

Regular Meeting

Monday, May 16, 2022 6:30 PM

Unit #10 Administrative Annex, 123 W. Clay, Collinsville, IL 62234

1. **Call to Order - President Peccola**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Public Forum**

4.1. Written Correspondence

4.2. Audience Input

5. **Reports/Requests**

5.1. Recognition of Retirees

5.2. Student Recognition

5.3. Superintendent's Report - Dr. Brad Skertich

Board Update #135

The 21-22 School Year will end on Thursday the 19th for students and Friday the 20th for staff. The year has been filled with ups and downs, but the positives definitely outweigh the challenges. Collectively, the year has been a success because of our staff, students and families working together. Our students have grown academically, socially and returned to having the opportunity to interact on a regular basis both in and out of school. Each is a major part of growth and maturity that we realize now more than ever. I want to commend our students, staff and families for all of their efforts.

This past weekend the district celebrated the Class of 2022 during graduation ceremonies on Saturday. On behalf of the entire district I want to wish our recent graduates nothing but the best after high school. The Class of 2022 battled through adversity throughout high school and left their mark on CHS. Now we look forward to their many accomplishments to come in the future and celebrating their successes! Congratulations to the Collinsville High School Class of 2022. Once a Kahok, always a Kahok!

Tonight, the Board of Education is recognizing nineteen retirees from the district. Each of their efforts played an integral part in our school day, whether that occurred out in the open with students or behind the scenes. We are grateful for their time with the district, and wish them all good health and happiness in the years ahead. I hope they enjoy doing whatever they want for years to come, they've earned it!

The 4th Grade Jamboree included all public and private school students from the Collinsville area. It was a great event that had been cancelled due to weather or COVID the past three years. Collectively, PE staff from the around the district did a great job planning and organizing the event with the assistance of classroom teachers, principals and Mr. Hyre. It was great to see over 600 students having fun and socializing at Kahok Stadium. We are looking forward to next year's event!

5.4. Financial Report - Mrs. Jamie Hadjan



Collinsville CUSD #10

Board Meeting 5 /16/2022

Financial Summary for April 2022



Collinsville CUSD #10									
Through Date:	30-Apr-22								
Months:	10		83%			83%			
	**FY22 Budget			**FY22 Budget			* Fund Balance		
FY21-22	Revenue	YTD Revenue	As %	Expenditures	YTD Expenditures	As %	Beginning of Year	Transfer as Notes only	30-Apr-22
Education (10)	\$ 58,902,077	\$ 56,355,679	96%	\$ 61,457,713	\$ 50,060,874	81%	\$ 15,977,879		\$ 22,272,685
Operations & Maintenance (20)	\$ 4,552,100	\$ 4,409,621	97%	\$ 4,119,111	\$ 3,005,357	73%	\$ 6,779,567		\$ 8,183,831
--transfer to Fund 30 and 60									\$ -
Bond & Interest (30)	\$ 2,501,000	\$ 2,441,754	98%	\$ 2,606,530	\$ 2,328,744	89%	\$ 365,838		\$ 478,848
Transportation (40)	\$ 5,186,290	\$ 4,274,432	82%	\$ 5,183,140	\$ 4,011,293	77%	\$ 287,147		\$ 550,286
IMRF / Soc.Sec.(50)	\$ 2,033,500	\$ 1,937,436	95%	\$ 2,311,808	\$ 1,681,887	73%	\$ 2,132,353		\$ 2,387,903
Site & Construction (60)	\$ 5,301,500	\$ 4,843,788	91%	\$ 4,250,000	\$ 2,202,583	52%	\$ 2,932,853		\$ 5,574,058
Working Cash (70)	\$ 417,576	\$ 405,149	97%	\$ -	\$ -		\$ 15,004,271		\$ 15,409,420
Tort (80)	\$ 3,026,000	\$ 3,039,895	100%	\$ 3,140,040	\$ 1,848,530	59%	\$ 308,275		\$ 1,499,640
Fire & Safety (90)	\$ 385,500	\$ 384,517	100%	\$ 1,600,000	\$ 1,649,781	103%	\$ 1,572,365		\$ 307,101
*Beginning Balance adjusted per FY21 Audit **Revenue and Expenditures adjusted per Original Budget adopted on Sept 20, 2021									
Total:	\$ 82,305,543	\$ 78,092,272	\$ 1	\$ 84,668,342	\$ 66,789,048	\$ 1	\$ 45,360,548		\$ 56,663,772
4 Operating Funds:	\$ 69,058,043	\$ 65,444,881		\$ 70,759,964	\$ 57,077,524		\$ 38,048,865		\$ 46,416,222

	Program	Voucher date	Amount	Processed	Program Categoricals July 1, 2021 -		
2021	3100-00	6/20/2021	\$134,493.00	7/6/2021	Special Ed. - Private Facility Tuition	Prior Year 4th	
2022	3100-00	9/24/2021	\$123,919.45	10/25/2021	Special Ed. - Private Facility Tuition	Current Year 1st	
2022	3100-00	12/22/2021	\$119,408.86	1/21/2022	Special Ed. - Private Facility Tuition	Current Year 2nd	
2022	3100-00	3/16/2022	\$119,408.86	4/19/2022	Specal Ed - Private Facility Tuition	Current Year 3rd	
2021	3120-00	8/26/2021	\$175,848.94	9/20/2021	Special Ed. - Orphanage - Individual	Prior Year 4th	
2022	3120-00	9/24/2021	\$40,099.70	10/25/2021	Special Ed. - Orphanage - Individual	Current Year 1st	
2022	3120-00	12/22/2021	\$44,817.31	1/21/2022	Special Ed. - Orphanage - Individual	Current Year 2nd	
2022	3120-00	3/28/2022	\$28,305.67	4/19/2022	Special Ed - Orphanage - Individual	Current Year 3rd	
2021	3500-00	6/15/2021	\$367,961.00	7/6/2021	Transportation - Regular and Vocational	Prior Year 4th	
2022	3500-00	9/28/2021	\$433,941.91	10/25/2021	Transportation - Regular and Vocational	Current Year 1st	
2022	3500-00	12/22/2021	\$440,689.77	1/21/2022	Transportation - Regular and Vocational	Current Year 2nd	
2022	3500-00	3/28/2022	\$440,689.77	4/19/2022	Transportation - Regular and Vocational	Current Year3rd	

	Program	Voucher date	Amount	Processed	Program Categoricals July 1, 2021		
2021	3510-00	6/15/2021	\$298,694.00	7/6/2021	Transportation - Special Education	Prior Year 4th	
2022	3510-00	9/28/2021	\$235,021.00	10/25/2021	Transportation - Special Education	Current Year 1st	
2022	3510-00	12/22/2021	\$235,020.89	1/21/2022	Transportation - Special Education	Current Year 2nd	
2022	3510-00	3/28/2022	\$235,020.90	4/19/2022	Transportation - Special Education	Current Year 3rd	

	Program	Voucher date	Amount	Processed	Program Categoricals July 1, 2021
2021	3705-00	7/14/2021	\$40,444.00	8/2/2021	Early Childhood - Block Grant
2021	3705-PE	7/14/2021	\$24,878.00	8/2/2021	Early Childhood - Block Grant
2021	3705-00	8/11/2021	\$40,445.00	8/27/2021	Early Childhood - Block Grant
2021	3705-PE	8/11/2021	\$24,828.00	8/27/2021	Early Childhood - Block Grant
2022	3705-00	12/8/2021	\$161,778.00	1/4/2022	Early Childhood - Block Grant
2022	3705-PE	12/8/2021	\$99,512.00	1/4/2022	Early Childhood - Block Grant
2022	3705-00	1/5/2022	\$40,444.00	2/2/2022	Early Childhood - Block Grant
2022	3705-PE	1/5/2022	\$24,878.00	2/2/2022	Early Childhood - Block Grant
2022	3705-00	2/1/2022	\$40,445.00	3/1/2022	Early Childhood - Block Grant
2022	3705-PE	2/1/2022	\$24,878.00	3/1/2022	Early Childhood - Block Grant
2022	3705-00	3/2/2022	\$40,444.00	3/28/2022	Early Childhood - Block Grant
2022	3705-PE	3/2/2022	\$24,878.00	3/28/2022	Early Childhood - Block Grant

	Program	Voucher date	Amount	Processed	Other Federal Programs	
2021	4998-ER	7/21/2021	\$6,641.00	7/23/2021	CARES ACT I	
2021	4998-E2	7/28/2021	\$37,497.00	8/2/2021	ESSER II	
2022	4998-E2	10/27/2021	\$732,032.00	11/1/2021	ESSER II	
2022	4998-E3	10/27/2021	\$391.00	11/1/2021	ESSER IIII	
2022	4998-E2	2/9/2022	\$279,801.00	2/15/2022	ESSER II	
2022	4998-E3	2/9/2022	\$427,508.00	2/15/2022	ESSER III	



Questions ?

Apr-22

83.33% of Budget Year

Original Budget for 2021-2022

FUND Year to Date	EDUC (10)	O/M (20)	DEBT SERV (30)	TRANS (40)	IMRF/SS (50)	CAP. PROJ (60)	WC (70)	TORT (80)	HLS (90)	TOTAL
EXPENDED	50,060,874	3,005,357	2,328,744	4,011,293	1,681,887	2,202,583	-	1,848,530	1,649,781	66,789,048
% EXP.	81.46%	72.96%	89.34%	77.39%	72.75%	51.83%	0.00%	58.87%	103%	78.88%
EXPENSE BUDGET	61,457,713	4,119,111	2,606,530	5,183,140	2,311,808	4,250,000	-	3,140,040	1,600,000	84,668,342

REVENUE	56,355,679	4,409,621	2,441,754	4,274,432	1,937,436	4,843,788	405,149	3,039,895	384,517	78,092,272
% RECEIVED	95.68%	96.87%	97.63%	82.42%	95.28%	91.37%	97.02%	100.46%	99.75%	94.88%
REVENUE BUDGET	58,902,077	4,552,100	2,501,000	5,186,290	2,033,500	5,301,500	417,576	3,026,000	385,500	82,305,543
	(2,555,636.00)	432,989.00	(105,530.00)	3,150.00	(278,308.00)	1,051,500.00	417,576.00	(114,040.00)	(1,214,500.00)	(2,362,799.00)

NOTES:	Fund
REVENUE	ALL Received 1st & 2nd Property Tax Payment for FY22 in June 2021, 3rd, 4th and 5th in July 2021, 6th, 7th and 8th in August 2021, 9th, 10th, 11th and 12th in September 2021, 13th, 14th and 15th in October 2021, 16th in November 2021, 17th and 18th in December 2021, 19th in January 2022, 20th in February 2022, and 21st and 22nd in March 2022
	10 Evidence Based Funding - \$2,550,732
	10 National School Lunch/Breakfast - \$641,870
	10 State Free Lunch/Breakfast - \$3344
	10 Title I/II/III/IV Grant- \$88,656
	10 Special Ed Priv Facility-\$119,408.86
	10 CPPRT - \$383,307
	40 Transportation - Reg-\$440,690
	40 Transportation - SP ED - \$235,020.90
	60 CPPRT - \$211,000
	All Interest
EXPENSE	10 Expenses are running under budget for 21-22.
	20 Expenses are running under budget for 21-22.
	30 All Bond and Interest payments have been made for FY22. Only a lease payment for \$234,519 for promothean boards, due in May 2022, will come out of this fund yet this fiscal year.
	40 Expenses are running under budget for 21-22.
	50 Expenses are running under budget for 21-22
	60 Architect fees for Caseyville, DIS, Webster and CHS as well as abatement fees for Webster- \$310,535
	80 Expenses are running under budget for 21-22
	90 Majority of expenses are for HLS project for summer 2021

Apr-22

83.33% of Budget Year

CAVC - Original Budget for 2021-2022

FUND Year to Date	EDUC (10)	O/M (20)	DEBT SERV (30)	TRANS (40)	IMRF/SS (50)	CAP. PROJ (60)	WC (70)	TORT (80)	HLS (90)	TOTAL
EXPENDED	1,029,480	12,038		32,021			-			1,073,540
% EXP.	73.66%	21.28%		74.47%						71.70%
EXPENSE BUDGET	1,397,685	56,575		43,000			-			1,497,260

REVENUE	1,521,819	57,904		39,697						1,619,420
% RECEIVED	96.40%	78.94%		76.12%						95.03%
REVENUE BUDGET	1,578,704	73,350		52,147						1,704,201
	181,019.00	16,775.00	-	9,147.00	-	-	-	-	-	206,941.00

NOTES:	Fund	
REVENUE	All	Vocational tuition for 2nd quarter from East Alton Wood River-\$18,750
	All	Interest
EXPENSE	10	Expenses are running under budget for 21-22.
	20	Expenses are running significantly under budget for 21-22.
	40	Expenses are running under budget for 21-22.

