be determined on a case-by-case basis.

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

TRANSCRIPTS

Collinsville High School will provide students with four free transcripts. There will be a cost of $1.00 for every transcript after four. A student’s final transcript will be sent at no cost. Students must meet with their counselor to sign a Transcript Release Form. Students requesting official transcripts must have all fees paid in full (includes previous year’s fees, lost textbooks or library books). If all fees are not paid in full, only unofficial transcripts will be available upon request.

TRANSFER OF GRADES

A student seeking admission to Collinsville High School must meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by state law. A student must also present a completed good standing form from the school from which the student is transferring. Courses from schools accredited by a state accrediting agency or one of the seven nationally recognized regional accrediting associations will be accepted and granted the same credit as given by Collinsville High School for corresponding courses (Note: as CHS is a public school, no credit will be granted for religion courses.) Credit from non-accredited high schools may be accepted and granted for courses comparable to those offered at CHS only after the student has demonstrated proficiency in those subjects. The Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school’s recommendation. An assigned administrator may administer proficiency exams. An official written course description will be required for any course that is not offered at CHS. Credit for such courses may
be granted only after a review of the course description and related material. To receive a diploma from CHS, graduating seniors transferring to CHS must be enrolled as full-time student for their final semester and earn a total of three (3) credits (exceptions will be at the discretion of the principal). Students who transfer to CHS during a semester will have their grades from their former school averaged (as is possible) with their classes at CHS. The administration reserves the right to make recommendations in the event a particular student’s circumstances require special consideration. Parent(s)/guardian(s) of a student transferring from Collinsville High School should give the Building Principal written notification of their transfer intent, pay outstanding fees or fines, sign a release form and return all school-owned property.

TRAVEL TO SCHOOL SPONSORED EVENTS
The regulations for student travel have been adopted by the Board of Education and apply to all students in grades 9-12 who desire to participate in athletics and all school sponsored activities. All student participants will ride in school approved transportation (usually buses, vans, or pre-approved automobiles) to and from scheduled away events. Student participants may receive prior approval from the building principal or his/her designee that allow for parent/guardian-provided transportation to or from a scheduled event. This request must be made in writing and must be approved at least twenty four (24) hours before the transportation is provided. Student athletes may receive approval from the athletic coach or student activity sponsor to allow for parent/guardian provided transportation away from an athletic contest with an approved written request from the parent/guardian. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the district’s athletic discipline policies, rules and regulations as provided herein.

VANDALISM
Intentional damage to the school building, its equipment, or its property is intolerable. Those in violation can expect penalties fitting such destructive behavior. Vandalism of vehicles on school grounds is a criminal offense with criminal consequences. Any act of vandalism will be subject to restitution for damages, disciplinary action and possible legal action.

VIDEO & AUDIO MONITORING SYSTEMS
A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property.

VISITORS

VISITORS - BADGE SYSTEM/SIGN IN – SIGN OUT
Visitors are welcome to Collinsville High School. To ensure the safety of our students, staff and faculty, all visitors must report to the attendance office of the school building. This prevents any misunderstandings, gives the office an opportunity to assist visitors and to inform the office who is in the building. Visitors must sign in, identify the date and time of arrival, inform office personnel of their reason for being at school and the classroom or location they are visiting, and present an appropriate state or government issued photo identification to be scanned by the Raptor Visitor Registration System. RAPTOR will provide a consistent system to track visitors and volunteers while protecting our children from people who present a danger to students and staff members. All school RAPTOR administrators have received training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor’s photo badge visible. This training is conducted by Mr. Robert Carpenter, Director of Security for Collinsville Community Unit School District. When the visitor arrives to the attendance office, he/she will be greeted and asked for photo identification. The designated staff member will scan the visitor’s identification and issue a photo badge with the visitor’s destination if there is no alert indicated on the database. Accepted forms of photo identification will include: driver’s license, consular identification card, green card, U.S. passport card (not full passport), and military identification card. The staff member will keep the individual’s identification in plain view, to reduce concerns that anyone might be copying personal information. This photo ID is scanned into the RAPTOR system and the personal information from the
ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by RAPTOR Technologies, Inc. Within moments, the RAPTOR administrator will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the system will print a visitor’s pass which includes the person’s name, photo, date of visit, and destination within the building. RAPTOR is only scanning the identifying information from the document, such as the visitor’s name, date of birth, address and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. If the visitor does not have acceptable photo identification available, the campus administrator on duty (or designee) will be called to assess the situation. If he/she determines the visitor is known, the visitor’s information can be manually entered by the campus RAPTOR administrator. Approved visitors without acceptable photo identification may be allowed access to areas of school business requested through escort by the campus administrator (or designee). The visitor will return to the attendance office to check-out when departing the campus. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge will be torn thoroughly so it cannot be reused.

