

COLLINSVILLE MS

The vision of Collinsville Middle School
is to create a positive
and safe learning environment.

Our mission
is to develop curriculum
that is aligned to state standards
and meets student needs.

We will strive to create
a nurturing learning environment
that encourages success
and fosters self-discipline.

Our faculty, staff and administration
will maintain open lines of communication
with parents and community.

Collinsville Middle School
9649 Collinsville Road
Collinsville, Illinois 62234

(618) 343-2100

PRINCIPAL'S MESSAGE

Welcome to the start of a great school year at Collinsville Middle School (CMS)!

You are a part of a select group of students who has the distinction of being called "Trailblazers." Trailblazers are individuals who achieve greatness by following a unique path to success. "Trailblazers" set goals for themselves; they work hard to reach those goals; and they make wise choices in order to make the lives of others better. As you begin this school year, know that you have the potential to achieve success in whatever goals you set and work hard to fulfill. The teachers, the administrators, and the entire CMS staff value the opportunity to refine your skills and to teach you new concepts that will prepare you for the demands of the future. The CMS staff gladly joins your family and your community in forming a partnership that will ensure you gain the most from your educational experience at school. Remember, the time you spend at CMS is what you make of it. CMS encourages you to work hard, academically, but we also encourage you to get involved in the numerous sports, clubs, and extra-curricular activities we offer.

Strive for excellence in all that you do at CMS, take pride in being honest, and make wise choices. You will soon discover that you, truly, have the traits to be called a "Trailblazer."

Best wishes for a successful school year. GO TRAILBLAZERS!

Yours in Education,

Mr. Perry Hill, IV

CMS Principal

COLLINSVILLE MIDDLE SCHOOL HISTORY

Collinsville Unit 10 School District strives to create a school environment where children are intellectually challenged in ways appropriate to their individual strengths, needs, and experiences. In doing so, the teachers, staff, and administration, strive to develop thriving individuals, responsible citizens, and lifelong learners who will be active in their local and global communities. A long-term goal of the Collinsville School District is to move from a neighborhood school model to a centralized grade-level model. One of the first milestones for this goal was the construction of our new seventh and eighth-grade attendance center where we are located this year.

Collinsville Middle School has experienced many changes since opening as North Junior High School in September 1962. All programs of instruction are recognized by the Illinois State Board of Education for Recognized School Districts and/or Attendance Centers. Collinsville Middle School is also renowned throughout the area as a quality educational attendance center and has maintained this tradition throughout the years. Collinsville Middle School currently serves students in grades seven and eight that come from Collinsville Intermediate School. Extra curricular activities include fine arts, music, sports, student organizations, contests and tournaments.

COLLINSVILLE MIDDLE SCHOOL ADMINISTRATION

(105 ILCS 5/4-6.2, 105 ILCS 5/10-20.14, 5/10-21.4a., 105 ILCS 127)

PrincipalMr. Perry Hill

Assistant Principal Mr. Darrin Houck

Assistant Principal Mr. Todd Pettit

DISTRICT UNIT 10 ADMINISTRATION

(105 ILCS 5/10-21.4, 5/10-21.4a.)

Superintendent.....Dr. Dennis Craft

Assistant Superintendent – Human Resources & Information Systems..... Mrs. Susan Homes

Assistant Superintendent – Curriculum & Instruction Mrs. Julie Brown

Director of Buildings and Grounds Mr. Mike Hollingshead

Director of Business Affairs.....Mrs. Uta Robison

Director of Pupil Personnel Services..... Ms. Kelly Grapperhaus

Special Education Supervisor.....Ms. Kristin Korte

BOARD OF EDUCATION

(105 ILCS 5/10-1 et seq.)

Members of the Collinsville Community Unit No. 10 School Board are

Mr. Anthony Albertina, Mr. James Achenbach, Ms. Theresa Billy, Mr. William Jokerst,
Mr. Gary Kusmerciak, Mr. Gary Peccola, Mr. Wayne White
All Collinsville Unit 10 Board Policies can be viewed on the District's web site at <http://www.kahoks.org>.

ACCOMODATIONS FOR INDIVIDUALS WITH DISABILITIES

(Americans with Disabilities Act, 42 U.S.C. §§ 12111 et. seq., 12102, and 12131 et seq.; 28 C.F.R. Part 35)

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the Collinsville School District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

ADMISSIONS

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

Admission to Collinsville Middle School will be authorized according to the following regulations:

1. The student must legally reside in Unit #10 School District with a parent or legal guardian.
2. The student must have completed all of the requirements for elementary school and be promoted or assigned to the seventh grade.

TRANSFER STUDENTS

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

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

Students must receive authorization for enrollment from the Assistant Superintendent's Office at the Administration Building, 201 West Clay Street, Collinsville, Illinois. A parent or legal guardian of a student applying for admission must accompany the student to the office with acceptable proof of residence. A Student Transfer Form must be filled out for every student who transfers to another school district in Illinois. Parents do not have the right to appeal a classification not in good standing.

WITHDRAWAL FROM SCHOOL

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

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

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

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

ASSEMBLIES

The assembly program is an integral part of the total Collinsville Middle School educational program. The assemblies are conducted to complement and enhance the value of the academic program. The expectations for student behavior and conduct at assemblies

are the same as in the classroom. Students who do not conduct themselves in an appropriate manner during assemblies may receive disciplinary consequences.

ATTENDANCE

(105 ILCS 5/26-1 5/26-2, 5/26-2a,5/26-3, 5/26-3b, 5/26-9, 5/26-12, 5/26-13, and 5/26-15.)

ATTENDANCE POLICY

One of the keys to receiving an excellent educational experience is regular school attendance. The Collinsville School District attendance plan complies with the Illinois School Code Section 105 ILCS 5/26-2A. The Illinois code defines chronic absenteeism as missing school 10 percent of the previous 180 school days. That would be 18 days of absence over a 180 day period.

The school will notify parents by letter or by home visit when a student reaches 8 days absence, 15 days absence, and 18 days absence. If a student reaches 18 days absence, a legal citation may be issued and the parent and/or student would be subject to court action. Special circumstances such as hospitalization, chronic illness, etc. will be considered in this process.

ABSENTEEISM

ABSENCE REPORTING

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

REPORTED ABSENCES

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

1. The student is ill
2. Death in the family
3. Serious family illness
4. Serious home emergency
5. Time is needed for medical or dental appointments
6. Religious instruction/observation such as religious holiday or convocation classes
7. Emergency situations arise which are justifiable in the opinion of the principal
8. One day for each day consecutively missed will be allowed to makeup work

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

EARLY DISMISSALS

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

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

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

UNEXCUSED ABSENCES

The following types of absences are considered unexcused absences:

1. Truancy - any absence from school without school authorization
2. Skipping - any absence from a class without school authorization

3. Unauthorized - any unauthorized absence from school other than truancy or skipping. Included in this classification are absences for reasons other than those previously mentioned acceptable reasons and absences in which the school is not given proper notification. Any unexcused absences are violations of the law and are the basis for legal action to be instituted in the appropriate courts. Therefore, it is imperative we receive information regarding absences correctly and accurately. We cannot be expected to make reasonable judgments regarding absences unless we have the correct information.

SKIPPING CLASS

A student will be counted as skipping class if he or she fails to be excused for missing any part of a class or classes.

TARDINESS

TARDINESS TO SCHOOL

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

TARDINESS TO CLASS

Time on task is an essential part of productive teaching. Teachers are to begin classes on time to utilize the complete class period for instruction. It is the student's responsibility to be in the classroom and prepared to participate in class activities when the bell rings. Those students who are habitually tardy will be referred to the office for possible corrective measures. Tardy to school/class is defined as a student being in the assigned classroom or in a pre-designated area identified by the instructor.

CONSEQUENCES FOR TARDINESS TO SCHOOL/CLASS

- 1st Step (tardy 2 times): Warning with parent notification from teacher
- 2nd Step (tardy 4 times): 2 Detentions with parent notification from principal or assistant principal
- 3rd Step (tardy 6 times): 1 Day of In-School Supervision with parent notification by Principal/Assistant Principal
- 4th Step (tardy 8 times): 2 Days of In-School Supervision with notification by Principal/Assistant Principal
- 5th Step (tardy 10 times): 1 Day of Out of School Suspension
- *Every Additional Tardy Referral will result in an additional day of Out of School Suspension (ex.: 6th Referral = 2 Days of OSS).*

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

TRUANCY

(105ILCS 5/26-2 and 5/26-3a)

The School District will determine if a student is truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

The following supportive services may be offered to truant or chronically truant students:

- Parent-teacher conferences
- Student and/or family counseling
- Information about community agency services

Any 17 year old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Madison County. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

Procedures:

The school social worker, principal, nurse, or CUSD 10 attendance officer may make a home visit at any stage to determine the validity of a child's absence.

1. When a child reaches 5 days absence, the CUSD 10 attendance officer will be notified by the school office. Parent/guardian will be contacted by phone or home visit. If the child has been sick, a doctor's note will be required to excuse the absence.
2. After 8 days' absence, the school will send a Reported Absence or Unexcused Absence letter to parent/guardian.
3. After 15 days' absence, the CUSD 10 attendance officer will send parent/guardian a letter with conference notice. A conference between student, parent/guardian, principal and social worker is required at this point. If parent/guardian does not attend the conference, a letter will be sent to the parent/guardian via certified mail by the attendance officer.
4. Truancy is considered chronic past 18 days. If truancy continues past 18 days, the next step is court action. The CUSD 10 attendance officer will contact the Collinsville Police Department, who will contact the parent/guardian and write a citation. A court date for the parent/guardian and/or student will be scheduled. Notification of the court date will be sent home via certified mail. If applicable, letters informing the parent/guardian that they are in danger of losing welfare and/or social security benefits will also be sent.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

An Ordinance Amending the Collinsville Municipal Code Relating To Truancy

BE IT ORDAINED BY THE CITY COUNCIL OF COLLINSVILLE that SECTION 1: The Collinsville Municipal Code is amended to add a Division 10:92 under Chapter 10 entitled "Truancy" to read as follows:

10:92-1 **Truancy Prohibited**. It shall be unlawful for any person under the age of 18 enrolled in a public, private or parochial school to absent himself or herself from attendance at school without parental permission. Any person who shall so absent himself or herself shall be guilty of the offense of truancy and be subject to a fine not to exceed \$500.00 for each offense. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absenting him or herself from school without parental permission shall not constitute truancy if permission is submitted in writing to the proper school authorities within 24 hours after such absence.