5.5. Public Relations Report - Mrs. Kim Collins



Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-3673

Public Relations Report

To be submitted to the Board of Education

May 16, 2022

by Kimberly Collins, Public Relations Liaison

Following is a summary of public relations activity and focus: November 17, 2021 - May 12, 2022

COVID-19 Related:

- Continue to update the **Learning 2021-22 section of the website** as needed to provide a resource for families, but also to comply with local, Federal, IDPH and ISBE evolving requirements.
- Format and organize recurring revisions to the **2021-22 Return to Learn Plan** - including translation.
- **Field media calls and release information** as appropriate regarding COVID issues; including January 2022 adaptive pause and February 2022 change in mask requirement.
- **Communication guidance**, input and assistance to district administrators and principals as needed on the most effective ways to communicate updates and changes to parents.
- Per Federal guidance under ESSER, continue to share information regarding student vaccine eligibility and Madison County Health Department and Illinois Department of Public Health **COVID-19 vaccination clinics** held after hours at district schools (Renfro, Kreitner, Webster).

Media Calls/Press Releases/Placement Highlights:

- **CHS Honor Roll:** worked with **Edwardsville Intelligencer and Times-Tribune** to publish Collinsville High School honor roll lists.
- Worked with representatives from Madison and St. Clair Counties, and the City of Collinsville to publicize the inter-governmental agreement signed with our district to provide **registered apprenticeships for special education students** about to enter the workforce. Coverage included **KMOX** interview with Megan Lynch, **Times-Tribune**, **Edwardsville Intelligencer**, **Belleville News-Democrat** and **Illinois Business Journal**.
- Distributed press release for PreK program's **Collinsville Community Inclusion Team (CIT)**.
- Publicized presentation by CHS **Kennedy-Lugar Youth Exchange & Study (YES)** student Shayrah Sukol.
- Assisted reporter Karlijn van Houwelingen from **Dutch newspaper Algemeen Dagblad** with a story she was doing in the U.S. about **broadband internet connectivity**. She had seen press coverage of our private LTE tower at Kreitner Elementary. Arranged for her to interview Dr. Daugherty at Kreitner and visit the tower site. She also talked to Fairmont City library about community internet needs.
- Sent press release of CHS **Illinois State Scholars** to local print media.
- Responded to a **Times-Tribune** inquiry generated by an alumni post on our website about former Kahok/current teacher **Caly (Gavlick) Siegel** being inducted in Missouri Baptist Sports Hall of Fame.
- Publicized CHS biology students who swept **Madison County Recycling Poster Contest** awards.
- Prepared and distributed press release announcing **Collinsville Area Community Foundation**. Coverage included **Collinsville Chamber**, **Times-Tribune**, **Edwardsville Intelligencer**.

- Promoted **Kahok Teaching Kahoks fundraiser** at Old Herald Brewery & Distillery.
- Publicized and arranged interview with **Edwardsville Intelligencer** for CHS social studies department chair Barbara Lindauer to discuss her involvement in the **Pulitzer Center Teacher Fellowship Program**.
- Coordinated announcement and responses to media regarding **adaptive pause in learning** as a result of COVID-19 surge following holiday break. Scheduled interviews for **Edwardsville Intelligencer** and **St. Louis Public Radio** with Dr. Sketich.
- Responded to a request from **St. Louis Business Journal** to update district information that appears in their annual **school districts list**.
- Prepared a **statement to Twin Echo Elementary parents** regarding Collinsville Police Department vehicles in the parking lot as part of an incident that occurred on South Morrison near the school.
- Promoted CHS and district **Black History Month** activities and arranged visit/interviews for **Edwardsville Intelligencer**. Resulted in a front page story.
- Responded to media inquiries and prepared statements/announcements/parent communications regarding **February 2022 mask mandate changes**. Press activity included **KMOV, KSDK, Belleville News-Democrat, Madison County Record, Edwardsville Intelligencer, St. Louis Public Radio** and **Times-Tribune**. Social media posts of video taken by angry residents during the February 7 Board of Education meeting resulted in a media call from the **Daily Wire** questioning board protocol and procedure. A KMOV reporter's interview with CHS students (off-campus and after school) prompted an inquiry from **Fox News**. The students misrepresented how they were being treated when they refused to wear masks at school; the KMOV reporter aired the story before the district could provide a response. Facts provided by the CHS administration did not support the students' statements. We provided a written response to KMOV and Fox News refuting the KMOV story.
- Responded to a request from **St. Louis Business Journal** to update district information that appears in their annual **largest employers list**.
- Responded to a media inquiry from **KSDK** regarding impact of making **Daylight Savings Time** permanent.
- Prepared and distributed press release utilizing **Career & Technical Education** month as a backdrop to update the community on CAVC; included announcement of **Huber Vocational Scholarship** with photos of Mr. and Mrs. Huber visiting CAVC. Also distributed the story to Leadership Council SWIL and Illinois Business Journal due to their interest in CTE.
- Provided background and contact information to pitch a story to **Edwardsville Intelligencer** and **Collinsville Daily News** about a DIS student who collects **feminine hygiene products** to donate to CUSD 10 schools for girls in need. Both news outlets did interviews and posted articles.
- Publicized CHS student receiving **Racial Harmony Award** from St. Clair Co. Center for Racial Harmony.
- Arranged **KMOV** to cover the story of **Pulitzer Foundation Photojournalist** speaking to CHS students.
- Used **social media and website** to solicit votes for CHS engineering students who were competing in **"Celebrating High School Innovators Innovation Showcase and Pitch Competition."**
- Assisted **St. Louis Public Radio** reporter Brain Munoz with background information on **COVID mitigation protocols** following removal of mask mandate; for story he was doing about CUSD 10 student who is immunocompromised.
- Publicized CHS students who placed in the **Collinsville Women's Club 2022 Art Contest**.
- Prepared and distributed press release and renderings of **new Caseyville Elementary School and partnership with Caseyville Library District**.
- Responded to media inquiries regarding **weather plans** for anticipated severe storms.

- Publicized CHS Drama’s production of **Grease**; including social media posts to promote ticket sales and photos/features in **Edwardsville Intelligencer**, **Times-Tribune** and **Collinsville Daily News**.
- Publicized **CHS Academic Signing Day**.
- Publicized students honored at 2022 **Illinois Principals Association** annual breakfast.
- Publicized **visit by NEA and IEA presidents**.
- Worked with **KMOV** to place CHS Senior Chelsea Nott as one of three metro area seniors featured in the **Senior Spotlight** graduation series. We were the only Metro East school featured.
- Distributed media alert for **Naturalization Oath Ceremony** hosted at CHS; produced follow-up web article and social media posts.
- Publicized **Maryville Young Citizens** award recipients from CHS and Maryville Elementary.
- Prepared and distributed press release announcing first recipient of **Huber Vocational Scholarship**.
- Announced recipients of 2022 **Stan Schaeffer Memorial Scholarships**.
- Prepared and distributed press release announcing **Linda (Price) Nunn Scholarship** and first recipient.
- Prepared and distributed press release announcing **2022 CHS Alumni Achievement Award** recipient.
- Publicized 2022 **4th Grade Jamboree** and provided photos to participating schools.
- Publicized CHS student who earned **Scholar Athlete Award from GO! St. Louis**.
- Prepared and distributed press release announcing first **Kahoks Teaching Kahoks scholarship** recipients.
- Announced **livestream links** for CHS Honors Convocation and Commencement ceremonies.
- Provided background and contact information to **Collinsville Daily News** for article on **CHS Life Skills** fundraiser project for Got Your Six Support Dogs.

Other Projects and Topics Highlighted:

- A **new online news source** serving the CUSD 10 community, **Collinsville Daily News (CDN)**, launched in mid-February. Their intent is to focus on local feature stories, events and other items of interest to residents in greater Collinsville. School district stories and Kahok sports coverage are mainstays of their business model. As their editorial staff grows, they rely heavily on content from our website, social media and press releases. There is no fee to access CDN.
- **Video and written communications** from Dr. Skertich occur biweekly, with occasional adjustment based on district schedule/need. Each video script and/or letter is translated by Claudia Gramaglia to ensure we reach all families. After editing and/or translation, the updates are sent via email to parents and staff, and posted on social media and the website.
- Currently **updating district photo file** to replace existing pre-COVID images of students, schools and events. Last usable pictures were from 2019.
- Working with the City of Collinsville to produce an **updated “Why Choose Us?” video** featuring CHS students. We were able to record interviews with ten CHS graduating seniors prior to their last day of attendance.
- **Revising and updating all printed materials** to reflect recent talking points, statistics and photos.
- Working with the **Southern Illinois Health Foundation (SIHF)** to create parent communication messages and promote the **new clinic** being launched at Collinsville Middle School.

Community Relations:

- CUSD 10 **Kahok Educator of the Month** is sponsored by Jason Rehg of Edward Jones. Recent recipients are: November 2021: Shawn Geppert (CAVC); December 2021: Laura Tiery (Kreitner);

January 2022: Linda Strittmatter (Renfro); February 2022: Logan Johnson (Caseyville); March 2022: Tanjanika Foster (CMS); April 2022: Kiki White (DIS); May 2022: Jody Valerius (Twin Echo).

- I continue to serve in the Unit 10 ex-officio position on the **Collinsville Chamber of Commerce** board of directors. I attend their meetings and keep them up-to-date on district news.
- My role on the **Collinsville Education Scholarship Foundation** board has transitioned to the community-wide **Collinsville Area Community Foundation (CACF)**. This includes preparing scholarship announcements, writing content for CACF website and coordinating Stan Schaeffer Scholarship recipient selection.
- We **partner with the City of Collinsville** to share school news through their **City Scoop** newsletter. The Spring 2022 edition included a CAVC update and scholarship news, kindergarten enrollment information, noteworthy dates, and Collinsville Area Community Foundation intro.

Social Media:

We use district **Facebook, Twitter, Instagram and YouTube** accounts to distribute positive news, accomplishments and special announcements. Social media is utilized in conjunction with press releases, kahoks.org postings and School Messenger alerts to disseminate news and important information.

Our social media is coordinated using the publishing dashboard **Agorapulse**. The dashboard allows me to schedule messages across social media platforms and monitor hashtags, mentions and comments.

Social Media Comments: Last fall, we determined it was necessary to stop allowing public comments on all social media platforms due to numerous threats, vulgar language and other violations of our social media use policy. At this time, public comments are still not permitted across all our social media platforms, but pages/people followed by our district account on social media and pages/people we tag or mention can still comment. *This decision will be reviewed prior to the start of the 2022-23 school year.*

Website:

To the greatest extent possible, all **news and parent communications** are posted to our kahoks.org website, so it serves as an archive and repository of information from and about the district. The website also chronicles state mandated content/reports, as well as student, staff and school achievement.

I spend a great deal of time **updating, assembling and posting content to the website**, at the district-level, as well as the CHS and CMS pages. I work with district administrators and building principals to make sure information is posted in a timely manner to assist families who need access to information 24/7.

I've been making a concerted effort to **direct social media posts to the website** to provide additional information beyond what can appear in a brief social media snippet, and to get more "clicks" for our website, making it show up higher in Google and other search engines.

District App:

Our **CUSD Connect** district app has links to important sites and resources. We use the app slider images to promote news and share timely information like school weather-related closures and important updates from the district. We encourage families to download and use the app on their personal devices.

5.6. Budget Committee Update - Dr. Dennis Craft

5.7. Freedom of Information Requests

5.7.a. 4/18/22 Request from Ahmed Sangbana and Vanessa Guerrero for documents pertaining to First Student Bus Company. Complied 4/25/22

5.7.b. 4/26/22 Request from Donne Schlessinger for information on his family. Complied in part 5/3/22.