Visitors are required to proceed immediately to their location in a quiet manner. If parents/guardians wish to visit a classroom or talk to a teacher, arrangements should be made beforehand to assure that there is no disruption to the educational services to students. In order to limit interruption to the educational process of our students, student visitors from other schools will not be permitted.

Students who need to be picked up from school by a parent are to wait in the attendance office. The parent/guardian should come into the office to sign out their child on a list used by the school. If the student will return to school that day, he/she will be required to sign in.

**WEAPONS PROHIBITION**

The establishment and maintenance of a safe, pleasant, educational school environment that is conducive to learning is a high priority to Collinsville Unit School District 10. For this reason, students who engage in such activities as the use of or possession of a weapon, physically attacking faculty, staff, or other students, threatening or verbally abusing faculty, staff, or other students, theft, arson or vandalism are subject to extremely serious penalties. These penalties include suspension up to and including ten (10) days, along with possible expulsion and criminal prosecution. Board of Education policy forbids students from bringing or being in possession of illegal weapons on school property, at any time. The display, possession, and transportation of dangerous and illegal weapons, including look-alike weapons, are strictly prohibited on school property, school buses, and at authorized school activities. Items in the following categories are defined as weapons: Any firearm of any description, a bludgeon, black-jack, sling-shot, metal knuckles, any switchblade knife, stiletto knife, or any item considered dangerous to others, including but not limited to, those items defined by Illinois State Law in 720ILCS5/24-1.

Violators of this policy will be suspended for a period up to ten (10) days and may be referred to the Board of Education for a hearing and possible expulsion from school for up to two (2) calendar years. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to local authorities for possible prosecution, in all criminal cases. This policy shall not restrict the authority of the Superintendent of Schools or designee to seek prosecution of violators to the maximum extent of the law. Strict and consistent consequences on all weapons violations will be enforced. Therefore, the building principal will review the case and facts with the Superintendent of Schools or designee in order to determine the full extent of the penalty to be imposed. Such factors as the nature of the infraction, the severity of the offense, the age of the students, and other extenuating circumstances might reasonably be considered.

Pursuant to the federal Gun-free Schools Act and Section 10.22.6 of the School Code, any student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code of 1961, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or other knuckle weapon regardless of its composition, billy-clubs, or (3) “look-alikes” of any weapon as defined
above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

PROCEDURES FOR WEAPON POLICY VIOLATION

Procedures for a student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school:  
1) A written referral will accompany the student;  
2) A student/administrator conference will be held to gather evidence [this meeting may include the School Resource Officer (SRO)];  
3) The student will receive a ten (10) day suspension;  
4) A meeting will be held with the assistant principal, student, parent, and building principal;  
5) An expulsion hearing will take place within the ten (10) day suspension with the school’s personnel and hearing officer;  
6) A written report will be submitted to the Board of Education. The Board of Education will rule on the length of the expulsion (period of not less than one year but not more than 2 calendar years). The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the board on a case-by-case basis.

WEATHER CLOSURE, DELAYED STARTS & EARLY RELEASE

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

HOW THE CALL IS MADE

The district will make the call about delaying or closing school based on reports from our bus company, weather reports, and information gathered from Unit 10 staff and municipal employees who are out driving and assessing road conditions in all parts of our school district. We use the following criteria to make a decision: Safety of students, Impact on families in the affected areas if they must report for school, Areas affected - is the event district-wide, localized, or scattered?, and Ability of buses to get to students.