10:92-2 **False Excuse Prohibited**. It shall be an offense under this ordinance for a parent or person in loco parentis to knowingly submit to the proper school authorities a written excuse under Section 10:921 that contain false information. A person convicted of an offense under this Section shall be subject to a fine of not more than \$500.00 for each offense.

10:92-3 **Parental permission** shall include permission from a person in loco parentis, and shall be given for reasons only of personal illness, serious family illness, death in the family, serious home emergencies, necessary and lawful family support employment, religious convocation classes, Principal's permission, and compelling family reasons.

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

BUS CONDUCT AND SAFETY

(105 ILCS 10/1 et seq.)

Students are required to comply with the following rules and regulations. Student misconduct and disobedience on the school buses will be disciplines in accordance with existing school policies and procedures. The following items are some of the things that are expected of you a school bus passenger. Each has been established to assist in securing for you a safe and efficient means of transportation to and from school. Your assistance and cooperation is needed in accomplishing this purpose.

1. While waiting for the bus, do not stand in the street or parking lot and do not disturb the property of others.
2. As you load the bus, you should be orderly and in line, no pushing, shoving, etc. will not be tolerated.
3. When loading, move to the back and sit two per seat.
4. Keep all books, lunch boxes, etc. out of the center aisle; place them at your feet.
5. Windows may be lowered six inches (line denoted next to each window), no hands, arms, etc., should be extended from the bus nor should anything be thrown from the open windows.
6. Help keep your bus clean. Put paper and trash in container at the front of the bus.
7. The use of tobacco and any tobacco products is prohibited. Possession of any paraphernalia related to tobacco usage such as lighters, matches, pipes, etc. is also prohibited.
8. Please be prompt to your bus.

9. Remain seated at all times.
 10. Students should not engage in fighting or yelling obscenities on the bus.
 11. Should you become sick, please notify the driver immediately.
 12. Do not tamper with Emergency Doors.
 13. Do not sit in the driver's seat or tamper with any of the controls.
 14. If you have to cross in front of the bus after disembarking, STOP and look in both directions. The driver can assist you in crossing by helping you watch the traffic. Do not cross until all traffic has stopped in BOTH directions.
 15. No animals, pets, insects or reptiles shall be carried on the bus.
 16. You will be held responsible for any deliberate damage to the bus.
 16. No skateboards, scooter, bicycles or other vehicles shall be carried on the bus.
 17. If you are having difficulty on the bus, please notify the driver. The driver is there to help you have a safe and pleasant ride.
 18. Students should not throw objects at, on or from the bus.
 19. Students will obey general school bus safety rules and cooperate with the bus driver at all times.
 20. Students should only ride their assigned bus to and from school. In order for a student to ride a bus other than the one assigned, a student must notify the principal's office. All requests to ride a bus other than their assigned bus must be in written form with a signature from parent/guardian. The Main Office will verify the authenticity of all requests by communicating with the requesting parent/guardian (and if applicable, the parent of the student whose bus the requesting student seeks to ride.) All requests to ride a bus other than their assigned bus must be received at the start of the school day. CMS reserves the right to deny any/all requests for a student to ride a bus other than his/her initially assigned bus. All requests may be picked up from Main office before the last period of the school day.
- If a student fails to comply with any of the bus rules and regulations then he may receive any of the following disciplinary consequences: bus warning, parental notification, bus suspension, bus expulsion or any such action which may be deemed appropriate. While suspended from the bus, the student will be expected to be in school. Being suspended from the bus will not be an excuse for being absent from school. It will be the responsibility of the parent(s) to transport the student to and from school. Buses are equipped with Video/Audio cameras. Referrals may be issued to building administration based on actions viewed on these devices.

CAFETERIA

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

The school cafeteria is a vital part of our school. To encourage good nutrition, a well balanced breakfast and lunch is offered at reasonable prices. A snack bar is also available. Students may choose to bring lunches from home. No student is allowed to leave the campus without permission from the office. Lunch is a scheduled period. All students must report to the cafeteria for their assigned lunch period and remain there until instructed to leave by the cafeteria supervisors.

Collinsville Middle School offers a breakfast and lunch program to assist families in maintaining the nutritional needs of our students. Applications for free and reduced breakfast and lunch are available at the school office.

All students purchasing foods in the cafeteria will need their ID badge regardless of their meal status (paid, free, or reduced), or whether they have money on account or are paying cash. Those students without ID badges will be asked to go to the end of the line. This will expedite serving those with ID badges. No student will be denied a lunch. If a student does not have an ID badge, a sandwich lunch will be available.

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

ADVANCED PAYMENT OPTIONS

Option #1: Cash on Account

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

Option #2: Prepaid Meals Only

Meals may be purchased in advance and moneys put on account can be designated for student meals only. No snacks or a la carte food items can be purchased with this payment. Your son or daughter will need to pay cash for any snack or a la carte items being purchased. This payment amount would be calculated by determining the number of meals you wish to purchase and multiplying by the meal price determined by the food service company. Any number of meals may be purchased at one time.

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

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

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

CAFETERIA RULES

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

1. You must arrive to the cafeteria on time.
2. You may not go to your lockers during lunchtime.
3. No book bags may be brought to the cafeteria. Books may be taken to the cafeteria.
4. Clean up your own spills.
5. Throw away your own trash.
6. No food is to be taken out of the cafeteria.
7. Throwing food is not allowed.
8. Go outside when you are finished unless inclement weather warrants students remaining in cafeteria.
9. No loitering in the bathroom or cafeteria.
10. No horse playing.

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

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

LINE INFRACTIONS

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

CAMPUS MONITORS

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

The monitors are authorized school personnel. In disciplinary and supervisory situations, the monitors stand in place of a teacher in their absence. Students are held directly responsible to them.

Failure to cooperate with the monitors in maintaining discipline on campus will result in disciplinary action in accordance with school

policies and procedures.

COMPUTER AND INTERNET USE

COLLINSVILLE CUSD #10 COMPUTER AND INTERNET USE RULES AND EXPECTATIONS (GRADES K-8)

District computers and access to the Internet are designed for educational purposes. Use of these tools is a privilege, not a right.

OVERVIEW OF COMPUTER USE

All Students shall assume the following responsibilities concerning the use of Collinsville Community Unit School District #10 technology:

1. It is the student's responsibility to treat all equipment with care and to report instances of abuse or misuse as soon as the student becomes aware of them to a teacher or staff member. Each student is expected to report any malfunction or problem, immediately upon discovery, to a teacher, computer support specialist or principal.
2. In the event that a student vandalizes or otherwise **intentionally** damages any District computer hardware or software, he/she (or legal parent/guardian if the student is a minor) 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 student, school software, the Internet, the Network, computer hardware, computer wiring, and computer configuration. This includes, but is not limited to, the uploading or creation and distribution of computer viruses. By signing the Computer and Internet Use Acknowledgment form at the end of this document, the parent/guardian expressly agrees to be responsible for payment of costs incurred. The student will be referred to the building principal or district administration for appropriate discipline, including but not limited to, suspension from or denial of access to all District computers.
3. Any student who damages, destroys, or copies another person's data will be referred to the building principal for appropriate discipline and may be suspended from or denied access to all computers. **Incidents in which a student copies another student's data will be treated as cheating.**
4. Any student who tampers with or attempts to gain access to computer data to which he/she has no security authorization is in violation of district policy. It will be considered equivalent to tampering with a teacher's written records or attempting to gain access to confidential student information.
5. A student will not load or copy unauthorized software onto District computers. All software used on District computers and networks is to be purchased by the School Board, properly licensed and registered with the publisher, and installed by Technology Department personnel.
6. Network security is a high priority. If the student can identify a security problem on the building or district network and/or Internet, he/she must notify the Director of Technology or building principal. The student should not demonstrate the problem to other students. The student should keep all account and password information confidential. The student should not use another student's account. Attempts to attach to the Internet as a system administrator will result in cancellation of student privileges. Any student identified as a security risk may be denied access to the network.

INTERNET USE

Students who have parental consent may access the Internet **ONLY** through NetVista, the network software designed by IBM and purchased by the district for Internet use. NetVista utilizes the filtering/blocking software, CyberPatrol, to prevent students from accessing inappropriate Internet material. NetVista also allows the district to restrict student access to chat rooms, news groups, and Email on the Internet. It is the district's policy that **students using the Internet will be monitored by district staff at all times.** When conducting searches on the Internet, district elementary students use a filtered search engine designed for K-12 students that provides access to only educationally sound Internet sites. Parents can preview and/or use this site, which is available at the following Internet address: www.searchopolis.com. Elementary school teachers also prescreen Internet sites visited by their students to insure no student gets into undesirable areas of the Internet.

The Internet provides a wealth of educationally based information and resources to students when used under the supervision of a teacher. It is important for students to learn how to explore the many valuable resources on the Internet. Again, this learning takes place under CLOSELY monitored conditions to insure the safety of your child. Parents with concerns about Internet access should contact their school principal or computer support specialist and/or the district technology director.