5.7.c. 4/27/22 Request from Illinois Policy Research for First and Last names of teachers and paraprofessionals. Complied 4/29/22

6. **Approval of Minutes**

6.1. Approval of April 25, 2022 Board Minutes

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, April 25, 2022

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence
5. Audience Input
6. Student Recognition
7. Superintendent's Report
8. Financial Report
9. Technology Report
10. Budget Committee Update
11. Student School Board Member Report
12. Freedom of Information Requests
13. Approval of Minutes of Regular Meeting of 03/21/22
14. Approval of Board Bills
15. Approval of Monthly Financial Statements
16. Approval to Purchase Drivers Education Vehicle
17. Approval of Illinois Fixed-Wage Fee Contract Amendment & Food Service Contract Renewal for 2022-23
18. Approval of Request for Bids for the Sale of CAVC House
19. Approval of Maintenance Grant Abatement and Flooring Replacement Bids for CHS
20. Approval of 2022-23 Student Accident Insurance
21. Approval to Seek Bids for CHS HVAC Upgrades
22. Approval of Installation of Occupancy Light Sensors at CMS
23. Approval of New Course Offerings at CMS
24. Presentation of District Parent and Student Handbook for the 2022-23 School Year
25. Approval of Renewal of Energy Suppliers for Two Years
26. Approval of Renewal of Special Purpose Treasurer's Bond for Working Cash Bonds
27. Approval of First Student Bus Company Contract Extension of and Amendment to Student Transportation Services
28. Closed Session
29. Return to Open Session
30. Report on Closed Session Discussion
31. Approval of Resolution to Authorize Intervention in Proceedings Before the Illinois Property Tax Appeal Board
32. Approval of Resignations of Non-Certified Employees
33. Approval of Resignations of Certified Employees
34. Approval of Employment of Non-Certified Employees
35. Approval of Employment of Certified Employees
36. Approval of Sponsors
37. Approval of DIS Coaching Stipends

Regular Meeting, April 25, 2022
SUMMARY (Continued)

38. Approval of DIS Music Stipend
39. Approval of Re-Employment of Relief Aides
40. Approval of Fall & Winter Coaches at CHS
41. Approval to Post Certified Position (Speech and Language Pathologist)
42. Approval to Post Certified Position (Industrial Arts teacher)
43. Approval of Coaches
44. Approval of Employment Recommendations for the 2021-22 Elementary Summer School Program
45. Approval of Employment Recommendations for the 2021-22 CMS Summer School Program
46. Approval of Employment Recommendations for the 2021-22 CHS Summer School Program
47. Approval of Employment Recommendations for the 2021-22 ESY Summer School Program
48. Approval of Expulsion of Student
49. Election of Board President
50. Election of Vice President
51. Election of Secretary
52. Election of Treasurer
53. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, April 25, 2022
6:30 p.m.

- Call to Order** 1. The Regular Meeting of the Board of Education of Collinsville Community Unit School District No. 10 was held on the evening of Monday, April 25, 2022, at 6:30 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.
- Roll Call** 2. Those members present were: Jeree Bronnbauer; Dennis Craft, Treasurer; Tim Hasamear, Vice President; Vicki Reulecke; Michele Stutts (present after 8:10 p.m.); Jane Soehlke, Secretary; and Gary Peccola, President.
- Pledge of Allegiance** 3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.
- Correspondence** 4. Mrs. Soehlke reported the following correspondence had been received by the board:
(a) 3/18/22 Correspondence from Izabel Hernandez
- Audience Input** 5. Mr. Peccola provided an opportunity for public input and the following person was recognized:
(a) Matthew Clark, a senior at CHS, said on behalf of the students he wanted to thank the board for everything they have done. He said the board has had a lot of difficult things to navigate through the past couple years. He appreciates each of the board members and their hard work.
- Student Recognition** 6. Mr. Clay Smith recognized the CHS Boys and Girls Bowling Teams who both qualified for State Competition this year. Coaches Sean Hay and Joe Legendre were presented with certificates of recognition. Coaches Mark Bruncic and Charlie Johnson were not in attendance, but were also recognized and will receive certificates. Coach Hay and Coach Legendre talked about the achievements of the bowling team members, noting that these students not only excel as bowlers but also academically in the classroom. They also participated in many community service projects throughout the year. Certificates of recognition were presented to: Courtney Baer, Lauren Henze, Cassidy Stewart, Cindy Freeman, Sophie Tottleben, Emily Dahl, Livia Montgomery, Caici Buckman, Cole Benson, Cole Buckman, Brandon Campbell, Mason Foley, Conner Hartman, Jacob Taylor, and Daniel Wilde. Evan Flowers and Ben Sloan were not in attendance but were also recognized and will receive certificates.

Reports**Superintendent's
Report**

7. Dr. Skertich reported the district received a \$112,000 grant from the USDA for the food service program thanks to the efforts of Mrs. Hadjan and Karen LaCaze, the district's Food Service Director. The Kahoks Teaching Kahoks Scholarship program has collected over \$6,000 this year from payroll deductions and fundraisers, and the number continues to rise. The Marilyn and Doug Huber Vocational Scholarship fund recently received a \$1,500 donation. Dr. Skertich is very appreciative of the community support for our students' future endeavors. The Cops and Kahoks Program is in its second year and has been very well received thanks to the efforts of the police officers from Caseyville, Collinsville, Fairmont City and Maryville.

**Financial
Report**

8. Mrs. Hadjan reviewed the financial summary for the four main operating funds as of the end of March 2022, which is 75% into the fiscal year. She shared beginning fund balances, revenue, expenditures and ending fund balance figures for those funds. She also updated the board on funds received from categoricals, EBF and ESSER sources. Mrs. Hadjan shared snapshot reports for the Unit budget and the AVC budget for the period ending March 31. The current Unit budget will need to be amended as expenses in the Health Life Safety Fund are running above the budgeted amount. There will also be some other tweaking done at the time of the amendment. Dr. Craft thanked Mrs. Hadjan for her report. He said the graphs she prepared are eye opening and easy to read, and he appreciates her providing them.

**Technology
Report**

9. Mr. Derek Turner reported on the COPS SVPP grant progress noting that 80% of the project work is completed. The Digital Watchdog software conversion and server installation has been completed. Architects are finalizing new floor plans and evacuation diagrams for CrisisGo, and proposals are being obtained for new emergency LED lighting. The grant funds expire in August of 2023, and Mr. Turner said that will allow sufficient time to complete all of the planned projects. The district's Digital Equity Grant application was approved and will provide \$320,000 for new 1:1 devices. By utilizing those funds and ESSER III funding, no district moneys will be required to sustain the 1:1 program again this year. The district has 200 private LTE routers, 400 limited 100GB hotspots and 100 unlimited hotspots that will be made available to students who do not have internet access at home. Families will be given an

opportunity to request these resources during the online registration in July. The new ClearPass network management system has been fully implemented and the network infrastructure upgrade is moving along as planned. The Department of Homeland Security is expected to release a cyber security grant in May. If the district's application is approved, Mr. Turner plans to use the funds for training on advanced cyber threats and to purchase additional protection for data storage. Mr. Turner and Mr. Weiss are also exploring options for using penetration testing to discover vulnerabilities in the district's network system. The testing uses software and white hat hacker techniques to identify and uncover possible vulnerabilities and is becoming a necessity for cyber security programs. Mr. Peccola thanked Mr. Turner for his report and said the board appreciates all of his work in securing grants and additional funding that benefit the district.

**Budget
Committee
Update**

10. Dr. Craft reported the budget committee met April 11, 2022 and discussed a number of items including:
 - (a) Mr. DeWitte presented information on a proposal to use school maintenance grant funds for flooring abatement and replacement at CHS. He also shared information on planned LED lighting upgrades at CMS and upgrades to HVAC equipment at CHS.
 - (b) Mr. Robinson and Mrs. Underwood are focusing on filling certified positions for next school year. The job market is very tight right now, and Dr. Craft commended Mr. Robinson and Mrs. Underwood for their efforts in finding qualified candidates. The committee discussed and supports a recommendation to add an Industrial Arts position that will be half time at CMS and half time at CHS/Vocational School. Enrollment numbers reflect a need to add a Speech and Language Pathologist position, which is on the agenda later in this meeting.
 - (c) Mrs. Hadjan gave her budget update and shared a recommendation to purchase a new driver education car. After discussion, the committee recommends purchase of one new Honda Civic now and will consider purchase of a second vehicle after July 1 to be included in next year's budget. Mrs. Hadjan also reported on the Sodexo contract renewal, which originally included a 6% increase. After further research by Mrs. Hadjan, it was determined that the increase would be limited to 3%, and the committee supports the renewal. Also new proposals for the district's gas and electric energy suppliers were discussed. A

fixed rate contract is not recommended at this time due to the high energy costs, so the district will purchase energy at index pricing until costs decrease.

- (d) The next budget committee meeting is scheduled for Monday, May 9, 2022 at 5:00 p.m.

Student School Board Member Report

- 11. Ms. Emma Clark, student school board member, reported on a survey she developed to obtain input from students in grades 5-12. The survey was intended to let student voices be heard with respect to strengths and weaknesses of the district and help evaluate students' school experience. She thanked Mrs. Olsen for her help, and also thanked the administrators and principals who sent out the survey to students. She received 2,128 responses and compiled that data into a report containing graphs and pie charts broken down by question and grade level. Responses to one question regarding what students would change or add to their school were presented on a school by school basis. The key ideas stemming from the survey were that students want to feel valued and important, that connections with peers and teachers play a huge role in students' overall experience, and that many students are facing lots of stress and pressure from a variety of different sources. Dr. Skertich said the survey is something that the district plans to keep going in the future, with Emma's results to be used as baseline data. He commended Emma for all of her hard work as the student school board member and for also being a constant positive voice on the Student Advisory Council. Mr. Peccola presented Emma with a certificate of appreciation for her service as the student school board member. He said she did a fantastic job and her survey contains a lot of great information and ideas. The board appreciates her enthusiasm and wishes her well in the future.

Freedom of Information Requests

- 12. Mr. Peccola reported that the following Freedom of Information Requests had been received:
 - (a) 4/4/22 Request from Ahmed Sangbana (O'Melveny & Myers LLP) for information pertaining to First Student. Responded and partially complied 4/7/22.
 - (b) 4/12/22 Request from Donald L. Koonce for budget information pertaining to high school departments. Complied 4/13/22.

**Approval of
Minutes of
Regular Meeting
of 03/21/22
(Motion Passed)**

13. A motion was made by Soehlke and seconded by Reulecke that the minutes listed below be approved. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes.
- Regular Meeting – March 21, 2022
 - Closed Session – Regular Meeting – March 21, 2022

**Approval of
Board Bills
(Motion Passed)**

14. A motion was made by Soehlke and seconded by Bronnbauer that the Board bills for the Area Vocational Center Budget and the Unit 10 General Budget presented for payment on April 25, 2022, and attached to these minutes as Exhibit E-7 be approved and that the Treasurer be authorized to sign checks for same. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes.

**Approval of
Monthly
Financial
Statements
(Motion Passed)**

15. A motion was made by Soehlke and seconded by Reulecke that the monthly financial statements for Collinsville Community Unit School District No. 10 and the Collinsville Area Vocational Center for March 2022, be approved and attached to these minutes as Exhibit E-8. Motion passed unanimously on voice vote.

**Approval to
Purchase
Drivers
Education
Vehicle
(Motion Passed)**

16. A motion was made by Soehlke and seconded by Craft that the school district purchase one (1) 2022 Honda Civic for a total cost of \$23,919 with an additional emergency break (approximately \$500) in accordance with the retail sales order submitted by Roy Schmidt Honda. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes.

**Approval of
Illinois Fixed-
Wage Fee
Contract
Amendment &
Food Service
Contract
Renewal for
2022-23
(Motion Passed)**

17. A motion was made by Soehlke and seconded by Bronnbauer that the Illinois Fixed-Wage Fee Contract Amendment & Food Service Contract with Sodexo School Services be approved and extended for the 2022-23 school year, as presented in Exhibit E-10.2. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes.

Approval of Request for Bids for the Sale of CAVC House (Motion Passed)

18. A motion was made by Soehlke and seconded by Craft to approve the Request for Bids for the Sale of Real Property located at 310 S. Seminary, Collinsville, IL, as presented in Exhibit E-10.3. Motion passed unanimously on voice vote.

