

# Collinsville High School

## 2014 Summer School Program

### **Registration Information**

Collinsville High School accepts registration packets on a first-come, first-served basis and is complete only when all registration forms and payment have been received. Only students with complete registrations will be added to a class roster.

Registration closes Friday, May 2nd. Minimum enrollment for all courses is 16 students. In case of cancellation, registration fees will be returned. Those students who registered for a class that is cancelled due to low enrollment may choose reimbursement or to enroll in another class after the May 2nd closing deadline if space is available. Instructional fees for the 2014 summer school program are \$100.00 (per .5 credit session). Students may take a maximum of two .5 credit courses (\$200.00).

There is a tuition fee of \$50.00 for out-of-district students. The tuition fee is applicable regardless of the number of credits for which an out-of-district student registers. The tuition fee is in addition to the appropriate instructional fee.

Only students residing in the Collinsville Unit #10 School District are eligible for Driver Education during the summer. A Driver Education Behind-the-Wheel fee of \$50.00 will be charged.

**Please return completed forms and payment to the CHS Counseling Department. Office hours are 7:15 a.m. to 3:30 p.m. If you have any questions, call 346-6320 ext. 1137. Make checks payable to Collinsville Unit #10. THERE ARE NO REFUNDS OF SUMMER SCHOOL FEES.**

### **Attendance Policies**

Attendance is essential during the Summer School Program as these are concentrated programs of 60+ class hours per session. Students are allowed two absences during a session in Summer School. A student will be dropped from class on the third absence of the session with no refunds. No partial absences are allowed. Attempts may be made to contact the parent/guardian upon the second absence. This may be done as a courtesy to remind families of a possible drop in the event of a third absence. Students will not be excused from summer school for vacation.

Tardiness is defined as reporting up to 5 minutes late at the beginning of class or returning late from break. Reporting to class or returning from break in excess of (over) 5 minutes late is considered an absence. In addition, two tardies to class is considered one absence. No early dismissals will be allowed. If a student needs to leave for any reason, he/she will receive an absence.

No student is allowed to go to his or her car or to the parking lot. If a student does, he/she will be considered absent for the session.

**Finals exams will be taken on a designated day. No final can be taken early or late; no exceptions**

## **Rules & Regulations**

The last day to drop a class and not receive a grade of F is June 4th. No schedule changes are permitted.

Any disciplinary referrals could result in dismissal from the Summer School Program.

Smoking is prohibited on campus. Any student caught smoking will be dropped from the program.

Students are to dress appropriately for classroom sessions - specifically, no caps, tank tops, tube tops, bare-midriff and see-through clothing. Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages or tobacco products is not allowed.

Students are not to use lockers during Summer School.

Cell phones/electronic devices may be used during break or in between classes. Usage of these devices during class time or if they cause any disruption of summer school consequences will result: first offense – parent/guardian will be required to come to the office to retrieve the cell phone/electronic device: second offense – the student will be dropped from summer school.

Fighting on campus will result in the involved students being dropped from the program.

Some sections of the building will be closed to students during the summer. These sections of the building will not be used for Summer School and are being cleaned and prepared for the opening of school in the fall. Students who are in these sections without proper authorization will be dropped from the program. This includes the parking lot.

## **Transportation & Lunch**

Students are responsible for providing their own transportation to summer school.

Lunch will not be offered during summer school. A soda machine will be available to students. Students planning to attend the full day should bring lunch to school. Students are allowed to leave during their lunch break, but the tardy policy applies if the student returns late from lunch.

## **Schedule**

There are no printed schedules for summer school. Students are asked to arrive a little early on June 2nd to receive room/teacher assignments, which are posted on door number 33 of the main building.

## **Report Cards/Transcripts**

Report cards will be issued as soon as possible after the conclusion of summer school. In addition, a transcript of the course(s) taken at Collinsville High Summer School for out-of-district students will be mailed to the student's home school.