Email Students enrolled in the district schools receive Email accounts. Each student who has parental consent to use the Internet will be allowed one Email account. Email accounts for students in grades K-8 are used at the discretion of the classroom teacher for academic purposes.

The student's network Login name will also serve as the Email name. The full Email address will be name@kahoks.org. Students may send Email to building teachers and staff as well as other students. They may also send Email outside of the building. All student

Email is treated as public information and may be monitored by district staff.

Netiquette Students should abide by the generally accepted rules of network (Internet and Email) etiquette. These include, but are not limited to, the following:

- Students should not type in all CAPS. THIS IS THE EQUIVALENT OF SHOUTING.
- Students should be brief in their Email correspondence.
- Students will not use inappropriate or offensive language.
- Students will not plagiarize another person's work.
- Students will not send chain letters, advertisements or junk Email.
- Students will not release any personal information such as home phone numbers and home addresses to anyone via the Internet or Email.

INAPPROPRIATE INTERNET USE

The following list includes examples of inappropriate Internet use.

1. Searching for, accessing, submitting, posting, publishing, downloading or displaying information by means of the Internet and/or Email containing any of the following topics (unless the topic is a research assignment authorized by a teacher):

Pornography and/or sexually oriented material	Militants or Extremist Activities	Gangs
Deviant Social Behavior	Illegal Drugs	Alcohol
Violence or Weapons	Tobacco	Racism
Human or Animal Mutilation	Bomb Making	Profanity
Satanic Themes and/or Cults	Illegal Activity	Gambling
Libelous/Slanderous Material		
2. Downloading information and/or software to a server drive or a computer's hard drive (unless specifically authorized to do so by a teacher or other school personnel).
3. Downloading and/or installing "hacker" programs—programs that are designed to break network or computer station security.
4. Sending or forwarding Email that contains profanity, threats or other inappropriate content.
5. Failing to exit the Internet, shut down, or log off a computer after being instructed to do so by school personnel.
6. Receiving or sending information in violation of U.S. copyright or other state and federal regulations.
7. Electronically harassing or stalking another person by means of the Internet and/or Email.
8. Possessing and/or electronically transmitting another person's district account or password information.
9. Gaining access to the district network under a staff member's or network administrator's account.
10. Gaining access to the district network under another student's account **with or without** the other student's consent.
11. Using school computers and/or the Internet after having access removed by school personnel.
12. Accessing and/or transmitting messages via an electronic "chat room" (unless under direct teacher supervision when the chat room is used for educational purposes consistent with district objectives).
13. Forging official school identification and/or Internet access cards.
14. Authoring and/or editing, FROM SCHOOL DISTRICT EQUIPMENT, district or personal web pages that contain any nudity or pornography; copyright infringement; material that is threatening, abusive, harassing, defamatory, invasive of privacy or publicity rights, vulgar, obscene, profane, indecent, or otherwise objectionable; content that promotes, encourages, or provides instructional information about illegal activities—specifically hacking, cracking, or phreaking, including posting other peoples' or district private information; and any software, information, or other material that contains a virus, "Trojan Horse", "worm" corrupted data, or any other harmful or damaging component; hate propaganda or hate mongering, swearing, or fraudulent material or activity.
15. Authoring, editing and/or transmitting computer viruses to/from school district equipment.
16. Transmitting personal information to an Internet "stranger" or unreliable/unknown organization, group, etc.
17. Posting or transmitting material created by another person without his/her consent.
18. Posting or transmitting anonymous messages.
19. Modifying or attempting to modify Web sites without authorization.

20. Accessing or attempting to gain access to restricted sites without authorization.
21. Ordering goods or services by means of the Internet and/or Email with a credit card or other methods of payment.
22. Soliciting and/or conducting business by means of the Internet and/or Email for personal financial or commercial gain.
23. This list is not all-inclusive. Any other misuse of the Internet or the district email system, deemed inappropriate by school personnel, may result in disciplinary action.

VIOLATIONS OF COMPUTER AND/OR INTERNET USE

The failure of any student to follow the terms of the Collinsville CUSD#10 Computer and Internet Use Rules and Expectations will result in lost or restricted computer use, Internet access, appropriate 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 Computer and Internet Acceptable Use Policy and may deny, revoke or suspend access at any time.

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.

References: Children’s Internet Protection Act, P.L. 106-554, 20 U.S.C. \ 6801 et seq., 47 U.S.C. \ 254 (h) and (1), 720 ILCS 135/0.01. Collinsville Community Unit School District No. 10. Board of Education Policy Manual. www.kahoks.org/CUSD/Policy/section_6.htm

CURRICULA

(105 ILCS 5/27-3, 5/27-5, 5/27-6, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, 5/27-23.3, 5/27-23.4, 5/27-24.2, 435/0.01 et seq., and 110/3. 625 ILCS 5/6-408.5.)

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

GRADE SEVEN COURSES

Grade Seven Required Courses

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

Grade Seven Elective Courses

- Art (elective) – 5 days a week for one semester
- Music Appreciation (elective) – 5 days a week for one semester

COURSE DESCRIPTIONS FOR SEVENTH GRADE

ART: This semester exploratory course consists of the fundamentals in design, color, drawing, painting, sculpture, printing, creative crafts, and art appreciation using various media for exploration.

BAND: Basic musicianship is taught leading to various performance activities. It is the goal of this class to further the student’s interest in music and encourage the self-discipline required attaining a feeling of individual accomplishment in-group achievement. Beginning students may enroll in this class only with the approval of the Band Director. **PARENTS ARE RESPONSIBLE FOR TRANSPORTATION HOME FROM AFTER SCHOOL REHEARSALS.**

CONCERT CHOIR: This is an extra-curricular performance group. The concert choir practices after school throughout the school year. They learn a variety of music and have four concerts during the year. **PARENTS ARE RESPONSIBLE FOR TRANSPORTATION HOME FROM AFTER SCHOOL REHEARSALS.**

ENGLISH (Language Arts): Seventh and eighth grade language arts classes will study grammar and usage, spelling, writing, and literature.

HEALTH: Health Education is a required semester course that provides information on current health issues and prevention methods to enable students to make healthy decisions based on their total well-being. All aspects of health education (physical, emotional, mental and social) are discussed using basic and broad terminology. Topics include, but are not limited to, peer pressure, hygiene, abstinence-based sexuality education, puberty, communicable/non-communicable disease, tobacco, alcohol, drugs, nutrition, exercise/physical activity, life-skills education, stress management, and conflict resolution.

MATHEMATICS: The seventh grade Mathematics curriculum includes the following areas of study: the four basic operations in whole number, decimals, fractions, introductions to percents and ratios, geometry, and other areas that will lead to the eighth grade Pre-Algebra curriculum.

Pre-algebra: Pre-algebra is offered to qualified students who have exhibited excellent math ability. Scores from the Standard Tests, teacher recommendations, students' math grades and attendance records are used to identify students for the pre-algebra classes.

PHYSICAL EDUCATION: The following is a listing of general areas of participation for both boys and girls, which are included in the physical education curriculum throughout the school year: Fitness Testing, Archery, Flag-Football, Whiffle Ball, Jump Roping, Volleyball, Bowling (fee required), Tumbling, Badminton, Basketball, Softball, Chicago Ball, Dodge-ball, Relays, Team Handball, Tetherball, Stretching, Basic Exercises, Soccer, Speedball, Ultimate Frisbee, Gymnastics, Pushball, Crab Soccer, Board Games, Written Tests, Endurance Tests, and Skill Tests.

READING: Seventh and eighth grade reading classes are designed to provide students with enhanced opportunities that improve reading fluency and comprehension while developing a greater appreciation for a variety of written works.

SCIENCE: This course is designed as a general science program. It introduces aspects of earth, life, physical, and environmental sciences. The emphasis is on physical sciences (chemistry, force and motion, structures, and astronomy), life sciences (biological, classification, interactions, and plants), earth science (astronomy, rocks and minerals, earthquakes and volcanoes) and environmental science (recycling and pollution). The student will develop an understanding of interrelationships of scientific principles through investigation.

SOCIAL STUDIES: This course is designed to provide students with an overview of the physical and cultural characteristics of today's world. In the physical aspects, students study things such as landforms, bodies of water, and climate. In the cultural aspects, students study government, economics, and social issues. Tools and themes of geography are introduced and applied as we study the seven continents. The final unit is a brief introduction and survey of the Illinois State Constitution.

MUSIC APPRECIATION: Music Appreciation is a semester exploratory class that touches on three main areas of music: basic music theory, the history of classical music, and the history of rock and roll.

GRADE EIGHT COURSES

Grade Eight Required Courses

- English (Language Arts) – 5 days a week for 1 year
- Keyboarding – 5 days a week for one semester
- Mathematics – 5 days a week for 1 year
- Physical Education – 5 days a week for 1 year
- Reading – 5 days a week for 1 year
- Science – 5 days a week for 1 year
- Social Studies – 5 days a week for 1 year

Grade Eight Elective Courses

- Family and Consumer Sciences – 5 days a week for one semester
- Industrial Arts – 5 days a week for one semester
- Band (elective) – As needed throughout week

COURSE DESCRIPTIONS FOR EIGHTH GRADE

BAND: Basic musicianship is taught leading to various performance activities. It is the goal of this class to further the student's interests in music and encourage the self-discipline required attaining a feeling of individual accomplishment in-group achievement. Beginning students may enroll in this class only with the approval of the Band Director. **PARENTS ARE RESPONSIBLE FOR TRANSPORTATION HOME FROM AFTER SCHOOL REHEARSALS.**

CONCERT CHOIR: This is an extra-curricular performance group. The concert choir practices after school throughout the school year. They learn a variety of music and have four concerts during the year. **PARENTS ARE RESPONSIBLE FOR TRANSPORTATION HOME FROM AFTER SCHOOL REHEARSALS.**

ENGLISH (Language Arts): Seventh and eighth grade language arts classes will study grammar and usage, spelling writing, and lite-

ature.