Approval of Maintenance Grant Abatement and Flooring Replacement Bids for CHS (Motion Passed)

19. A motion was made by Soehlke and seconded by Reulecke to approve the flooring abatement bid from Environmental Consultants, LLC for \$44,928 and the flooring bid from Desco for \$67,531 for Collinsville High School. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes.

Approval of 2022-23 Student Accident Insurance (Motion Passed)

20. A motion was made by Soehlke and seconded by Craft that the student accident insurance policy with Specialty Benefits, Inc. and administered by K&K Insurance Group, Inc. for 2022-23 be approved as presented in Exhibit E-10.5. Motion passed unanimously on voice vote.

Approval to Seek Bids for CHS HVAC Upgrades (Motion Passed)

21. A motion was made by Soehlke and seconded by Reulecke to approve the administration to seek bids for Collinsville High School HVAC Upgrades, as presented in Exhibit E-10.6. Motion passed unanimously on voice vote.

Approval of Installation of Occupancy Light Sensors at CMS (Motion Passed)

22. A motion was made by Soehlke and seconded by Bronnbauer to approve the quote from Ameren Illinois for \$31,250 for the installation of interior occupancy sensors at Collinsville Middle School. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes.

Approval of New Course Offerings at CMS (Motion Passed)

23. A motion was made by Soehlke and seconded by Reulecke to approve new course offerings at Collinsville Middle School, as presented in Exhibit E-10.8. Motion passed unanimously on voice vote.

Presentation of District Parent and Student Handbook for the 2022-23 School Year

24. Mr. Hyre said the board's packet contains recommendations for revisions to the Parent and Student Handbook for the 2022-23 school year. He thanked the handbook committee including parents and representatives of the district administration, health staff, special education and technology departments as well as Ms. Berry-Coleman, Mr. Dewitte, First Student, the Illinois

Principals Association and legal counsel for all of the work that went into the review and revision recommendations. Some of the changes pertain to start and dismissal times to help address bus transportation challenges. The revisions will be on the agenda for the board's consideration at the May regular meeting. In the meantime, if the board has any questions or concerns, Mr. Hyre asked that they contact him.

**Approval of
Renewal of
Energy
Suppliers for
Two Years
(Motion Passed)**

25. A motion was made by Soehlke and seconded by Craft to approve the contract with Constellation NewEnergy-Gas Division LLC for natural gas supply and the contract with AEP Energy for electric supply for two years for the Collinsville Community Unit School District #10, as presented in Exhibit E-10.10. Dr. Craft noted the difficulties presented by today's energy market and thanked Mrs. Hadjan for all of her work on these contracts. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes.

**Approval of
Renewal of
Special Purpose
Treasurer's
Bond for
Working Cash
Bonds
(Motion Passed)**

26. A motion was made by Soehlke and seconded by Bronnbauer that the Board of Education accept the renewal from One 80 Intermediaries for a Special Purpose Treasurer's Bond covering our working cash bonds for the annual premium amount of \$2,343. Motion passed unanimously on voice vote.

**Approval of
First Student
Bus Company
Contract
Extension of
and Amendment
to Student
Transportation
Services
(Motion Passed)**

27. A motion was made by Soehlke and seconded by Reulecke to approve the proposed 2022-2023 Extension of and Amendment to Student Transportation Services Agreement between Collinsville Community Unit School District #10 and First Student Incorporated, as presented in Exhibit E-10.12. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes.

**Closed Session
(Motion Passed)**

28. A motion was made by Soehlke and seconded by Reulecke that the Board adjourn to Closed Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel for the public body, pursuant to 5 ILCS 120/2(c)(1); collective negotiating matters or deliberations concerning salary schedules for one or more classes

of employees, pursuant to 5 ILCS 120/2(c)(2); student disciplinary cases, pursuant to 5 ILCS 120/2(c)(9); and pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11). Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, absent; Soehlke, yes; Peccola, yes. (7:53 p.m.)

**Return to
Open Session**

29. The Regular Meeting returned to Open Session at 8:25 p.m. Those members present on roll call were: Bronnbauer, Craft, Hasamear, Reulecke, Stutts, Soehlke and Peccola.

**Report on
Closed Session
Discussion**

30. Mrs. Soehlke reported that during Closed Session the Board discussed the following:

1. Appointment, employment, compensation, discipline, performance or dismissal of a specific employee or legal counsel for the public body, pursuant to 5 ILCS 120/2(c)(1);
2. Collective negotiating matters or deliberations concerning salary schedules for one or more classes of employees, pursuant to 5 ILCS 120/2(c)(2);
3. Student disciplinary cases, pursuant to 5 ILCS 120/2(c)(9); and
4. Pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11).

**Approval of
Resolution to
Authorize
Intervention in
Proceedings
Before the
Illinois Property
Tax Appeal
Board
(Motion Passed)**

31. A motion was made by Soehlke and seconded by Reulecke that the Board approve a resolution to authorize intervention in proceedings before the Illinois Property Tax Appeal Board involving RM Hospitality Management, PTAB Docket Number 21-05068. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes; Soehlke, yes; Peccola, yes.

**Approval of
Resignations of
Non-Certified
Employees
(Motion Passed)**

32. A motion was made by Soehlke and seconded by Bronnbauer to approve the resignations of the following non-certified employees, effective March 31, 2022. Motion passed unanimously on voice vote.

Shari Bonini, Webster Educational Assistant;

Nallely Barboza-Baron, CMS Bilingual Educational Assistant,
and

Catherine Bird, CMS Educational Assistant.

Approval of Resignations of Certified Employees (Motion Passed)

33. A motion was made by Soehlke and seconded by Craft to approve the resignations of the following certified employees effective the end of the 2021-22 school year. Motion passed unanimously on voice vote.

Annie Darlin, CHS Art teacher;
Eryn Wissler, CHS Science teacher; and
Justin Karpan, DIS 6th Grade teacher.

Approval of Employment of Non-Certified Employees (Motion Passed)

34. A motion was made by Soehlke and seconded by Reulecke to approve the employment of the following non-certified employees, pending employment requirements. Motion passed unanimously on voice vote.

Elizabeth Trobaugh, CMS Health Care Attendant, effective March 8, 2022;

Sara Kirksey, District Computer Support Specialist, effective April 1, 2022;

Itzel Moran, Twin Echo Relief Aide, effective April 13, 2022;

Linda Idoll, CMS Cafeteria Monitor, effective March 28, 2022;

Brittney Oseguera, Renfro Relief Aide, effective April 8, 2022;

Christina Riddle, DIS Educational Assistant, effective April 19, 2022;

Estefani Garcia, CMS Bilingual Educational Assistant, effective April 25, 2022;

Isaac Mizel, CHS Computer Support Specialist, effective April 26, 2022;

Macosa McGee, CMS Cafeteria Monitor, effective April 25, 2022; and

Paige Tyler, Special Education Secretary, effective June 15, 2022.

Approval of Employment of Certified Employees (Motion Passed)

35. A motion was made by Soehlke and seconded by Bronnbauer to approve the employment of the following certified employees, effective with the 2022-23 school year, pending employment requirements. Motion passed unanimously on voice vote.

Jordan Harrington, District Assistant Band Director;
Maria Santiago, Caseyville Dual Language Teacher;
Branden Henson, CHS Special Education teacher;
Katilyn Lamar, CMS Math teacher;

(Continued)

Melissa Ocana, CHS Counselor;
Theresa Smith, CHS Art teacher;
Paige Rimar, Webster Special Education teacher; and
Reid Smith, CHS Math teacher.

**Approval
of Sponsors
(Motion Passed)**

36. A motion was made by Soehlke and seconded by Reulecke that Jason Watts be approved as STEM sponsor and Elizabeth Delaney be approved as Yearbook Sponsor for Dorris Intermediate School, effective for the 2022-23 school year. Motion passed unanimously on voice vote.

**Approval of
DIS Coaching
Stipends
(Motion Passed)**

37. A motion was made by Soehlke and seconded by Bronnbauer that Jason Watts, Deana Wallace, Doug Hansel, Chad Schlosser and Stephanie Kolb be approved as girls and boys basketball coaches for Dorris Intermediate School, effective with the 2022-23 school year. Motion passed unanimously on voice vote.

**Approval of DIS
Music Stipend
(Motion Passed)**

38. A motion was made by Soehlke and seconded by Craft that Megan Schmid-Smith be approved for the Dorris Vocal Music Stipend for the 2022-23 school year. Motion passed unanimously on voice vote.

**Approval of
Re-Employment
of Relief Aides
(Motion Passed)**

39. A motion was made by Soehlke and seconded by Reulecke that the people shown in Exhibit E-13.8 be re-employed as Relief Aides for the 2022-23 school year. Motion passed unanimously on voice vote.

**Approval of
Fall & Winter
Coaches at CHS
(Motion Passed)**

40. A motion was made by Soehlke and seconded by Craft that the people shown in Exhibit E-13.9 be approved as Fall and Winter coaches at Collinsville High School for the 2022-23 school year. Motion passed unanimously on voice vote.

**Approval to
Post Certified
Position
(Motion Passed)**

41. A motion was made by Soehlke and seconded by Craft to approve posting a Speech and Language Pathologist for the District, as shown in Exhibit E-13.10. Motion passed unanimously on voice vote.

**Approval to
Post Certified
Position
(Motion Passed)**

42. A motion was made by Soehlke and seconded by Reulecke to approve posting an Industrial Arts teacher position for the District, as shown in Exhibit E-13.11. Motion passed unanimously on voice vote.

**Approval
of Coaches
(Motion Passed)**

43. A motion was made by Soehlke and seconded by Bronnbauer to approve the following CHS volunteer assistant cheerleading coaches for the 2022-23 school year: Ally Norton and Autumn Carr. Motion passed unanimously on voice vote.

**Approval of
Employment
Recommendations
for the 2021-22
Elementary
Summer School
Program
(Motion Passed)**

44. A motion was made by Soehlke and seconded by Craft to employ the following certified and non-certified personnel for the 2021-22 Elementary Summer School program, effective May 31, 2022, as shown in Exhibit E-13.13. Motion passed unanimously on voice vote.

**Approval of
Employment
Recommendations
for the 2021-22
CMS Summer
School Program
(Motion Passed)**

45. A motion was made by Soehlke and seconded by Bronnbauer to employ the following certified personnel for the 2021-22 Collinsville Middle School Summer School program, effective May 31, 2022, as shown in Exhibit E-13.14. Motion passed unanimously on voice vote.

**Approval of
Employment
Recommendations
for the 2021-22
CHS Summer
School Program
(Motion Passed)**

46. A motion was made by Soehlke and seconded by Bronnbauer to employ the following certified and non-certified personnel for the 2021-22 Collinsville High School Summer School program, effective May 23, 2022, as shown in Exhibit E-13.15. Motion passed unanimously on voice vote.

**Approval of
Employment
Recommendations
for the 2021-22
ESY Summer
School Program
(Motion Passed)**

47. A motion was made by Soehlke and seconded by Bronnbauer to employ the following certified and non-certified personnel for the 2021-22 Extended School Year Summer School program, effective May 23, 2022, as shown in Exhibit E-13.16. Motion passed unanimously on voice vote

**Approval of
Expulsion of
Student
(Motion Passed)**

48. A motion was made by Soehlke and seconded by Reulecke that the Board expel the student named in Exhibit E-14.1 (21-22/11) for the remainder of the 2021-2022 school year, pursuant to the terms of the Waiver of Expulsion Hearing Rights Agreement. Motion passed on roll call vote as follows: Bronnbauer, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes; Soehlke, yes; Peccola, yes.

**Election of
Board President**

49. Dr. Skertich, acting as President Pro-Tem, called for nominations for the office of Board President. Dr. Craft nominated Mr. Gary Peccola. No other nominations were made, and Mr. Peccola was declared Board President by acclamation.