## **TECHNOLOGY AND INTERNET ACCEPTABLE USE**

The Internet is an electronic highway connecting thousands of computers all over the world. Collinsville Community Unit School District No. 10 ("the District") is pleased to have the technology and networks available to access the Internet, publish web pages and communicate using e-mail. Hardware is in place for students to access educational resources from anywhere in the world. With the technology now available, students can use computers to enhance lessons, research topics, build academic skills and extend learning

beyond the classroom. Along with access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment and the District has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible for filtering software to block every controversial and inappropriate site. The Board of Education recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials, which may be illegal, obscene or indecent. The use of elements of the District Technology System including the Internet shall be consistent with the District's educational mission and the curriculum adopted by the Board. The "System" shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services and bulletin board systems. "Use" of the System shall include use of or obtaining access to the System from any device whether owned or operated by the District.

### **PURPOSE OF TECHNOLOGY**

District technology, computers, and access to the Internet are designed for educational purposes only. The term "educational purpose" includes use of the network (hardware/software/connections, etc.) and access to the Internet for classroom activities, research, communications, career awareness, and professional development. Use of these educational tools is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The District Technology System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the District Technology System has an expectation of privacy in connection with such use. Student use of technology, Internet, web publications and e-mail will be governed by the policies found in this document, related District regulations, and student disciplinary code. Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines. All users should be aware that their personal computer files or System use may be subject to public disclosure under the *Illinois Freedom of Information Act*. Use of the technology, Internet, web publications and e-mail constitutes consent to abide by the policies contained in this document. With respect to any district-owned devices with Internet access on school grounds, the District will use technology protection measures to (A) protect minors against access through such devices to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such devices to visual depictions that are obscene or constitute child pornography.

### **TECHNOLOGY AND COMPUTER USE**

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

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

#### **ACCESS**

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

#### **INTERNET USE**

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

#### **PROHIBITED USES**

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are: 1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use; 2. Access, retrieve, or view obscene, hateful, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value; 3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user; 4. Transfer any software to or from the System without authorization from the System Administrator; 5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales; 6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation; 7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours; 8. Disrupt or interfere with the System; 9. Gain unauthorized access to or vandalize the data or files of another user; 10. Gain unauthorized access to or vandalize the System or the technology system of any other

individual or organization; 11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user; 12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records; 13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines; 14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages; 15. Send mass electronic mail to multiple users without prior authorization by the appropriate District administrator; 16. Conceal or misrepresent the user's identity while using the System; 17. Post material on the District's web site without the authorization of the appropriate District administrator; 18. Attempt to gain unauthorized access to the District network or use the District's network to access any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing"; 19. Make deliberate attempts to disrupt computer performance or destroy data by any means including spreading computer viruses. These actions are illegal; 20. Use the District's networks to engage in any other illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.; 21. Use data created outside the school and brought in on any electronic device or media without permission from the teacher and scanning the data for viruses; 22. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language; 23. Engage in personal attacks, including prejudicial or discriminatory attacks, or knowingly or recklessly post false or defamatory information about a person or organization; 24. Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop; 25. Post personal contact information about themselves or other people. Personal contact information includes full names, address, telephone number, school address, work address, etc. Students will not post private information about another person; 26. Agree to meet with someone they have met online without their parent's approval and participation; 27. Repost a message that was sent to them privately without permission of the person who sent the message; 28. Plagiarize another person's work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user; 29. Infringe on another person's rights of copyright. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request written permission from the copyright owner; 30. Post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people; 31. Conduct random internet searches that are unrelated to the specific lesson for which the System is being used; 32. Accessing or attempting to access "proxy" based web sites; 33. Using the network while access privileges are suspended or revoked; 34. Using the network to perform any acts of cyber-bullying, cyber-harassment or cyberstalking.

### **WEB PAGE PUBLISHING GUIDELINES:**

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a web site created by a student using the System must conform to these Acceptable Use Guidelines. All students shall assume the following responsibilities while producing student web pages that are created and posted for outside viewing: a) Students will be allowed to create "content" pages related to a specific class activity under the supervision of their teacher. Content pages must be related to meeting the educational objectives of the class activity; b) Students will not be allowed to publish "personal" web pages on the school District's server; c) Student web pages will be removed at the end of the school year unless special arrangements are made; d) Student web pages must include a statement that identifies the page as a student created web page. Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission: a) For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should

also include the web address of the original source; b) Students engaged in producing web pages must provide the Technology Department with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided; c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

#### **E-MAIL USE**

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

#### **OFF CAMPUS COMPUTER USE**

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

#### **NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that: 1) will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; 2) violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; 3) is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; 4) is primarily intended for the immediate solicitation of funds; or 5) is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students. *The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.*

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

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

**SEARCH AND SEIZURE**

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

**WARRANTY**

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

**INDEMNIFICATION**

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

**TELEPHONE CHARGES**

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

## Course Offerings, Dates & Times

Classes will be held at CHS Monday through Thursday beginning on June 2nd through July 1st, Session 1 - 7:30 a.m. to 11:00 a.m. and Session 2 - 11:30 a.m. to 3:00 p.m.