FAMILY AND CONSUMER SCIENCE: This is a semester, exploratory course in home living, which stresses areas of foods and nutrition, clothing, childcare, and personal grooming. Simple basic skills are taught and practiced which enables students to take their roles in society.

INDUSTRIAL ARTS: This semester exploratory course is required for eighth-grade students. Industrial Arts is an exploratory subject and will be scheduled along with Family and Consumer Science and Keyboarding. The academic materials and physical skills covered in each area will be geared toward everyday living and leisure activities. There is a recovery fee for materials used in metal shop and wood shop.

KEYBOARDING: This required semester course is designed to develop basic skills in keyboarding for use on the computer. The objectives of the course are to teach students correct keyboarding techniques and to build typing speed.

MATHEMATICS: The eighth grade Pre-Algebra program continues the study of whole numbers, number theory, fractions and decimals begun in the seventh grade. In addition, the program also includes the solving of equations, the study of percents, and a study of properties and theorems.

Algebra: Algebra 1 is offered to qualified eighth grade students who have exhibited superior math ability on selected tests and overall grade in Pre-algebra. The course offered uses the same text as the ninth grade course. The Algebraic ideas covered are sets: operations and equations, inequalities, and compound sentences; polynomials (addition, subtraction, multiplication, and division); factoring polynomials; rational expressions; radicals and quadratics.

PHYSICAL EDUCATION: The following is a listing of general areas of participation for both boys and girls, which are included in the physical education curriculum throughout the school year: Fitness Testing, Archery, Flag-Football, Whiffle Ball, Jump Roping, Volleyball, Bowling (fee required), Tumbling, Badminton, Basketball, Softball, Chicago Ball, Dodge-ball, Relays, Team Handball, Tetherball, Stretching, Basic Exercises, Soccer, Speedball, Ultimate Frisbee, Gymnastics, Pushball, Crab Soccer, Board Games, Written Tests, Endurance Tests, and Skill Tests.

READING: Seventh and eighth grade reading classes are designed to provide students with enhanced opportunities that improve reading fluency and comprehension while developing a greater appreciation for a variety of written works.

SCIENCE: This course is designed as a general science program. It introduces aspects of earth, life, and environmental sciences. The emphasis is on physical sciences (heat, light, sound, magnetism, and electricity), life sciences (the cell and genetics), earth science (oceans and climates), and environmental science (energy and ecology). The students will develop and understanding of interrelationships of scientific principles through investigation.

SOCIAL STUDIES: This course begins with a review of geography, its principles and themes. It then shows its true emphasis in United States history by reviewing the ancient and early American civilizations of the 15th and 16th centuries. The focus then moves through colonial America, the American Revolution, and culminates with the Civil War and reconstruction era. Geography, economics, civics and government, political science and other areas of the social sciences will be addressed in this history course. At the end of the study, eighth grade students will be required to pass the United States Constitution test.

GRADES

Grades and grade point average are reported to the parents at the end of each quarter (nine weeks). The report cards are mailed directly to the home. Subject achievements are reported as letter grades and grade point averages are reported as numerical points.

GRADE SCALE

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

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

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

HONOR ROLL

The Honor Roll is listed at the end of every grading period. Students must earn a grade point average of 3.500 on a 4.00 scale.

PROMOTION POLICY

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

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Standards Achievement Tests, "Local Learning Assessment" tests, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. Remedial assistance options will be offered to students based upon recommendation of the school's promotion committee. Promotion committee at Collinsville Middle School is comprised of the building administration. Records/grades will be reviewed by building administration at the end of the school year to determine overall readiness for the next grade. If the student is deemed ready for the next grade, he/she will be promoted otherwise, he/she will be retained. Students must meet the U.S. Constitution requirement.

TESTING

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

CELLULAR/DIGITAL DEVICES

Cell phones/digital devices are **not to be used** during the school day. All cell phones are to be turned off and kept in lockers, backpacks, pockets, or purses. **The only time that cell phones may be used is during after school hours either, outside or in commons area. The school is not responsible for the loss, theft, or damage of any electronic device brought on campus.**

If you choose to bring a cell phone/digital device to school you are expected to abide by the rules stated above. Consequences for violating this policy are provided below.

1st Time – Two Detentions and confiscation of device and student may pick up device after school.

2nd Time – One day of In-School Supervision, a parent/guardian must pick up electronic device

3rd Time – Two days of In-School Supervision, a parent/guardian must pick up electronic device.

4th Time – Three days of In-School Supervision, a parent/guardian must pick up electronic device.

- *Every Additional offense will result in an additional day of Out of School Suspension (ex.: 5th Referral = 1 Day of OSS).*

Use of Cameras, Camera Features on Cell Phones or Other Digital Imaging Devices

To ensure the safety and privacy of our students, any imaging device used on school property is **strictly prohibited** without the special permission of a school administrator. **Consequences for using an imaging device may result in immediate Out of School Suspension.**

CONFISCATED PERSONAL ITEMS

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

DISCIPLINE

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

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

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 or team at an appropriate time to discuss existing problems. If the parents/guardians or students are

dissatisfied with the teachers' decision or explanation; they can meet with the grade level administrator to review the area of concern. If further assistance is needed, then parents/guardians or students may meet with the building principal.

STUDENT & PARENT INTERVENTION RESPONSIBILITIES

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

STUDENTS

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

PARENTS

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

TEACHERS

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

ADMINISTRATORS

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

BOARD OF EDUCATION

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

LEVEL OF OFFENSES

Acts of misconduct are categorized into the following four levels of offenses:

Level I Violation of Classroom Rules:

- Offenses which generally occur in the classroom and can be corrected by the teacher.

Level II Administrative Intervention:

- Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III Suspension:

- Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school related activities, or a continuance of repeated Level I and Level II misconduct.

Level IV Expulsion and Possible Placement in an Alternative Educational Program:

- Offenses that include those for which a student may be expelled under state law. They include continued serious or persistent misbehavior that violates the school's rules and procedures.

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

LEVELS OF STUDENT MISCONDUCT AND DISCIPLINARY OPTIONS

LEVEL I: VIOLATION OF CLASSROOM RULES

Each teacher or staff member establish rules for the classroom and for school related activities. The classroom teacher can manage

many behaviors. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

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

Violations of rules or procedures established by the teacher; Cheating or copying the work of other students; Refusal to participate in classroom activities; Failure to bring required classroom material or assigned work to class; General misbehavior, such as eating in class, horseplay, making excessive noise, sleeping, or violating the dress code; Failure to deliver or return written communications between home and school; Inappropriate computer usage; Anonymity-no school ID card; Acts that disrupt the classroom or interrupt the operation of the class

Disciplinary options and responses:

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

Procedures:

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

LEVEL II: ADMINISTRATIVE INTERVENTION

Level II acts of misconduct may include such behavior as:

Repeated misconduct from Level I: Unexcused tardiness to class; Disruptive or noncompliant behavior on a school bus

Disciplinary options and responses:

Tardy consequences as outlined in the Student Handbook; Bus consequences as outlined in the Student Handbook; Consequences as deemed necessary by administration

Procedures:

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

LEVEL III: SUSPENSIONS

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

Level III acts of misconduct may include such behavior as:

Repeated misconduct from Level II; Missing an assigned detention; Gross insubordination; Protests and demonstrations; Gang activity; Possession or use of tobacco; Theft and/or damage to property; Trespassing; Pass abuse or forgery; Throwing snowballs; Horseplay (pushing, shoving, etc); Students in restricted areas; Inappropriate dress; Obscene/profane language, gestures, or drawings; Academic dishonesty; Possession or use of stink bombs, mace, or other similar chemical substances; Tampering with damaging or vandalizing emergency or surveillance equipment; Tardiness; Disrespect; Leaving school campus without permission; Gambling; Indecent exposure; Fireworks; Inciting a fight or physical aggression; Violation of Harassment, Bullying, and Sexual Harassment Policy; Violation of CUSD #10 Computer and Internet Policy

Disciplinary options and responses:

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

Procedures:

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

LEVEL IV: EXPULSION

Level IV acts include conduct includes serious misbehavior and/or illegal acts that threaten to impair the education efficiency of the school and/or that seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property. Expulsion means removal of a student from school for more than ten consecutive school days and

possible placement in an alternative setting for one to two school years.

Level III acts of misconduct may include such behavior as:

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

Disciplinary options and responses:

Recommendation to Board of Education for Expulsion

Procedures:

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

Expulsion Procedures

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

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

DISCIPLINARY ACTIONS (DETENTIONS, ISS, & OSS)

1. DETENTIONS

REASON FOR DETENTION: A teacher, staff member, or an administrator can assign a detention for any reason considered interfering with the education process or noncompliance of school rules.

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

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

RESCHEDULING: A note or phone call from a parent is necessary to reschedule a teacher detention. Office detentions will not be rescheduled except for authorized early dismissals.

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

SKIPPING DETENTION OR NOT FOLLOWING THE RULES OF DETENTION: If a student skips detention or chooses not to follow the rules of detention, then the student will be assigned ISS.

TARDY DETENTION: Tardy detentions will be assigned by administration.