- Election of Vice President** 50. Mr. Peccola called for nominations for the office of Board Vice President. Dr. Craft nominated Mr. Tim Hasamear. No other nominations were made, and Mr. Hasamear was declared Board Vice President by acclamation.
- Election of Secretary** 51. Mr. Peccola called for nominations for the office of Board Secretary. Dr. Craft nominated Mrs. Jane Soehlke. No other nominations were made, and Mrs. Soehlke was declared Board Secretary by acclamation.
- Election of Treasurer** 52. Mr. Peccola called for nominations for the office of Board Treasurer. Mrs. Soehlke nominated Dr. Dennis Craft. No other nominations were made, and Dr. Craft was declared Board Treasurer by acclamation.
- Adjournment** 53. There being no further business, Mr. Peccola declared the meeting adjourned at 8:40 p.m.

7. **Approval of Board Bills for May 2022**

Open Accounts Payable List

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COLLINSVILLE 10

Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
A&D ELECTRICAL SUPPLY INC.								
3-2022-8	16924220680U	MEDICAID TUITION		550		5,600.00	5/1/22	10-4220-680-92-10
						<u>5,600.00</u>		
AAA SWING CITY MUSIC								
487194	16141120410N	MS BAND/MUSIC SUPPLIES		550		89.99	5/1/22	10-1120-410-14-27
						<u>89.99</u>		
ALVARADO, ANGELA								
MILEAGE	16651800332U	Bilingual travel(Local)		550		36.27	5/1/22	10-1800-332-65-10
						<u>36.27</u>		
AMERI-CAN PORTABLES								
55991	10011710014B	VOC HOUSE 500 HOWARD		550		95.00	5/1/22	10-171-01
55822	10011710014B	VOC HOUSE 500 HOWARD		550		95.00	5/1/22	10-171-01
55824	26082540323N	REP/MAINT SVC MS		550		90.00	5/1/22	20-2540-323-08-27
55993	26082540323N	REP/MAINT SVC MS		550		90.00	5/1/22	20-2540-323-08-27
						<u>370.00</u>		
ANDERSON, ERIC								
REIMBURSE	46022550464U	Fuel for Activity Busses		550		107.13	5/1/22	40-2550-464-02-10
						<u>107.13</u>		
APPLE STORE FOR EDUCATION INSTITUTION								
1016817269	16711220410U	ARP IDEA DISTRICT SUPPLIES		550		2,975.00	5/1/22	10-1220-410-71-10
1016817264	16711220410U	ARP IDEA DISTRICT SUPPLIES		550		44,235.00	5/1/22	10-1220-410-71-10
						<u>47,210.00</u>		
ARTHUR J. GALLAGHER RISK								
COLLCOCM01	86012310390U	WORKING CASH BOND RIDER AND FEE		550		2,222.00	5/1/22	80-2365-390-01-10
						<u>2,222.00</u>		
ATIS ELEVATOR INSPECTIONS LLC								
IN226284	26082540323I	REPAIRS/MAINT DORRIS		550		105.00	5/1/22	20-2540-323-08-33
IN226284	26082540323R	REP/MAINT SVC RENFRO		550		105.00	5/1/22	20-2540-323-08-28
						<u>210.00</u>		
B&P TROPHY HOUSE								
22076	16471500412N	MS ATHLETIC AWARDS		550		384.00	5/1/22	10-1500-412-47-27
						<u>384.00</u>		
BARNES & NOBLE, INC.								
4248828	16321250410U	Title I School improvement Material		550		396.01	5/1/22	10-1250-410-32-10

Open Accounts Payable List

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COLLINSVILLE 10

Vendor Name							ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #	
4248829	16321250410U	Title I School improvement Material		550		318.72	5/1/22	10-1250-410-32-10	
4248830	16321250410U	Title I School improvement Material		550		231.09	5/1/22	10-1250-410-32-10	
4248831	16321250410U	Title I School improvement Material		550		49.98	5/1/22	10-1250-410-32-10	
4248849	16321250410U	Title I School improvement Material		550		271.48	5/1/22	10-1250-410-32-10	
4248850	16321250410U	Title I School improvement Material		550		446.70	5/1/22	10-1250-410-32-10	
4248851	16321250410U	Title I School improvement Material		550		443.98	5/1/22	10-1250-410-32-10	
4248852	16321250410U	Title I School improvement Material		550		408.20	5/1/22	10-1250-410-32-10	
4248853	16321250410U	Title I School improvement Material		550		475.82	5/1/22	10-1250-410-32-10	
4248854	16321250410U	Title I School improvement Material		550		463.50	5/1/22	10-1250-410-32-10	
4248855	16321250410U	Title I School improvement Material		550		414.78	5/1/22	10-1250-410-32-10	
4249297	16321250410U	Title I School improvement Material		550		300.66	5/1/22	10-1250-410-32-10	
4250390	16051250410U	21-22 TITLE I INST MATLS		550	5220115	74.33	5/1/22	10-1250-410-05-430000-10	
4249157	16051250410U	21-22 TITLE I INST MATLS		550	5220110	20.98	5/1/22	10-1250-410-05-430000-10	
4249847	16321250410U	Title I School improvement Material		550	322064	924.19	5/1/22	10-1250-410-32-10	
						5,240.42			
BELLEVILLE TOWNSHIP DISTRICT 201									
2203	16862550332U	ARP HOMELESS TRANSPORTATION		550		420.00	5/1/22	10-2550-332-86-10	
						420.00			
BOUSHEY, LOREN									
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		550		16.97	5/1/22	10-2130-332-12-10	
						16.97			
CAYETANO, LAURA									
REIMBURSE	16701250410U	21-22 TITLE III IEP (4909)		550		214.68	5/1/22	10-1250-410-70-490900-10	
						214.68			
CHEMSEARCHFE									
7776088	26082540323U	BLDGS/GRDS MAINT SVC		550		4,084.00	5/1/22	20-2540-323-08-10	
						4,084.00			
CHIAPELLI, DAYNA									
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		12.99	5/1/22	10-2660-332-93-10	
						12.99			
CIFCO									
99142	26082540410J	MAINT SUPPLIES JEFFERSON		550		59.40	5/1/22	20-2540-410-08-24	
						59.40			
CITY OF COLLINSVILLE									
2022-PD845	86012310390U	POLICE SECURITY SPORTS		550		4,479.33	5/1/22	80-2365-390-01-10	

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						4,479.33		
COLEMAN, CHRISTINE								
REIMBURSE	16832210310U	19-20 Preschool Expan PE		550		34.00	5/1/22	10-2210-310-83-370500-10
REIMBURSE	16832210310U	19-20 Preschool Expan PE		550		60.00	5/1/22	10-2210-310-83-370500-10
MILEAGE	16833000332U	19-20 Preschool Expan PE		550		11.06	5/1/22	10-3000-332-83-370500-10
REIMBURSE	16833000410U	19-20 Preschool Expan PE		550		13.25	5/1/22	10-3000-410-83-370500-10
REIMBURSE	16832300410U	19-20 PRESCHOOL EXPAN PE		550		14.94	5/1/22	10-2300-410-83-370500-10
						<u>133.25</u>		
COLLINSVILLE UNIT 10 TRUST & AGENCY								
2630 CLASS20	16032410410G	PROM VOUCHERS		550		735.00	5/1/22	10-2410-410-03-22
						<u>735.00</u>		
COMPUTYPE COMPUTER SERVICE								
477047	86932367390U	TECH: Security Camera Mainte & Repair		550		459.99	5/1/22	80-2367-390-93-10
480310	86932367390U	TECH: Security Camera Mainte & Repair		550		74.97	5/1/22	80-2367-390-93-10
480309	86932367390U	TECH: Security Camera Mainte & Repair		550		22.00	5/1/22	80-2367-390-93-10
479711	86932367390U	TECH: Security Camera Mainte & Repair		550		3,204.50	5/1/22	80-2367-390-93-10
						<u>3,761.46</u>		
CONNER, SHELLEY								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		4.80	5/1/22	10-2660-332-93-10
						<u>4.80</u>		
CONNOR CO.								
S009972716.00	26082540323G	REP/MAINT SVC HS		550		9,897.24	5/1/22	20-2540-323-08-22
						<u>9,897.24</u>		
CONTRACT PAPER GROUP								
43008531501	16012310412U	DISTRICT Paper supply (for allocation)		550		7,450.00	5/1/22	10-2310-412-01-10
						<u>7,450.00</u>		
COST LESS COPY CENTER								
21947	16491130412G	HS WAREHOUSE SUPPLIES (paper)		550		295.00	5/1/22	10-1130-412-49-22
						<u>295.00</u>		
CRESCENT PARTS & EQUIPMENT								
38158730-00	26082540410C	MAINT SUPPLIES CASEYVILLE		550		33.09	5/1/22	20-2540-410-08-21
						<u>33.09</u>		
CRISIS PREVENTION INST								
CUS0284474	16712210410U	ARP IDEA ESY SUPPLIES		550		4,998.00	5/1/22	10-2210-410-71-10

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Invoice #	A.S.N.					Amount	Date	State Account #
						4,998.00		
DASHR SYSTEMS								
112378304117	16131130410G	HS PE/HEALTH SUPPLIES		550	2022000188	795.00	5/1/22	10-1130-410-13-22
						795.00		
DELAGÉ LANDEN PUBLIC FINANCE LLC								
76062583	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		4,926.00	5/1/22	10-2310-311-01-20
						4,926.00		
DELL MARKETING L.P.								
10572947588	16932660410U	TECHNOLOGY GENERAL SUPPLIES		550		1,199.40	5/1/22	10-2660-410-93-10
						1,199.40		
DISCOUNT SCHOOL SUPPLY								
W80291110101	16271125410U	21-22 PRE-K AT RISK SUPPLIES		550	2022000170	184.92	5/1/22	10-1125-410-27-370500-10
W8162995010	16271125410U	21-22 PRE-K AT RISK SUPPLIES		550	2022000180	103.17	5/1/22	10-1125-410-27-370500-10
W8162990010	16831110410U	19-20 Preschool Expan PE		550		676.34	5/1/22	10-1110-410-83-370500-10
W8162966010	16831110410U	19-20 Preschool Expan PE		550	2022000178	322.33	5/1/22	10-1110-410-83-370500-10
W8162700010	16273300410U	NA PRE-K AT RISK SUP (commu		550	2022000171	151.57	5/1/22	10-3300-410-27-370500-10
						1,438.33		
DRIVER TRAINING PRODUCTS								
22076	16471500412N	MS ATHLETIC AWARDS		550		384.00	5/1/22	10-1500-412-47-27
						384.00		
ELLIFF, CARLA								
REIMBURSE	16012310690B	GRADUATION EXPENSES		550		159.42	5/1/22	10-2310-690-01-20
						159.42		
EMERGENT LEARNING CENTER								
STMT	16922523311U	MEDICAID ADM OUTREACH		550		1,500.00	5/1/22	10-2523-311-92-10
						1,500.00		
ENDURANCE RACE TIMING								
125-22	16451500641G	HS BOYS TOURNEY ENTRY FEES		550		1,900.00	5/1/22	10-1500-641-45-22
						1,900.00		
ESTRELLITA								
28446	160411104114	ELEM INSTR SUPPLIES/Mat TEXTS		550	322075	5,132.79	5/1/22	10-1110-411-04-04
						5,132.79		
FGM, INC.								
22-3377.01-2	26012533311U	PHASE 2 FLOORING REP ARCH/ENG SVCS		550		4,928.75	5/1/22	20-2533-311-01-10