7:30 a.m. – 11:00 a.m.	11:30 a.m. – 3:00 p.m.
English I Semester 1 English II Semester 1 English III Semester 1 Senior Composition Consumer Education Civics Algebra 1a Paced Semester 1 Algebra 1b Paced Semester 1 Algebra I Semester 1 Geometry with Math Models Sem. 1 PE World Geography Semester 1 Algebraic Concepts Semester 1 Algebra I-REFRESHER (For students who will take Algebra II in the fall. This is a non-credit earning course.)	English I Semester 2 English II Semester 2 English III Semester 2 Senior Literature Microsoft Applications Health Algebra 1a Paced Semester 2 Algebra 1b Paced Semester 2 Algebra I Semester 2 Geometry with Math Models Sem. 2 PE World Geography Semester 2 Algebraic Concepts Semester 2 Current Events

**Driver's Education classes are available and are arranged by Mr. Hollingshead. He can be reached at 618-346-6320 ext. 1117 or [fholling@kahoks.org](mailto:fholling@kahoks.org)**

**Math and English Courses may only be taken as make-up courses in the event of a failure during the regular school year. Math and English courses cannot be taken for advancement purposes.**

All students taking summer school classes, except the Algebra I refresher course will receive credit for that course. Students auditing a summer course must have prior written approval from CHS administration before summer school classes begin.



# Collinsville High School Summer School Registration 2014

Summer School Dates: June 2-July 1, 2014

**\*\*Monday through Thursday**

Registration closes May 2nd, 2014



(Please Print)

Name: \_\_\_\_\_ **Grade Level** \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Residency Status (Circle One):                      Resident of Unit #10                      Out of District

School Attended During the Past School year: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alt. Phone \_\_\_\_\_

\*Summer School dates subject to change depending on snow days extending the school year.

**Please check (✓) below the high school course(s) for which you are registering. (There will be no mailing or notification concerning summer school after the initial enrollment unless a class is cancelled. Additional mailings would add to the tuition for summer school classes. Classroom assignments will be posted on door #33 on May 30th.)**

7:30 a.m. to 11:00 a.m.

- \_\_\_ English I Sem. 1
- \_\_\_ English II Sem. 1
- \_\_\_ English III Sem. 1
- \_\_\_ Senior Composition
- \_\_\_ Consumer Ed
- \_\_\_ Civics/Government
- \_\_\_ Algebra Ia Paced
- \_\_\_ Algebra Ib Paced
- \_\_\_ Algebra I Sem. 1
- \_\_\_ Geometry w/Math Models
- \_\_\_ PE
- \_\_\_ World Geography
- \_\_\_ Algebraic Concepts Sem. 1

11:30 a.m. to 3:00 p.m.

- \_\_\_ English I Sem. 2
- \_\_\_ English II Sem. 2
- \_\_\_ English III Sem. 2
- \_\_\_ Senior Literature
- \_\_\_ MS Apps
- \_\_\_ Health
- \_\_\_ Algebra Ia Paced
- \_\_\_ Algebra Ib Paced
- \_\_\_ Algebra I Sem. 2
- \_\_\_ Geometry w/ Math Models
- \_\_\_ PE
- \_\_\_ World Geography
- \_\_\_ Algebraic Concepts Sem. 2
- \_\_\_ Current Events

\_\_\_ Algebra I-refresher\* for students who will take Algebra II in the fall. This is a non-credit earning course.

**NOTE - STUDENT IS NOT REGISTERED INTO THE SUMMER SCHOOL CLASS UNTIL PAYMENT IS RECEIVED.**

Alternative Course: \_\_\_\_\_ Alternative Course: \_\_\_\_\_

FEES:    Instructional \$ \_\_\_\_\_ Tuition \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Date: \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Received by \_\_\_\_\_

Reg. Ed. \_\_\_                      Sp. Ed. \_\_\_ **(office use only-one must be checked)**