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

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

2. IN-SCHOOL SUPERVISION (ISS)

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

1. Students assigned to In-School Supervision (ISS) must first report to first period class and then proceed to the ISS room.
2. It is the student's responsibility to obtain homework assignments and take work materials to ISS daily. Administrators will give students ample time to collect homework assignments.
3. Any student who refuses to report to ISS will be subject to out-of-school suspension.
4. The rules of ISS are posted in the ISS room and are available to parents/guardians upon request.
5. Failure of In-School Supervision (ISS); Students must pass a full day of ISS to fulfill their ISS obligation. The ISS Supervisor will deter-

mine whether a student passes or fails based on the compliance of the student to the rules of ISS. If a student chooses not to follow proper ISS procedures, s/he will be suspended out of school for the day s/he failed. Upon the return of the student, s/he must fulfill the remaining day(s) of the ISS assignment. Based on the reason for ISS failure, the remaining ISS days may be turned into Out-of-School Suspensions. Parents are encouraged to avoid scheduling appointments or requesting early dismissal(s) of students on an assigned, ISS day(s). Changes to the ISS date(s) selected by administration may only occur when the parent/guardian of the assigned student contacts the administrator who made the assignment to request an alternative ISS date(s). CMS encourages all students to serve ISS assignments, but parent(s)/guardian(s) may opt for their child to serve one day of Out-of-school suspension for every ISS to their child.

6. Students who are absent from school on days to be spent in ISS will have to make up the days absent when they return to school.
7. Homework assignments completed during ISS can be turned in for credit when the student returns to regular classes. Quizzes and tests missed while a student is assigned to ISS can be made up.
8. All students in ISS will have a lunch provided to them (based on their recorded lunch status) during a common ISS lunch period. Students are not permitted to bring and consume outside food (i.e. lunch from home).
9. ISS assignments must be served on school days when school is in session. In the event that the ISS day(s) assigned to a student spans a day(s) classified as a district emergency day (i.e. snow day) the emergency day(s) will not be counted toward the fulfillment of the ISS assignment.

3. OUT-OF-SCHOOL SUSPENSION (105 ILCS 5/10-22.6)

For major discipline violations including, but not limited to, fighting, weapons, drugs, alcohol, fire alarms, fireworks, continued misconduct, ISS violations, gross insubordination, or gross misconduct, out-of-school suspension may be used. Students suspended out-of-school are not to be on campus during suspension, except with administrative authorization. Unauthorized campus visitation may result in charges of trespassing being filed. Prior to re-admittance to school following out-of-school suspension, a parent conference may be held. Homework assignments completed during OSS can be turned in for credit when the student returns from OSS. Quizzes and tests missed while a student is assigned OSS can be made up. OSS assignments must be served on school days when school is in session. In the event that the OSS day(s) assigned to a student spans a day(s) classified as a district emergency day (i.e. snow day) the emergency day(s) will not be counted toward the fulfillment of the OSS assignment.

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

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

STUDENT RIGHTS PROCEDURE

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

GRIEVANCE: A grievance is a difference of opinion raised by a student or a student’s parent or parents involving:

1. The meaning, interpretation or application of established policies.
2. Difference of treatment; or
3. Application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons involved.

Due process shall exist throughout the procedure with the right to:

1. Representation;
2. Present witness and evidence;
3. Confidentiality;
4. Review relevant reports;
5. Proceed without harassment and/or retaliation.

TIME 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.

DUE PROCESS FOR STUDENT GRIEVANCE PROCEDURES

The Grievance Procedures, along with explanation, due process and directions, are available for inspection in the Superintendent's office building Principal's office, Counselor's office, and Coordinator's offices for Title IX, Section 504 and Title VI.

It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

DUE PROCESS

1. **RIGHT TO REPRESENTATION:** A grievant may choose to be represented by an attorney or other person of their choosing.
2. **RIGHT TO PRESENT WITNESSES AND EVIDENCE:** A grievant(s) shall be allowed to present relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. **TIME LIMITS:** All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step to the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be an acceptance of the decision rendered at that step.
4. **RIGHT TO INFORMATION:** Unless state laws and right-to-privacy acts are violated, all relevant information must be made available to all parties.
5. **PRIVACY:** During the grievance procedure, prior to Step III, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential.
6. **REPRISALS-RETALIATION:** Participants in a grievance submitted to this district shall not be subjected to reprisal, retaliation or different treatment because of such participation. Participation shall not be recorded in the student(s)' file(s) or used to affect equal opportunity for access and equity in educational programs and services right to designate whether the procedure and meetings will be confidential.

DISPLAYS OF AFFECTION

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

action.

DRESS AND GROOMING

The dress and grooming of students attending CMS are the responsibilities of the students and their parents. The student's right of personal freedom to dress and groom themselves according to their personal tastes will be respected at CMS as long as the dress and grooming meet the reasonable standards of health, cleanliness, safety, modesty, and are not disruptive to the educational process.

- **The seven "B's" that should NOT be visible at Collinsville Middle School: Bras, Bellies, Bottoms, Backs, Bandanas, Boxers, Bedroom Attire.**

Students are to wear clothing that is clean and safe; Shoes must be worn at all times (for safety purposes, shoes such as "flip flops" may not be worn in environments such as Physical Education, Family and Consumer Science and Industrial Arts); Clothing that is revealing or suggestive may not be worn (administration will be the judge of what is revealing and/or suggestive. Some examples may include, but are not limited to tube tops, tank tops, halter-tops, bare-midriff, and see-through clothing); Headgear may not be worn in the building (Hats, caps, hair rollers, hairnets, picks, and combs are not permitted); Sunglasses and dark glasses, unless prescription, are not to be worn in the building; Pants/shorts must be worn at the normal waistline at all times (underwear or undergarments are not to be seen at any time - students will be required to pull pants/shorts up; Pants with holes allowing visibility of personal and sensitive areas will not be permitted; Shorts and Skirts must be no shorter than lower-thigh; Clothing with vulgar, profane, or suggestive messages or pictures of illegal substances, alcoholic beverages, or tobacco products are also inappropriate for school and not to be worn in the building; Coats of a long nature should not be worn in the building (put coats in the lockers when arriving to school. If you believe that it is cold in the building, wear a sweater or sweatshirt); Clothing worn in a manner that is deemed inappropriate by an administrator is prohibited; Chains, chains from wallets, metal or plastic spikes, or any other apparel which could be a safety concern is prohibited

Caps, clothing, coloring, insignia, or other symbol(s) or combination of symbols indicating or suggesting membership in, affiliation with, or support for any gang or similar organization associated with intimidation, violence, drugs, or illegal activity will not be allowed on school grounds or at school-related activities. Examples of such items include scarves/bandanas that feature colors, numbers, pictures or wording associated with any group that intimidates or performs illegal activity. Students will be suspended and/or recommended for expulsion for displaying or engaging in any gang related activity.

Students will be required to change clothing or face disciplinary consequences for these dress code violations. Other dress and grooming issues that may arise and not addressed specifically in this section will be handled by the administration in a manner that is consistent with the items in the preceding paragraphs.

DRUGS

POSSESSION OF NARCOTICS, STIMULANTS, MARIJUANA, ETC. - RESOLUTION

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

WHEREAS, conduct on the part of the students in using selling or possession of such alcohol, drugs or drug paraphernalia in the schools is deemed a serious violation of acceptable standards of behavior which is detrimental to the accomplishment of the purpose of schools;

BE IT RESOLVED by this Board of Education that it is the policy that any student found possessing, selling and/or using alcohol, unauthorized or harmful drugs, including marijuana and "look alike drugs", or possessing and/or selling drug paraphernalia on school property or transportation facilities or at an approved school activity held on non-school property shall be suspended for a period of ten days and referred to the Board of Education for a hearing and possible expulsion from school for the remainder of the school year, and any evidence obtained will be delivered to local authorities for possible prosecution.

STUDENTS UNDER THE INFLUENCE

School staff having cause to believe that a student is in possession, under the influence, or shows evidence of having used any illegal drug, alcohol or other controlled substance will immediately be reported to the principal or designee. This will be in effect not only during school hours, but also on campus at any time and at any off-campus activities officially involving CUSD 10 students.

An administrator and a designated team will conduct an assessment, which may include, but is not limited to:

1. Questioning of student regarding possible use
2. Assessment of physical symptoms
3. Standard Field Sobriety Test
4. Additional screening;

- a. For suspected use of alcohol, a saliva or portable Breathalyzer test will be used only after visual assessment of symptoms and questioning of the student regarding possible use. This screening will be conducted by a trained staff member with a second staff member present as a witness.
- b. For suspected other drug use, a Screening Assessment for Suspected Chemical Use will be conducted.

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

Procedures for dealing with students under these circumstances may include, but are not limited to:

- A. Parent notification upon conclusion of an administrative review.
- B. Suspension from school with a recommendation to the Board of Education for expulsion.
- C. Police contact and charges filed when appropriate.

SUBSTANCE ABUSE OPTION

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

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

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

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 will result in a ten (10) day out of school suspension and recommendation for expulsion with no opportunity for substance abuse option. Delivery refers to the transfer of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or transfer with or without payment or consideration. There is no assessment/treatment alternative for any student who delivers any of the items listed above.

FEES

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

Instruction fees are required for instructional materials, computer usage, industrial arts, home living, vocal and instrumental music. Fees are determined annually by the Board of Education. Report Cards are mailed to those students who pay their fees. Arrangements to pay by the semester may be made by calling the school office (618) 343-2100.

Students are issued one complimentary handbook and one complimentary student identification card. If either (or both) complimentary item is lost (misplaced), the student must pay the cost of replacing the item(s). The replacement fee for a student identification card is \$2 and the cost of replacing a student handbook is \$5. Both items are essential in maintaining a safe, learning environment and understanding school/district expectations.

STUDENT FEES WAIVER POLICY

Unit 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. The FEE WAIVER APPLICATION FORM is available in the Main Office.

FUNDRAISING AND ADVERTISING REGULATIONS

(105 ILCS 5/10-20.19.)