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211-3226.02-6	66012530311C	2020 BONDS CASEYVILLE ARCHITECT FEES CASEYVILLE		550		87,500.00	5/1/22	60-2530-311-01-21
21-3223.02-6	66012530311I	DIS 2020 BONDS ARCHITECT FEES DIS		550		81,280.97	5/1/22	60-2530-311-01-33
21-3032.02-7	66012530311X	WEBSTER HLS 2020 BONDS ARCHITECT FEES WEBSTER		550		3,384.66	5/1/22	60-2530-311-01-31
21-3246.01-8	66012530311G	CHS BOYS LOCKERROOM ARCHITECT FEES CHS		550		3,373.70	5/1/22	60-2530-311-01-22
21-3068.01-9	26012533311U	TENNIS RESURF ARCH/ENG SVCS		550		350.00	5/1/22	20-2533-311-01-10
						<u>180,818.08</u>		
FILGES, ROMAYNE								
MILEAGE	16273300332U	PRE-K Travel for Home vi		550		16.78	5/1/22	10-3300-332-27-370500-10
						<u>16.78</u>		
FIRST STUDENT INC								
11799663	46022550464B	GASOLINE FIRST STUDENT		551		31,026.21	5/1/22	40-2550-464-02-20
11799663	46012550332U	FIELD TRIPS FS (\$9 @ student)		551		25,448.67	5/1/22	40-2550-332-01-10
						<u>56,474.88</u>		
FIRST STUDENT								
11799663	46122550332B	SPEC ED TRANSP FIRST STUDENT 5% INCREASE FOR FY22		551		95,530.39	5/1/22	40-2550-332-12-20
11799663	46012550332B	REG TRANSP FIRST STUDENT 5% increase FY22		551		258,134.66	5/1/22	40-2550-332-01-20
11799663	46122550330B	SPEC ED TRASP Bus monitor		551		68,562.96	5/1/22	40-2550-330-12-20
						<u>422,228.01</u>		
FOLLETT SCHOOL SOLUTIONS INC								
1472088	16932660323U	TECHNOLOGY REPAIRS/MAINTENANCE		550	19620033	8,917.93	5/1/22	10-2660-323-93-10
						<u>8,917.93</u>		
FREESTYLE PHOTOGRAPHIC SUPPLIES								
1608708	16091130410G	HS ARTS SUPPLIES		550	2022000195	1,685.46	5/1/22	10-1130-410-09-22
						<u>1,685.46</u>		
GATEWAY LITTLE SMILES								
JW4835P	16052130300U	NA Title I Purchased servic		550		500.00	5/1/22	10-2130-300-05-430000-10
						<u>500.00</u>		
GOETTER, RYAN								
MILEAGE	161411104104	ELEM MUSIC/BAND SUPPLIES		550		56.86	5/1/22	10-1110-410-14-04
						<u>56.86</u>		
GUIN MUNDORF LLC								
159-04	86012310318B	BOARD GOVERNANCE		550		13,808.25	5/1/22	80-2369-318-01-20
159-70	86012310318B	LR 2019		550		2,422.50	5/1/22	80-2369-318-01-20

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159-01	86012310318B	PERSONNEL		550		701.25	5/1/22	80-2369-318-01-20	
159-10	86012310318B	RETAINER		550		450.00	5/1/22	80-2369-318-01-20	
159-00	86012310318B	LEGAL EXPENSES LAW (TORT)		550		1,147.50	5/1/22	80-2369-318-01-20	
						<u>18,529.50</u>			
HALL, LYNN									
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		550		30.13	5/1/22	10-2130-332-12-10	
						<u>30.13</u>			
HARDY, MELISSA									
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		550		29.31	5/1/22	10-1210-332-12-10	
						<u>29.31</u>			
HOUBERG, KIMBERLY									
MILEAGE	16833000332U	19-20 Preschool Expan PE		550		87.46	5/1/22	10-3000-332-83-370500-10	
						<u>87.46</u>			
ILLINOIS ASSOCIATION OF SCHOOL ADMINISTRATORS									
8454 HYRE	160226416401	STUDENT SER DUES & FEES		550		913.00	5/1/22	10-2641-640-02-01	
						<u>913.00</u>			
ILLINOIS SCHOOL FOR THE DEAF									
STMT	46122550333B	SPEC ED TRANS NON FIRST STU		550		57.00	5/1/22	40-2550-333-12-20	
						<u>57.00</u>			
INDUSTRIAL SOAP COMPANY									
1416148	26072540410U	CUSTODIAL SUPPLIES UNIT		550		4,251.50	5/1/22	20-2540-410-07-10	
1416143	26072540410U	CUSTODIAL SUPPLIES UNIT		550		212.80	5/1/22	20-2540-410-07-10	
1417698	26072540410U	CUSTODIAL SUPPLIES UNIT		550		1,124.37	5/1/22	20-2540-410-07-10	
1416257	26072540410U	CUSTODIAL SUPPLIES UNIT		550		4,032.00	5/1/22	20-2540-410-07-10	
1416854	26082540410U	MAINT SUPPLIES UNIT		550		2,649.68	5/1/22	20-2540-410-08-10	
1416906	26082540323N	REP/MAINT SVC MS		550		700.00	5/1/22	20-2540-323-08-27	
1415416	26072540410U	CUSTODIAL SUPPLIES UNIT		550		864.90	5/1/22	20-2540-410-07-10	
						<u>13,835.25</u>			
JOSTENS									
28627198	16012310690B	GRADUATION EXPENSES		550		10.14	5/1/22	10-2310-690-01-20	
28700833	16012310690B	GRADUATION EXPENSES		550		10.14	5/1/22	10-2310-690-01-20	
						<u>20.28</u>			
JW PEPPER & SONS, INC.									
363977822	16141120410N	MS BAND/MUSIC SUPPLIES		550		152.91	5/1/22	10-1120-410-14-27	
364007894	16141120410N	MS BAND/MUSIC SUPPLIES		550		24.98	5/1/22	10-1120-410-14-27	

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						177.89		
KEENE, JENNIFER								
REIMBURSE	16051250410U	21-22 TITLE I INST MATLS		550		23.43	5/1/22	10-1250-410-05-430000-10
						23.43		
KIRKSEY, SARA								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		12.17	5/1/22	10-2660-332-93-10
						12.17		
LAKESHORE								
780286041822	16051250410U	21-22 TITLE I INST MATLS		550	5220117	39.99	5/1/22	10-1250-410-05-430000-10
826509042122	16051250410U	19-20 Preschool Expan PE		550	5220117	483.19	5/1/22	10-1250-410-05-430000-10
824581042022	16833000410U	19-20 Preschool Expan PE		550	2022000172	844.87	5/1/22	10-3000-410-83-370500-10
833131042222	16371220410U	IDEA PRESCHOOL SUPPLIES		550	2122228	182.84	5/1/22	10-1220-410-37-460000-10
						1,550.89		
LANGHORST CONSTRUCTION, INC.								
22068	26082540323G	REP/MAINT SVC HS		550		2,456.95	5/1/22	20-2540-323-08-22
						2,456.95		
LAUENSTEIN, STACEY								
MILEAGE	16051250332U	21-22 TITLE I TRAVEL		550		36.39	5/1/22	10-1250-332-05-430000-10
						36.39		
LOMBARDI, JOSEPH								
REIMBURSE	16393700410U	21-22 Titel IV NonPub materials		550		769.93	5/1/22	10-3700-410-39-440000-10
						769.93		
MADISON COUNTY ROE								
FPAPRIL22	160226423101	HR BACKGROUND INVESTIGAT		550		135.00	5/1/22	10-2642-310-02-01
						135.00		
MAXIM, HEATHER								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		550		35.74	5/1/22	10-2130-332-12-10
						35.74		
MAYNARD, SHARON								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		550		7.43	5/1/22	10-2130-332-12-10
						7.43		
MCGINNIS, ANGIE								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		550		76.52	5/1/22	10-2130-332-12-10
						76.52		

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MCGRAW HILL SCHOOL EDUCATION HOLDINGS								
112974290001	160411104114	ELEM INSTR SUPPLIES/Mat TEXTS		550		217.14	5/1/22	10-1110-411-04-04
						<u>217.14</u>		
MENTA TECH ACADEMY								
SESINV-02082	16924220680U	HS MEDICAID TUITION		550		4,225.92	5/1/22	10-4220-680-92-10
						<u>4,225.92</u>		
MEYER, MONIQUE								
REIMBURSE	16671250410U	LIPLEP SUPPLIES		550		297.89	5/1/22	10-1250-410-67-490900-10
						<u>297.89</u>		
MICRO FOCUS SOFTWARE, INC.								
INVSL0090003	16932660323U	TECHNOLOGY REPAIRS/MAINTENANCE		550	19620035	18,354.10	5/1/22	10-2660-323-93-10
						<u>18,354.10</u>		
MIDWEST PBIS NETWORK								
TA2022075	16212210332U	21-22 IDEA FLO THRU TRAVEL		550		850.00	5/1/22	10-2210-332-21-462000-10
						<u>850.00</u>		
MOORE, ANDREA								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		22.99	5/1/22	10-2660-332-93-10
						<u>22.99</u>		
MOW PRINTING CO.								
86642	16832300410U	19-20 Preschool Expan PE		550		81.55	5/1/22	10-2300-410-83-370500-10
86642	16272330410U	PRE-K AT RISK SUPPLIES		550		94.91	5/1/22	10-2330-410-27-370500-10
						<u>176.46</u>		
MUSIC AND ARTS CENTER								
INV028415737	16141120410N	MS BAND/MUSIC SUPPLIES		550		45.19	5/1/22	10-1120-410-14-27
INV027944357	16141120410N	MS BAND/MUSIC SUPPLIES		550		14.18	5/1/22	10-1120-410-14-27
INV027854610	16141120410N	MS BAND/MUSIC SUPPLIES		550		131.72	5/1/22	10-1120-410-14-27
INV029405422	16141120410N	MS BAND/MUSIC SUPPLIES		550		22.00	5/1/22	10-1120-410-14-27
INV029404379	16141120410N	MS BAND/MUSIC SUPPLIES		550		46.84	5/1/22	10-1120-410-14-27
INV029104693	16141120410N	MS BAND/MUSIC SUPPLIES		550		33.37	5/1/22	10-1120-410-14-27
						<u>293.30</u>		
NOONAN, CANDACE								
MILEAGE	16121210332U	SLP CORR IN DIST TRAVEL		550		40.95	5/1/22	10-1210-332-12-10
						<u>40.95</u>		
NOTTELMANN MUSIC COMPANY								

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666473	16141120410N	MS BAND/MUSIC SUPPLIES		550		48.00	5/1/22	10-1120-410-14-27	
675012	16141120410N	MS BAND/MUSIC SUPPLIES		550		89.40	5/1/22	10-1120-410-14-27	
667980	16141120410N	MS BAND/MUSIC SUPPLIES		550		94.00	5/1/22	10-1120-410-14-27	
676173	16141120323N	MS BAND/MUSIC REPAIRS		550		55.00	5/1/22	10-1120-323-14-27	
666572	16141120323N	MS BAND/MUSIC REPAIRS		550		82.00	5/1/22	10-1120-323-14-27	
666690	16141120323N	MS BAND/MUSIC REPAIRS		550		212.00	5/1/22	10-1120-323-14-27	
668885	16141120323N	MS BAND/MUSIC REPAIRS		550		50.00	5/1/22	10-1120-323-14-27	
						630.40			
NUTOYS LEISURE PRODUCTS									
52661	26082540323G	REP/MAINT SVC HS		550		2,489.00	5/1/22	20-2540-323-08-22	
						2,489.00			
OTC BRANDS INC.									
716529485-01	16111130410G	HS SOC STUDIES SUPPLIES		550	2022000193	122.24	5/1/22	10-1130-410-11-22	
						122.24			
PALEN MUSIC									
4452441	161411103234	ELEM MUSIC/BAND REPAIRS		550		12.00	5/1/22	10-1110-323-14-04	
						12.00			
PETTY, AMELIA									
REIMBURSE	16701250410U	21-22 TITLE III IEP (4909)		550		300.00	5/1/22	10-1250-410-70-490900-10	
						300.00			
POE, KIMBERLY									
REIMBURSE	16701250410U	21-22 TITLE III IEP (4909)		550		57.15	5/1/22	10-1250-410-70-490900-10	
						57.15			
PORTER, DAN									
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		550		55.28	5/1/22	10-2110-332-01-10	
REIMBURSE	86012365410U	SAFETY SUPPLIES		550		75.00	5/1/22	80-2365-410-01-10	
						130.28			
PURITAN SPRINGS BOTTLED WATER									
1064823	16012310410B	BOARD SUPPLIES		550		146.27	5/1/22	10-2310-410-01-20	
						146.27			
R.P. LUMBER									
2205-046994	10011710014B	VOC HOUSE 500 HOWARD		550		808.50	5/1/22	10-171-01	
						808.50			
RAMIREZ, LESLIE									