CLOSURES, DELAYED STARTS & EARLY RELEASE

The district has three options in the event of bad weather. The district could close the schools altogether, delay the opening of school for two hours or release/dismiss students early. School release, delay and closure information is relayed in a variety of ways: The district instantly publishes the information through phone messaging system, television networks, district web site (If you have Internet access, the link to weather-related closure information is www.kahoks.org. The site is available 24 hours a day.)

In the rare event Unit 10 calls a 2-hour late opening, school will start 2 hours later than your normal bell time. For example if your normal bell time is 8:00 AM, your scheduled late start time is 10:00 AM. The morning bus routes will run 2 hours later than normal. The school day will end at their normal times. Once children are in school, approximately two hours are required to get the last child home after a decision is made to close schools. For this reason, it is unlikely school will be canceled once classes are in session. However, when conditions dictate an early release, school will be dismissed. The School Messenger calling system will notify parents of any early school dismissal. It is also a good idea to check updates posted on the local television stations any time weather conditions are changing or in question. The district website will carry early school dismissal information as soon as decisions are made. It is very important that parents have plans for younger children when school is dismissed early. In the event that the district releases students early due to weather, please communicate with the school if alternate student pick-up plans are made. Please insure children dress for protection against prolonged exposure to the weather as a safety precaution. If no report is made, it can be assumed that school will be in session.

WITHDRAWAL FROM SCHOOL

We at Collinsville High School believe it is in the best interest of all students to complete their high school education and receive a diploma. Before a student may apply for permanent withdrawal, he/she must be of legal withdrawal age and have approval of parent or guardian. A parent or legal guardian must accompany a student withdrawing from school to meet with the assigned Counselor, and to sign proper withdrawal forms in the Counseling Department. This form must be presented to each of the following:  
1) The secretary for textbook distribution (to make proper financial settlement for textbooks not returned, textbook rental fees not paid, or
receive a partial refund on textbook rental fees if they have been paid and to record if all books have been returned; 2) The Librarian (to make proper financial settlement for lost or overdue library books); 3) The Main Office and Assistant Principal’s Office (to make proper financial settlement for textbooks not returned, textbook rental fees not paid, or receive a partial refund on textbook rental fees if they have been paid and all books have been returned; 4) The Attendance Secretary and 5) The Registrar (for record keeping purposes). Students withdrawing from Collinsville High School will receive grades of ‘W’ on the mark history; quarter and transfer grades will be sent to the receiving school, unless fees are owed or they do not transfer to another accredited secondary school program. After all signatures have been obtained, the withdrawal form is to be returned to the Counseling Department.

**COLLINSVILLE C.U.S.D. 10 VISION STATEMENT**

Collinsville Community Unit School District Number Ten is committed to world-class excellence through a culture of acceptance, collaboration and achievement.

**COLLINSVILLE C.U.S.D. 10 MISSION STATEMENT**

In collaboration with all stakeholders, the Collinsville Community Unit School District Number Ten will provide appropriate learning opportunities within a safe and caring environment. Collinsville Community Schools will develop lifelong learners who are productive and successful members of a diverse society.

**COLLINSVILLE HIGH SCHOOL MISSION STATEMENT**

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

(Student and Parent Handbooks are available via electronic download at www.kahoks.org)

Please sign and date below to indicate that you have received the 2018-2019 Collinsville High School Student/Parent Handbook which covers policies and procedures for our school. By signing the handbook receipt, students acknowledge that they will read and follow the policies and procedures set in place for CHS students by the C.U.S.D. No. 10 Board of Education. I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. Parents who sign for their child do so with the understanding that their child will read and follow the policies and procedures set in place for CHS students by the C.U.S.D. No. 10 Board of Education. Best wishes for a successful school year.

Student Handbook Acknowledgment and Pledge

Name of Student: ______________________________

STUDENT ACKNOWLEDGEMENT
I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

________________________
Student Signature

________________________
Date

PARENT/GUARDIAN ACKNOWLEDGEMENT
I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

________________________
Parent/Guardian Signature

________________________
Date