Only approved student organizations will be permitted to advertise and conduct fundraising projects on campus. A form must be filled out and approved before any fundraising project is begun. Forms are available in the Main Office.

Organizations may advertise on campus by using posters, signs and the morning announcements. A copy of all posters, signs and bulletin notices to be used must be submitted to the main office. All advertisements must be removed the day after the project has ended.

Individuals may not sell any type of merchandise without consent of the Principal. Merchandise will be confiscated and students will be disciplined for violation of this policy.

GANGS POLICY

The Board of Education considers the presence of gangs and gang activities a substantial disruption of or material interference with, school and school activities. A "gang", as defined in this policy, is any group of two or more persons whose purposes include 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 shall engage in any activity, including but not limited to:

- Wearing, possessing, using, distributing (delivery or receipt), displaying, selling or arranging/soliciting for the possession, use, distribution (delivery or receipt), display or sale of any clothing, jewelry, emblems, badges, tattoo symbols, signs or other things that are evidence of membership or affiliation in any gang;
- Committing any act or omission or using any speech, either verbal or non-verbal (such as gestures, handshakes, etc.) showing membership or affiliation in a gang, and gang graffiti.
- Writing drawing or distributing any gang related symbols or literature.
- 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 gang,
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person,
 - c. Committing any other illegal act or other violation of school district policies and
 - d. Inciting other students to act with physical violence or intimidation upon any other person, group or classification and/or which violate district policies or civil or criminal law.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

(1) Removal from extra-curricular and athletic activities; (2) Conference with parent(s)/guardian(s) and signed contract; (3) Referral to appropriate law enforcement agency; (4) Suspensions for up to 10 days; (5) Expulsion not to exceed two calendar years

GENERAL EVENTS POLICY

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

GUM POLICY

Students are not allowed to chew gum at Collinsville Middle School. Not only can it be disruptive, it is often found stuck under desks and on floors. Teachers will use classroom consequences for gum chewing. Continuous problems with gum may result in parental notification, parent conference, and/or referral to administration.

Discipline for violation of Gum Policy:

1st Offense: 1 Day of Detention

2nd Offense: 2 Days of Detention

3rd Offense: 3 Days of Detention

4th Offense: 1 Day of In-School Supervision

Every subsequent violation of the Gum Policy will result in an additional day of In-School Supervision (ex. 5th Offense = 2 Days of ISS)

HANDBOOK RECEIPT REQUIRED

All students must sign a receipt indicating that they have received a CMS 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 CMS students by the CUSD 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 place for CMS students by the CUSD No. 10 Board of Education.

HARASSMENT, BULLYING, AND SEXUAL HARASSMENT POLICY

(105 ILCS 5/10-22.5, 20 USC 1681 and 23 Ill. Admin Code 200.10.)

The Collinsville Community Unit School District No. 10 will not tolerate harassing or intimidating conduct, whether verbal, physical or visual that affects tangible benefits of education, that unreasonably interferes with a student's educational performance or that creates an intimidating, hostile or offensive educational environment. No person, including a district employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group. CUSD No. 10 will take all threats seriously with both school consequences, police involvement, and when deemed appropriate, criminal charges filed. There will be NO tolerance for any reason for any aggressive, threatening, intimidating or harassing behavior that does physical or psychological harm to a student or staff member or urging other student to engage in such conduct.

DISCIPLINE POLICY FOR FIGHTING

Fighting with or any assault of another student involves any intentional physical contact (i.e. hitting, slapping, punching, shoving, etc.) – including, but not limited to, self-defense. Police may be notified with possible legal action for disorderly conduct or breach of the peace on school property in addition to any school discipline issued.

Fighting (First Offense) – 3 to 10 days of Out of School Suspension (possible arrest; possible expulsion)

Fighting (Second Offense) – 5 to 10 days of Out of School Suspension (possible arrest; possible expulsion)

Fighting (Third Offense) – 10 days of Out of School Suspension (Recommended expulsion)

Students involved in a fight will be disciplined as outlined in the Student Handbook.

Advice to students: if another student who threatens you and wants to fight approaches you, simply tell the nearest staff member or go to the principal's office and report the situation. DO NOT involve yourself in a fight; if you do, you will receive disciplinary consequences. When such an event happens, an investigation of the activity is conducted by the administration, and discipline may be issued to all participants. Usually, the fight is a result of a web of circumstances and arguments that have transpired for days or even weeks.

SEXUAL HARASSMENT

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

The terms 'intimidating,' 'hostile,' and 'offensive' include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, and inappropriate bodily exposure (CMS administration will gauge the extent of the exposure as it relates to the issuing of a penalty).

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss matter with one of the CMS Administrators. 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 CMS Administration.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the disciplinary policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up

to and including discharge with regard to employees, or suspension and expulsion, with regard to students.

Students who believe that they have been harassed or bullied should immediately report the incident to a member of the CMS staff – a teacher, counselor, social worker, nurse, assistant principal, principal, or campus monitor.

HEALTH SERVICE

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

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

EMERGENCY REFERRALS

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

NON-EMERGENCY REFERRALS

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

1. The student reports to class and requests a pass to go to the nurse's office.
2. He will go directly to the nurse's office and remain there until she releases him. If the nurse is not in, report to the Main Office.
3. If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for him to go home.
4. Parents will be contacted to make arrangements to pick-up the student.
5. It is at the nurse's discretion as to whether there is indication for the student to be sent home ill.
6. If a student is found to have head lice, he must be excluded from school until all nits are removed. The nurse will give permission for the student to re-enter school once the nurse has checked the student. Parents must call and make an appointment to have the student checked by the nurse. The student will be readmitted to school only if the nits are completely removed. Parents should be prepared to take the student home if nits (eggs) are still found on the student.

STUDENT HEALTH SERVICE RECORDS

1. Every student is required to have a properly completed emergency card on file in the nurse's office.
2. All students and new or out-of-state transfer students are required to have a dental and medical report on file with the nurse before entering school. Also, all immunizations must be up-to-date before entering school.
3. Students will be taken out of physical education classes by written directions from a doctor; at the discretion of the school nurse, or a written request form a parent or guardian, not to exceed two (2) days.

COLLINSVILLE UNIT #10 MEDICATION POLICY

In accordance with the Illinois School Code (105 ILCS 5/10-20.14b) and the laws of the State of Illinois, it shall be the policy of Collinsville Unit #10 that the administration of medication to students during school hours be discouraged unless absolutely necessary for the critical health and well-being of the student.

Therefore, only those medications, which have been prescribed by a licensed physician or dentist, will be administered to regular classroom students (subject to the following policies).

This policy does not prohibit the parent or guardian from coming to the child's school and administering the medication if they so agree and are approved by the school administrator.

This policy shall not prohibit any school employee from providing emergency assistance to students.

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS ON THEIR PERSON WHILE IN SCHOOL OR RIDING A SCHOOL BUS TO AND FROM SCHOOL.

Definition: Long-term medications are prescription medications utilized in the treatment of chronic medical conditions over a long period of time (over 30 days).

Policies:

1. No medications will be administered at school, by personnel, if the hours that dosage is due can be arranged so that the student could receive the medication at home.
2. Inhalers or Epi-Pens may not be carried by the student in school unless the physician indicates in writing on the medication request form that it is medically necessary that the inhaler or Epi-Pen be kept on the student's person at all times. (The student will be issued a permanent pass for the school year at the senior high level.)
3. All medications administered to student during school hours must be transported to and from school by a parent or another adult acting on the parent's behalf.
4. All requests to administer medication to students must be in writing on the designated "Medication Request Form" by the parent or legal guardian and the physician. **Medication will not be administered unless a request form is completed and the medication is labeled properly.**
5. All medications, prescribed by the physician, must be in the original appropriate pharmacy container. The container (**prescription and nonprescription**) must be labeled with the student and physician's name, pharmacy name, and the name, dosage and directions of the medication. **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. If a student is taking long-term medication (over 30 days), a new Medication Request Form is required at the start of each school year. The pharmacist must re-label the bottle according to the physician's new orders.
7. The parent will be notified if the student consistently forgets to take the medication at the specified time. The student will be called to the office as a reminder to take medication if forgotten. It is the parent's responsibility to make sure the student knows when the medication is due.
8. **The administration of any medication containing a narcotic is discouraged during school hours. If a student requires medication of this type for pain it is recommended that he/she remain at home until a milder form of medication is indicated. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.**
9. Cough drops are permitted at the elementary and intermediate levels (PreK-6) with a medication permission form signed by physician and parent. Student must stay in the health room/office while the cough drop is administered. However, cough drops are discouraged at this level due to risk of choking.
10. School personnel will destroy any medication that is not removed from the school at the end of the year.

HEARING AND VISION SCREENINGS

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

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The state of Illinois recently passed a law requiring all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums, wrestling rooms, weight training rooms, etc. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillating heart. All CUSD 10 school buildings will be equipped with AEDs. There will be public access door stickers and identification signs posted in each building. There will be several staff members in each building that have completed a 4 hour training course on CPR and AED use. Please make your child(ren) aware that these units will be in the buildings. They will be housed in wall hanging cabinets and should not be tampered with by students.

HOMEBOUND PROGRAM

(105 ILCS 5/10-22.6a, Ill. Admin. Code 226.355, Rules and Regulations to Govern the Administration and Operation of Special Education)

A student absent from school for more than two consecutive weeks because of health or physical impairment may be provided the ser-

vices of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a parental or guardian request filed with the office of the Superintendent.

Instructional time will be provided for a minimum of five clock hours per week when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school. Contact the Director of Pupil and Personnel Services at (618) 343-2878 if you believe you will have an extended absence from school due to medical reasons.