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Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
MILEAGE	16651800332U	Bilingual travel(Local)		550		46.33	5/1/22	10-1800-332-65-10
REIMBURSE	16701250410U	21-22 TITLE III IEP (4909)		550		75.50	5/1/22	10-1250-410-70-490900-10
						<u>121.83</u>		
REALLY GOOD STUFF								
7913039	16671250410U	LIPLEP SUPPLIES		550	2022000183	336.86	5/1/22	10-1250-410-67-490900-10
						<u>336.86</u>		
ROYAL PAPER INC.								
159082	26072540410U	CUSTODIAL SUPPLIES UNIT		550		710.00	5/1/22	20-2540-410-07-10
157929-1	26072540410U	CUSTODIAL SUPPLIES UNIT		550		437.36	5/1/22	20-2540-410-07-10
LS909.22-03	26082540323N	REP/MAINT SVC MS		550		70.00	5/1/22	20-2540-323-08-27
						<u>1,217.36</u>		
SCHINDLER ELEVATOR CORPORATION								
9100724509	26082540323C	REP/MAINT SVC CASEYVILLE		550		315.88	5/1/22	20-2540-323-08-21
						<u>315.88</u>		
SCHNEIDEWIND, ANGIE								
REIMBURSE	16053300410U	21-22 TITLE I SUPPLIES		550		50.96	5/1/22	10-3300-410-05-430000-10
REIMBURSE	16053300410U	21-22 TITLE I SUPPLIES		550		83.33	5/1/22	10-3300-410-05-430000-10
						<u>134.29</u>		
SCHOLASTIC INC								
37229805	16053300411U	21-22 TITLE I Supplies		550	5220101	7,209.81	5/1/22	10-3300-411-05-430000-10
						<u>7,209.81</u>		
SCHOLASTIC LITERACY INITIATIVES								
3870755	16053300411U	21-22 TITLE I Supplies		550	5220096	148.75	5/1/22	10-3300-411-05-430000-10
						<u>148.75</u>		
SCHOLASTIC								
38685454	16833000410U	19-20 Preschool Expan PE		550	2022000163	174.50	5/1/22	10-3000-410-83-370500-10
38685454	16273300410U	NA PRE-K AT RISK SUP (commu		550	2022000163	400.00	5/1/22	10-3300-410-27-370500-10
						<u>574.50</u>		
SCHOOL SPECIALTY SUPPLY								
208129869360	16041110410M	MARYVILLE TEACHER SUPPLIES		550	2022000204	61.20	5/1/22	10-1110-410-04-26
208129868027	16041110410M	MARYVILLE TEACHER SUPPLIES		550	2022000207	95.73	5/1/22	10-1110-410-04-26
208129868035	16041110410M	MARYVILLE TEACHER SUPPLIES		550	2022000205	68.20	5/1/22	10-1110-410-04-26
						<u>225.13</u>		
SCHUSKY, MARK								

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Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
MILEAGE	46012550332U	FIELD TRIPS FS (\$9 @ student)		550		102.96	5/1/22	40-2550-332-01-10
						<u>102.96</u>		
SCHWIERJOHN, BRENT								
MILEAGE	16122140332U	PSYCHOLOGIST TRAVEL		550		11.82	5/1/22	10-2140-332-12-10
						<u>11.82</u>		
SHERROD, HEATHER								
REIMBURSE	16212210332U	21-22 IDEA FLO THRU TRAVEL		550		113.14	5/1/22	10-2210-332-21-462000-10
						<u>113.14</u>		
SHERWIN-WILLIAMS								
9182-5	26082540325U	MISC PAINTING WORK		550		170.01	5/1/22	20-2540-325-08-10
9310-2	26082540325U	MISC PAINTING WORK		550		262.85	5/1/22	20-2540-325-08-10
9895-2	26082540325U	WEBSTER MISC PAINTING WORK		550		272.80	5/1/22	20-2540-325-08-10
9577-6	26082540325U	WEBSTER MISC PAINTING WORK		550		272.80	5/1/22	20-2540-325-08-10
						<u>978.46</u>		
SKERTICH, MARK B								
MILEAGE	160223203321	SUPERINTENDENT TRAVEL		550		99.45	5/1/22	10-2320-332-02-01
						<u>99.45</u>		
SNOW, MARLAINA								
MILEAGE	16051250332U	21-22 TITLE I TRAVEL		550		9.71	5/1/22	10-1250-332-05-430000-10
						<u>9.71</u>		
SODEXO INC. & AFFILIATES								
1002075809	16242560310U	LUNCH PROG CONT FOOD SVC CHGS		550		236,748.28	5/1/22	10-2560-310-24-10
						<u>236,748.28</u>		
STANLEY, MEGAN								
REIMBURSE	16212210332U	21-22 IDEA FLO THRU TRAVEL		550		35.00	5/1/22	10-2210-332-21-462000-10
						<u>35.00</u>		
STATE FIRE MARSHAL								
5125126500	26082540323I	REPAIRS/MAINT DORRIS		550		75.00	5/1/22	20-2540-323-08-33
5125126501	26082540323R	REP/MAINT SVC RENFRO		550		75.00	5/1/22	20-2540-323-08-28
						<u>150.00</u>		
STERICYCLE								
8001424328	16012310311U	Shredding District (No SP ED)		550		25.00	5/1/22	10-2310-311-01-10
8001423359	16212330360U	IDEA FLO THRU PRINTING		550		393.75	5/1/22	10-2330-360-21-462000-10
						<u>418.75</u>		

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Vendor Name							ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #	
SUMMERONE									
3216395	16032410410M	MARYVILLE PRIN OFF SUPPLIES		550		131.95	5/1/22	10-2410-410-03-26	
3180928	16932660410U	TECHNOLOGY GENERAL SUPPLIES		550		3,428.00	5/1/22	10-2660-410-93-10	
3207592	16932660410U	TECHNOLOGY GENERAL SUPPLIES		550		825.00	5/1/22	10-2660-410-93-10	
3216405	16032410410M	MARYVILLE PRIN OFF SUPPLIES		550		56.95	5/1/22	10-2410-410-03-26	
						<u>4,441.90</u>			
TEACHERS DISCOVERY									
180263	16111130410G	HS SOC STUDIES SUPPLIES		550	2022000187	279.31	5/1/22	10-1130-410-11-22	
						<u>279.31</u>			
TEACHING STRATEGIES FOR EARLY CHILDHOOD									
INV143303	16271125410U	21-22 PRE-K AT RISK SUPPLIES		550	2022000174	268.80	5/1/22	10-1125-410-27-370500-10	
						<u>268.80</u>			
TECH ELECTRONICS INC									
N000137624	96022535323U	H/L/S PROJECTS CONTIGENCY		550		180.00	5/1/22	90-2535-323-02-10	
N000137648	96022535323U	H/L/S PROJECTS CONTIGENCY		550		180.00	5/1/22	90-2535-323-02-10	
N000137649	96022535323U	H/L/S PROJECTS CONTIGENCY		550		180.00	5/1/22	90-2535-323-02-10	
N000137636	96022535323U	H/L/S PROJECTS CONTIGENCY		550		180.00	5/1/22	90-2535-323-02-10	
						<u>720.00</u>			
TECHNOLOGY STUDENT ASSOCIATION									
C21333	16491130333G	HS CONTEST TRAVEL		550		1,041.00	5/1/22	10-1130-333-49-22	
						<u>1,041.00</u>			
TESDALL, CYNTHIA									
REIMBURSE	16221130410G	HS MATH SUPPLIES		550		273.89	5/1/22	10-1130-410-22-22	
						<u>273.89</u>			
THOMSON REUTERS-WEST									
846327652	160226413331	Student Serv: Skyward,		550		1,183.00	5/1/22	10-2641-333-02-01	
						<u>1,183.00</u>			
TIMES-TRIBUNE									
1003664	16212330360U	IDEA FLO THRU PRINTING		550		18.40	5/1/22	10-2330-360-21-462000-10	
						<u>18.40</u>			
TOBERMAN, DANIEL									
MILEAGE	16032410332G	HS PRIN OFF TRAVEL (6*300)		550		148.05	5/1/22	10-2410-332-03-22	
						<u>148.05</u>			
TRANE									

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Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
12052924	26082540410N	MAINT SUPPLIES CMS		550		254.19	5/1/22	20-2540-410-08-27
12060253	160226413331	Student Serv: Skyward,		550		4.94	5/1/22	10-2641-333-02-01
11934419	26082540410N	MAINT SUPPLIES CMS		550		28.54	5/1/22	20-2540-410-08-27
12052941	26082540410N	MAINT SUPPLIES CMS		550		52.54	5/1/22	20-2540-410-08-27
12078457	26082540410N	MAINT SUPPLIES CMS		550		317.85	5/1/22	20-2540-410-08-27
						658.06		
UNITED REFRIGERATION INC								
84176382-00	26082540410M	MAINT SUPPLIES MARYVILLE		550		1.05	5/1/22	20-2540-410-08-26
840847453-00	26082540410N	MAINT SUPPLIES CMS		550		22.10	5/1/22	20-2540-410-08-27
83992985-00	26082540410N	MAINT SUPPLIES CMS		550		287.06	5/1/22	20-2540-410-08-27
84332787-00	26082540410N	MAINT SUPPLIES CMS		550		25.31	5/1/22	20-2540-410-08-27
84309554-00	26082540410C	MAINT SUPPLIES CASEYVILLE		550		210.00	5/1/22	20-2540-410-08-21
						545.52		
VANDEFORD, STEPHANIE								
MILEAGE	16051250332U	21-22 TITLE I TRAVEL		550		51.36	5/1/22	10-1250-332-05-430000-10
						51.36		
WARDS NATURAL SCIENCE								
8807132044	16181130410G	HS SCIENCE SUPPLIES		550	2022000068	212.95	5/1/22	10-1130-410-18-22
						212.95		
WARNER COMMUNICATIONS								
453000260-1	86012365410U	SAFETY SUPPLIES		550	99001862	2,760.32	5/1/22	80-2365-410-01-10
						2,760.32		
WATTS COPY SYSTEMS, INC.								
1136320	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		6,808.98	5/1/22	10-2310-311-01-20
1138242	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		62.00	5/1/22	10-2310-311-01-20
1135906	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		135.16	5/1/22	10-2310-311-01-20
1132050	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		540.62	5/1/22	10-2310-311-01-20
1132191	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		558.16	5/1/22	10-2310-311-01-20
						8,104.92		
WAYSIDE PUBLISHING								
Q96552	16101130410G	HS FOR LANG SUPPLIES		550	2022000196	67.42	5/1/22	10-1130-410-10-22
						67.42		
WEISS, ERIC								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		41.13	5/1/22	10-2660-332-93-10
						41.13		

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Vendor Name							ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #	
WHYTE, DONNA									
700	16051250332U	21-22 TITLE I TRAVEL		550		4,000.00	5/1/22	10-1250-332-05-430000-10	
						<u>4,000.00</u>			
WILLIAM BEDELL ACHIEVEMENT & RESOURCE CTR									
STMT	16124220681U	HS TUITION WILLIAM BEDELL		550		15,618.24	5/1/22	10-4220-680-12-10	
STMT	16124220681U	ELEM TUITION WILLIAM BEDELL		550		15,649.35	5/1/22	10-4220-680-12-10	
						<u>31,267.59</u>			
WILLIAMS OFFICE PRODUCTS									
57384-1	16041110410I	DORRIS TEACHER SUPPLIES		550		22.04	5/1/22	10-1110-410-04-33	
57383-1	16481120411N	MS WAREHOUSE Paper		550		20.85	5/1/22	10-1120-411-48-27	
57364-0	16481120411N	MS WAREHOUSE Paper		550		144.52	5/1/22	10-1120-411-48-27	
57410-1	16022524410I	PAYROLL OFF SUPPLIES		550		87.99	5/1/22	10-2524-410-02-01	
57375-1	16022642410I	Dir of HR SUPPLIES		550		52.63	5/1/22	10-2642-410-02-01	
57460-1	16022523410I	AP ACT FD OFF SUPPLIES		550		51.40	5/1/22	10-2523-410-02-01	
57459-1	16022523410I	AP ACT FD OFF SUPPLIES		550		10.99	5/1/22	10-2523-410-02-01	
57411-1	16491130412G	HS WAREHOUSE SUPPLIES (paper)		550		169.91	5/1/22	10-1130-412-49-22	
57338-1	16041110410I	DORRIS TEACHER SUPPLIES		550		50.49	5/1/22	10-1110-410-04-33	
57322-1	16041110410S	SUMMIT TEACHER SUPPLIES		550		310.04	5/1/22	10-1110-410-04-29	
57399-1	16041110410I	DORRIS TEACHER SUPPLIES		550		22.95	5/1/22	10-1110-410-04-33	
57454-1	16041110410I	DORRIS TEACHER SUPPLIES		550		82.98	5/1/22	10-1110-410-04-33	
57453-1	16041110410I	DORRIS TEACHER SUPPLIES		550		27.00	5/1/22	10-1110-410-04-33	
57452-1	16481120411N	MS WAREHOUSE Paper		550		36.00	5/1/22	10-1120-411-48-27	
57330-1	16041110410R	RENFRO TEACHER SUPPLIES		550		323.04	5/1/22	10-1110-410-04-28	
57347-1	16041110410S	SUMMIT TEACHER SUPPLIES		550		24.47	5/1/22	10-1110-410-04-29	
57264-0	16831110410U	19-20 Preschool Expan PE		550		659.93	5/1/22	10-1110-410-83-370500-10	
57255-1	16833000410U	19-20 Preschool Expan PE		550		81.51	5/1/22	10-3000-410-83-370500-10	
57394-1	26082540410I	MAINT SUPPLIES ADMIN BLDG		550		49.35	5/1/22	20-2540-410-08-01	
REIMBURSE	16012310690B	GRADUATION EXPENSES		550		204.15	5/1/22	10-2310-690-01-20	
						<u>2,432.24</u>			
WRIGHT NATIONAL FLOOD INS CO									
WFL99.ARN 1(86012310388B	MISS VIC PKG COVERAGE		550		2,371.00	5/1/22	80-2364-388-01-20	
						<u>2,371.00</u>			
YORK, KYLE									
MILEAGE	16651800332U	Bilingual travel(Local)		550		31.82	5/1/22	10-1800-332-65-10	
						<u>31.82</u>			
YORK, LEA									