HOMELESS CHILDREN EDUCATION

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

LIBRARY SERVICE/MEDIA CENTER

The mission of the CMS Media Center is to be a critical component of the school's total education program. Through the instructional activities, resources, facilities and technologies provided, students and staff will become effective and efficient users and creators of ideas and information (ISLMA pg6).

Rules:

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

Checkout Policy

Circulation:

- Students are encouraged to present their student ID to check out books.
- Regular books on the circulation shelves are checked out for two weeks: Maximum 2 books at a time. (More books are allowed if discussed with Media Specialist first).
- Renewals can be made at the request of the student at any time.
- Materials checked out to a patron's number become the responsibility of the patron in all circumstances.

Fines:

- To provide fair access to materials, borrowers will return materials by the due date or renew. Fines are charged for overdue or lost materials.
- Ten Cents is charged for each school day that materials are overdue.
- Overdue books may be returned and the fines paid at a later time.
- Students are charged the replacement cost for any books or materials they may lose or damage.
- Students have three options for payment:
 - o Cash/Check
 - o Use Reading Counts Points (50 points= \$2.00)
 - o Reading Counts Book Donation (1RC book =\$1) ** Book must be in usable condition.

Book Donation:

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

Behavior:

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

Services:

The media Center has a collection of over 8,000 volumes for all interests and reading abilities. A copy machine is available for student, staff, and public use. Copies cost \$.10. A scanner is available for use in the computer lab.

We Read A Lot!

The Media Center respects and encourages the right of parents to choose what their child reads. In order to help parents make those choices, young adult interest stickers have been placed on those books designated by our reading program, Scholastic Reading Counts, as young adult. The grade-level resources contained in the Media Center are categorized based on the content of the resource. Parents/guardians are encouraged to be actively aware of the reading material selected by their child. As stated in the ALA's Library Bill of Rights, only parents/guardians maintain the right and responsibility to restrict access of their child to library resources including inter-library loan selections (Section 53.1.4).

LOCKERS

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

Lockers will be assigned the first student attendance day.

Students are to use only the lockers assigned to them on their schedules. It is important that students keep their assigned locker securely locked. Students are responsible for the contents of their assigned locker.

School lockers assigned to the student for their use remain the property of the school. The purpose of the lockers is to provide the students with storage areas for their books, school supplies, and outdoor garments. Coats and caps/hats are not to be worn in the building nor are book bags allowed to be carried from place to place in the building. School officials retain the right to search a locker without the knowledge and consent of the student if they have reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker.

We recommend students lock all lockers at all times to prevent theft and to prevent unauthorized use. Students are responsible for their possessions, including textbooks and workbooks.

LOST AND FOUND

Notify the office as soon as possible after an article has been lost, leaving your name and a description of the lost article if you wish assistance in getting the lost article returned. All articles must be claimed as quickly as possible. Found articles must be turned into the office immediately. Checking for lost articles is the responsibility of the student.

NONDISCRIMINATION – NOTICE OF NONDISCRIMINATION

*(105 ILCS 10-22.5, 22-11, 27-1, 2c Ill. Admin. Code 1.240 and 200.40(d),
20 USC 1681, et. Seq. and 42 UCS 12102, 23 Ill. Admin. Code 200-40)*

It is the policy of the Board of Education of Collinsville Unit School District #10 not to discriminate on the basis of race, color, creed, national origin, religion, age, disability, or gender in its educational program or employment policies or practices.

Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or Title VI (minorities) should be directed to the Director of Human Resources.

NOTIFICATION – ASBESTOS MANAGEMENT PLAN

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

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

To All Parents, Guardians, Faculty and Staff

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

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

An inspection was performed at all schools located within Collinsville C.U.S.D. #10 furthermore, a site specific asbestos management plan was developed, reviewed by the Principal and the Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

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

NOTIFICATION – USAGE OF PESTICIDES IN SCHOOL BUILDINGS

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

In Collinsville Middle School is a list of dates that pesticides maybe used to help in the control of insects at the school. Attached to this notice is reference material on the type of products the school district will be using. The state of Illinois passed a law was effective August 1, 2000, which requires this notice and requires the school district to actively implement an Integrated Pest Management (IPM) program.

Your school district is aggressively working towards the reduction of pesticides, IPM strategies and the lowest risk factor chemical controls that are available. You have been provided the additional materials to help you understand the products being used.

The person in the district who is in charge of the program can be contacted by phone during regular school hours at 618-346-6350.

OFFICE

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

PHYSICAL EDUCATION UNIFORMS

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

Girls' and boys' uniform are available at local stores and at registration. Every student is required to have Collinsville Middle School shorts and shirts. The Physical Education teachers will instruct students in marking their name on their shorts and shirts. Uniforms are for the purpose of Physical Education instruction only or when deemed appropriate by the administration. For the safety of students, the PE department will provide a list of items that students are prohibited in wearing.

PUBLICITY RELEASES

At times, the Collinsville School District has the opportunity to publish the achievements of students at school. Examples include everyday classroom activities, awards, special projects, sporting events, etc. Publications may occur through school or district web pages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury. If you do not wish to have your child's picture or student-produced materials used for this purpose, or if you wish to have your child's name omitted, please send a letter outlining your request to Susan Homes, Assistant Superintendent – Human Resources & Information Systems, Collinsville Community Unit School District No. 10, 201 West Clay Street, Collinsville, IL 62234.

RAPTOR SYSTEM

The Raptor System is a computerized database that enables Collinsville Middle School (CMS) to scan state issued identification cards and to cross-check the identity of visitors with state and federal criminal databases. All visitors to CMS must present a state issued identification card (such as a driver's license) and have the card scanned to gain access to the school building. After processing the state issued identification card of the visitor, a visitor label is produced and presented to the visitor so that he/she may proceed to the Main Office. This system enhances building security and provides a safer environment for our students and staff.

RESTRICTED AREA POLICY

A restricted area is any area of the campus where a student's presence is not required as a result of his/her instructional program. This includes, but is not limited to, the commons area (at any other time other than assigned lunch periods). Students may use the hallways, restrooms, and their lockers between classes. 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:

First Offense – 1 day of In-School Supervision

Second Offense – 2 days of In-School Supervision

Third Offense – 3 days of In-School Supervision

Fourth Offense – 1 day of Out-of-School Suspension

Every Additional Restricted Area Violation will result in an additional day of OSS. (example: 5th Offense = 2 days of OSS)

SCHOOL EMERGENCIES

The student's safety and welfare are major concerns. Therefore, the following emergency situation procedures will be followed:

FIRE: Fire drill information and evacuation routes are posted in each room. Read them carefully and become thoroughly familiar with them. You will be held responsible for knowing what to do and to obey the rules. In the event of an actual fire drill, the teacher in each classroom will give the students specific instructions to follow.

TORNADO: In the event school authorities receive information from the Civil Defense or Weather Bureau that extremely severe weather is imminent, notification will be made from the office by announcement for the teachers to move their classes to a predetermined area. Students are to follow the specific instructions given by the teacher.

EARTHQUAKE: Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

General safety precautions are as follows:

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

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

INTRUDER: In the event of an intruder present on campus, CMS will go under a "lockdown" procedure. Lockdown is a building procedure that takes place in a crisis situation. Student movement will be stopped and the building is secured. Students and Staff will

be made aware that a serious event has occurred or is about to occur, and how to act accordingly.

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

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

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

SCHOOL PROPERTY

CAMPUS ARRIVAL/DEPARTURE

Upon arriving to school, students are to report to the commons area for breakfast or gymnasium where they will be dismissed to first period. Students who need to report to a classroom must have a signed pass from a CMS staff member.

Students are to vacate the building in a timely manner at the end of the school day unless involved in extra-curricular or teacher-supervised activities.

SCHOOLREACH MESSAGING

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

SEARCH AND SEIZURE

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

SCHOOL PROPERTY AND EQUIPMENT

School Authorities may inspect and search property and equipment owned or controlled by the school such as lockers, desks, etc) as well as personal effects left there by a student, with out notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, etc) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating legal statutes or the CUSD #10 policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

SOCIAL WORKERS

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

STUDENT ACTIVITIES

The student activities program is a very important dimension to the total education program. The program is highly diverse in nature and it is conducted outside of the regular classroom curriculum and time. It consists of all the extra curricular activities in which the students and faculty are engaged.

The activities program is organized officially under arrangements established by the school administration and approved by the Board of Education. Also, it is operated under the supervision of Board approved sponsors.

The experiences, knowledge and skills gained by the students from their participation in the activities program can result in increased educational, personal and social development.

SPORTS

(105 ILCS 5/10-20.30).

Collinsville Middle School is a member of the Southern Illinois Junior High School Athletic Association.

Athletic Teams:

- Boys Baseball for 7th and 8th grades
- Boys and Girls Basketball for 7th and 8th grades
- Boys and Girls Track for 7th and 8th grades
- Boys and Girls Wrestling for 7th and 8th grades
- Boys and Girls Bowling for 7th and 8th grades
- Girls Softball for 7th and 8th grades
- Girls Volleyball for 7th and 8th grades
- Girls Cheerleading
- Girls Dance Squad

EXTRACURRICULAR/ORGANIZATIONS

The student organizations are some of the most important aspects of the activities program. They add an extra dimension to the student's education. The students involved in these organizations will be provided opportunities to participate in the representative-democratic process with both rights and responsibilities; to assist in improving relationships between the student body, the faculty and the school, to be directly involved in building school spirit and pride; and to increase self-improvement in citizenship and leadership.

JUNIOR HONOR SOCIETY: The Junior Honor Society works hard to bring the accomplishments of outstanding young people to the

attention of our learning community. We strive to give practical meaning to the ideas of scholarship, leadership, service, and character. Selection criteria includes scholarship (3.5 grade point average or higher), leadership (how students demonstrate being a leader), service (how they volunteer), and character (how they present themselves).

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

PARENT TEACHER STUDENT ASSOCIATION (PTSA): An association designed to enhance good communication between parents, teachers, students, community and the administration. The group's primary focus is school improvements.

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

PEP CLUB: The purpose of the CMS Pep Club is to foster school spirit for our Trailblazers and to show student that school is not just about homework, but it is about being cooperative, loving and appreciative of those who comprise our school.

CODE OF CONDUCT FOR EXTRA CURRICULAR ACTIVITIES

(105 ILCS 5/24-24)

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

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

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

1. Confirmed involvement in the use or possession of a controlled substance.
2. Confirmed involvement in the use or possession of an alcoholic beverage.
3. Violation of the rules and regulations of CMS or Unit 10 that result in an out of school suspension greater than five (5) days.

First Offense – Participant will be suspended for a period of two (2) weeks. A week of suspension will be counted only if one or more contests/activities are held during that week.

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

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

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

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

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

First Offense – Participant will be suspended from activities for a period of two (2) weeks. A week of suspension will be counted only if one or more contests or activities are held during that week.

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

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

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

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

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

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

Participants must maintain the following academic standards: No more than one failing grade on any given eligibility check. Upon receiving two failing notices in a row in a particular subject, the participant will be ineligible until the next eligibility check. Eligibility is checked every two weeks. If the participant meets special education requirements, the teacher must state that the student is working to potential.

Eligibility checks will be conducted approximately every two weeks. Teachers will indicate passing or failing grades on a cumulative basis.

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

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

STANDARDS AND EXPECTATIONS FOR ATHLETES

1. It is the athlete's responsibility to learn and demonstrate proper behavior.
2. Players should promote cooperation and learning during practice and contests.
3. Players should demonstrate a positive work ethic.
4. Players should show respect for
 - a. Yourself
 - b. Teammates
 - c. Coaching staff
 - d. Officials
 - e. Other coaches
 - f. Parents and fans
 - g. The integrity of the game
 - h. Code of Conduct and abide by it
5. Display good sportsmanship in practice and contests.
6. Abide by the Conference Rules.
7. Maintain open and honest communication with her/his coaching staff.
8. Be a positive role model for your teammates and students.
9. Attend all practices and be on time.
10. Dress appropriately for the practices and contests.
11. Meet the Scholastic eligibility requirements by CMS.
12. If players have any concerns or questions about the sports program or team, they should contact their coach.
13. Accept and understand the seriousness of your responsibility and the privilege of representing CMS, your team, yourself, and the community.
14. Learn the rules of the game thoroughly and discuss them with your parents. This will assist both of you in the achievement of a better understanding and appreciation of the game.
15. Treat opponents the way you would like to be treated.
16. Following IHSA guidelines, Collinsville Middle School athletes cannot participate in the same sport on non-school teams during the same season.

SPORTSMANSHIP

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

STUDENT IDENTIFICATION

Students must wear an authorized school identification card and present it to staff members upon request. The school identification card will be affixed onto a lanyard and visibly worn around the neck of each student. If a school bus driver and/or monitor requests that a student present his/her identification card, the student is expected to comply to the request. Failure to comply will result in a disciplinary penalty being issued by CMS Administration.

Discipline Policy for Violation of Student Identification:

1st Offense: 2 Detentions

2nd Offense: 1 Day of In-School Supervision

3rd Offense: 2 Days of In-School Supervision

4th Offense: 3 Days of In-School Supervision

Every subsequent violation will result in an additional day of Out-of-School Suspension (ex. 5th offense = 1 Day OSS; 6th offense = 2 Days OSS)

STUDENT INSURANCE

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

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

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

STUDENTS RECORDS AND INFORMATION

(105 ILCS 5/14-1.01 et seq., 105 ILCS 10/3, 10/1 et seq., 50 ILCS 205/7, 20 U.S.C.1232g.)

Collinsville Middle School, like all educational institutions, keeps a permanent record for each student. This record includes the student's name, identification number, date of birth, parent or guardian's name, address, telephone number, and the date on which the student enrolled. The permanent record contains a listing of all the courses pursued each year, grades and credits received, and the results of standardized tests taken by the student during the time of his attendance at school. This record is kept on file in the Main Office. Teachers, counselors and administrators periodically review this record. Upon request and completion of a request form, parents or guardians may request copies of permanent record of this information. After a student drops from CMS, his permanent records are microfilmed and stored in the Records Office, 201 West Clay Street.

The Family Educational Rights and Privacy Act allows parents and guardians the right to view their student's records. A request form may be signed in the Main Office. Requests to view psychological evaluations or other records pertaining to Special Education should be submitted to the Office of Special Education located in the Administration Building, 201 West Clay Street, Collinsville, Illinois. The current custodian of the records may require that appropriately trained, professional personnel be present to provide assistance necessary or desirable to assist the viewer in the interpretation of the materials, legitimate request will be granted within forty-five days.

Directory type information may be listed in publications such as yearbooks, athletic programs, and school newspaper without parent or guardian release unless a written notice to the school on the specific information that is not to be released; name, address, date, place of birth, participation in school sponsored activities, weight, height, statistics of members of athletic teams, period of attendance, awards received, honor roll membership, and etc. For further information regarding these procedures contact the principal.

STUDENT REGULATIONS

All students should realize that it is necessary to establish rules and regulations that tend to foster an atmosphere conducive to learning. The policies and procedures dealing with student attendance and conduct were established to insure that CMS can function in an orderly manner and it is felt that these rules and regulations are justifiable and will be implemented in a firm and consistent manner.

Sets of regulations to govern student conduct in various situations are needed. Students are expected to develop and exhibit acceptable behavior patterns in the classrooms, halls, cafeteria, gym, school grounds, restrooms, library, office, school buses, and at all the off-campus school sponsored or related activities.

It is the responsibility of the student to be aware of the rules and regulations that govern them while a student at Collinsville Middle School. Any action that interferes with the rights of others to peacefully pursue their studies at Collinsville Middle School will be dealt with severely.

STUDENT RESPONSIBILITIES

(23 Ill. Admin. Code 1.210)

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. 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 expression.
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 of 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.

STUDY HABITS AND HOMEWORK

Homework serves valid purposes when it:

1. Provides essential practice in needed skills;
2. Trains pupils in good work habits;
3. Affords opportunities for increasing self-direction;
4. Enriches and extends school experience;
5. Helps children learn to budget time;
6. Brings pupils into contact with out of school learning resources; and
7. Promotes growth in responsibility.

Parents do their part to improve homework when they:

1. Cooperate with the school in making homework effective.
2. Provide their children with suitable study conditions (desk, lights, books, and supplies), reserve time for homework, and turn off the television.
3. Encourage their children but avoid undue pressure.
4. Are interested in what their children are doing but do not do the work for them.
5. Understand what the school expects homework to accomplish.
6. Children may improve their study habits by observing the following.
7. Be sure you clearly understand each assignment.
8. Form the habit of using a certain time and place for the study of each subject.
9. Study conditions such as good lighting, proper ventilation, and quietness should prevail.
10. Have necessary materials at hand.
11. Try to develop the skill of working independently others.
12. Spend enough, but not too much time when each subject.

SPECIAL EDUCATION SERVICES

(Americans With Disabilities Act, 42 U.S.C. § 12101 et seq., Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq., Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794, 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02a. 23 Ill. Admin Code § 226.)

The Collinsville School District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals With Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

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 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

TELEPHONE USAGE AND MESSAGES

The office telephone is a business telephone. Please do not ask to use it unless an emergency arises. Students must obtain a pass from a teacher and request permission from the office to use the telephone. Students who make calls to 911 without valid reason will be turned over to the police. We request messages be limited to emergencies only.

TEXTBOOKS

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

TOBACCO/SMOKING

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. Possession, use or distribution of, or attempt to use or distribute any tobacco products 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

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

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

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

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

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

VANDALISM

(740 ILCS 115/1 et seq.)

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and disciplinary action will be taken. Students who deface school property will be required to restore the defaced item(s) by performing such actions as cleaning the item or payment for restoration. Disciplinary action will also be taken against the offender(s).

VIDEO SURVEILLANCE

The school owns all campus building and grounds, both interior and exterior. All campus grounds, building classrooms, lobby areas, and hallways are subject to video surveillance and the students are hereby notified of the school's intent to use video surveillance throughout these locations.

Any student caught defacing, damaging, or destroying video surveillance cameras will be required to make restitution, and may be suspended, expelled, or recommended to an Alternative School and may be charged with criminal damage to school property.

WEAPONS

UNIT 10 POLICY ON DANGEROUS AND ILLEGAL WEAPONS

The establishment and maintenance of a safe, pleasant, educational school environment that is conducive to learning is a high priority to the Unit District 10. For this reason, students who engage in such activities as the use of or possession of a weapon, physically attacking faculty, staff, or other students, threatening or verbally abusing faculty, staff, or other students, theft, arson or vandalism are subject to extremely serious penalties. These penalties include suspension up to and including ten days, along with possible expulsion and criminal prosecution

Board of Education policy forbids students from bringing or being in possession of illegal weapons on school property, at any time. The display, possession, and transportation of dangerous and illegal weapons, including look-alike weapons, are strictly prohibited on school property, school buses, and at authorized school activities.

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 10 days and may be referred to the Board of Education for a hearing and possible expulsion from school. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to local authorities for possible prosecution, in all criminal cases. This policy shall not restrict the authority of the Superintendent of Schools or designee to seek prosecution of violators to the maximum extent of the law.

Strict and consistent consequences on all weapons violations will be enforced. Therefore, the building principal will review the case and facts with the Superintendent of Schools or designee in order to determine the full extent of the penalty to be imposed. Such factors as the nature of the infraction, the severity of the offense, the age of the students, and other extenuating circumstances might be considered.

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