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Vendor Name						ExOn		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	Date	State Account #
REIMBURSE	16701250410U	21-22 TITLE III IEP (4909)		550		319.20	5/1/22	10-1250-410-70-490900-10
REIMBURSE	16671250410U	LIPLER SUPPLIES		550		254.14	5/1/22	10-1250-410-67-490900-10
						<u>573.34</u>		
						<u>\$1,164,600.82</u>	Report Total	

Open Accounts Payable Fund Totals

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Fund Code	Description	Batch #	Amount
10	Education Fund	550	432,739.53
20	Oper, Build, & Maint Fund	550	42,433.37
40	Transportation Fund	550	478,969.98
60	Capital Projects	550	175,539.33
80	Tort Fund	550	34,198.61
90	Fire Prevention and Safety Fund	550	720.00
Report Total			<u><u>\$1,164,600.82</u></u>

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COLLINSVILLE 10

Vendor Name								Due		
Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Date	State Account #	
ALS AUTOMOTIVE										
05TT5974	16871447410A	AUTO BODY SUPPLIES		550		0.00	85.24	5/11/22	10-1447-410-87	
						<u>0.00</u>	<u>85.24</u>			
DELTA GASES										
R1083786	16951417410A	VOC GENL IND OCCUP WELD GASES		550		0.00	596.20	5/11/22	10-1417-410-95	
0434868IN	16951417410A	VOC GENL IND OCCUP WELD GASES		550		0.00	77.63	5/11/22	10-1417-410-95	
						<u>0.00</u>	<u>673.83</u>			
OREILLY AUTOMOTIVE										
1068226385	16881447410A	AUTO MECH SUPPLIES		550		0.00	48.58	5/11/22	10-1447-410-88	
1068226238	16881447410A	AUTO MECH SUPPLIES		550		0.00	31.40	5/11/22	10-1447-410-88	
1068224968	16881447410A	AUTO MECH SUPPLIES		550		0.00	12.98	5/11/22	10-1447-410-88	
1068228701	16881447410A	AUTO MECH SUPPLIES		550		0.00	124.55	5/11/22	10-1447-410-88	
1068224019	16881447410A	AUTO MECH SUPPLIES		550		0.00	35.88	5/11/22	10-1447-410-88	
1068227352	16881447410A	AUTO MECH SUPPLIES		550		0.00	389.97	5/11/22	10-1447-410-88	
1068227749	16881447410A	AUTO MECH SUPPLIES		550		0.00	87.51	5/11/22	10-1447-410-88	
1068226392	16881447410A	AUTO MECH SUPPLIES		550		0.00	56.34	5/11/22	10-1447-410-88	
1068226165	16881447410A	AUTO MECH SUPPLIES		550		0.00	11.01	5/11/22	10-1447-410-88	
1068226164	16881447410A	AUTO MECH SUPPLIES		550		0.00	27.46	5/11/22	10-1447-410-88	
						<u>0.00</u>	<u>825.68</u>			
WEGENER, KRISTIN										
REIMBURSE	16831421410A	FOOD SERV SUPPLIES		550		0.00	34.47	5/11/22	10-1421-410-83	
						<u>0.00</u>	<u>34.47</u>			
						<u>\$0.00</u>	<u>\$1,619.22</u>		Report Total	

Open Accounts Payable Fund Totals

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COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	550	1,619.22
Report Total			<u><u>\$1,619.22</u></u>

Paid Accounts Payable by Check Number

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
BAND JUDGE	16141120314N	ARANA, SUSANNAH	MS BAND/MUSIC CONTEST/JUDGING	401		4/1/22	4/1/22	123823	125.00	10-1120-314-14-27
								Total	125.00	
BAND JUDGE	16141120314N	HARRINGTON, JORDAN	MS BAND/MUSIC CONTEST/JUDGING	401		4/1/22	4/1/22	123824	125.00	10-1120-314-14-27
								Total	125.00	
BAND JUDGE	16141120314N	HAUN, MARK	MS BAND/MUSIC CONTEST/JUDGING	401		4/1/22	4/1/22	123825	125.00	10-1120-314-14-27
								Total	125.00	
BAND JUDGE	16141120314N	KORAK, JENNIFER	MS BAND/MUSIC CONTEST/JUDGING	401		4/1/22	4/1/22	123826	125.00	10-1120-314-14-27
								Total	125.00	
BAND JUDGE	16141120314N	MCVICKAR, MICHAEL	MS BAND/MUSIC CONTEST/JUDGING	401		4/1/22	4/1/22	123827	125.00	10-1120-314-14-27
								Total	125.00	
BAND JUDGE	16141120314N	SCHROEDER, WAYLAN	MS BAND/MUSIC CONTEST/JUDGING	401		4/1/22	4/1/22	123828	125.00	10-1120-314-14-27
								Total	125.00	
BAND JUDGE	16141120314N	SMITH, CHRISTOPHER	MS BAND/MUSIC CONTEST/JUDGING	401		4/1/22	4/1/22	123829	125.00	10-1120-314-14-27
								Total	125.00	
PREK EVENT	16833000410U	WILLOUGHBY FARM	19-20 Preschool Expan PE	401		4/1/22	4/1/22	123830	30.00	10-3000-410-83-370500-10
								Total	30.00	
9540416335	26072540466X	AMEREN ILLINOIS	ELECTRICITY WEBSTER	405		4/6/22	4/1/22	123848	19.64	20-2540-466-07-31
								Total	19.64	
2202	16862550332U	BELLEVILLE TOWNSHIP DISTRIK	ARP HOMELESS TRANSPORTATION	405		4/6/22	4/1/22	123849	40.00	10-2550-332-86-10
								Total	40.00	
TRACK	16471500640U	BELLEVILLE WEST HIGH SCHO	BOYS/GIRLS TOURNEY ENTRY FEES	405		4/6/22	4/1/22	123850	225.00	10-1500-640-47-10
								Total	225.00	
01-16	16212130310U	BOUSHEY, LOREN	IDEA FLO TH Health Servi	405		4/6/22	4/1/22	123851	1,400.00	10-2130-310-21-462000-10
								Total	1,400.00	
016782103242	26012549323U	CHARTER COMMUNICATIONS	FIBER WAN NETWORK	405		4/6/22	4/1/22	123852	75.93	20-2549-323-01-10
								Total	75.93	
0441045	169514005401	DELTA GASES	CTE GRANT EQUIP	405	990018:	4/6/22	4/1/22	123853	11,270.00	10-1400-540-95-01
								Total	11,270.00	
379621	16282220430G	FOLLETT SCHOOL SOLUTIONS	HS MEDIA CENTER MATLS	405	2022001	4/6/22	4/1/22	123854	248.25	10-2220-430-28-22

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								Total	248.25	
040122	16211220310U	GRIFFIN RHODES, SHAUNTE	21-22 IDEA FLO THRU Consulting	405		4/6/22	4/1/22	123855	841.43	10-1220-310-21-462000-10
								Total	841.43	
STMT	16141130640G	ILLINOIS BANDS	HS BAND/MUSIC DUES AND FEES	405		4/6/22	4/1/22	123856	500.00	10-1130-640-14-22
								Total	500.00	
130093	26082540411G	JOHN DEERE FINANCIAL	HS ATH MAINT SUPPLIES	405		4/6/22	4/1/22	123857	15.98	20-2540-411-08-22
130386	26082540410G		MAINT SUPPLIES HS	405		4/6/22	4/1/22	123857	8.76	20-2540-410-08-22
130323	26082540410G		MAINT SUPPLIES HS	405		4/6/22	4/1/22	123857	24.75	20-2540-410-08-22
								Total	49.49	
0624740001	26072540370M	MARYVILLE WATER DEPARTMEI	WATER/SEWER MARYVILLE	405		4/6/22	4/1/22	123858	95.44	20-2540-370-07-26
0624740002	26072540370M		WATER/SEWER MARYVILLE	405		4/6/22	4/1/22	123858	88.63	20-2540-370-07-26
								Total	184.07	
49878874	16951400410U	MSC INDUSTRIAL DIRECT CO. II	CTE GRANT SUPPLIES	405	990018	4/6/22	4/1/22	123859	277.55	10-1400-410-95-10
49878944	16951400410U		CTE GRANT SUPPLIES	405	990018	4/6/22	4/1/22	123859	383.70	10-1400-410-95-10
49878884	16951400410U		CTE GRANT SUPPLIES	405	990018	4/6/22	4/1/22	123859	1,386.31	10-1400-410-95-10
								Total	2,047.56	
251449	16951400410U	NASCO	CTE GRANT SUPPLIES	405	990018	4/6/22	4/1/22	123860	990.93	10-1400-410-95-10
								Total	990.93	
BAND	16141130640G	OFALLON BAND BOOSTERS	HS BAND/MUSIC DUES AND FEES	405		4/6/22	4/1/22	123861	550.00	10-1130-640-14-22
								Total	550.00	
453663837666	16212150410U	SYNCHRONY BANK/AMAZON	IDEA FLO THRU SUPPLIES	405	212220	4/6/22	4/1/22	123862	19.95	10-2150-410-21-462000-10
434855556559	16212110410U		NA IDEA FLO THRU SUPPLIES	405	212219	4/6/22	4/1/22	123862	5.27	10-2110-410-21-462000-10
679544543666	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	212220	4/6/22	4/1/22	123862	40.55	10-1220-410-21-462000-10
556858787448	16212110410U		NA IDEA FLO THRU SUPPLIES	405	212220	4/6/22	4/1/22	123862	24.00	10-2110-410-21-462000-10
795588567676	16212150410U		IDEA FLO THRU SUPPLIES	405	212220	4/6/22	4/1/22	123862	126.23	10-2150-410-21-462000-10
993544995577	16212110410U		NA IDEA FLO THRU SUPPLIES	405	212219	4/6/22	4/1/22	123862	87.99	10-2110-410-21-462000-10
898939688863	16212110410U		NA IDEA FLO THRU SUPPLIES	405	212219	4/6/22	4/1/22	123862	71.93	10-2110-410-21-462000-10
965488345889	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	212220	4/6/22	4/1/22	123862	74.75	10-1220-410-21-462000-10
776397597866	16012134410U		NURSES STAFF SUPPLIES	405	212220	4/6/22	4/1/22	123862	415.79	10-2134-410-01-10
975563745754	16922523410U		MEDICAID SUPPLIES	405	212220	4/6/22	4/1/22	123862	174.98	10-2523-410-92-10

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457589478379	16922523540U	SYNCHRONY BANK/AMAZON	Medicaid equipment	405	2122201	4/6/22	4/1/22	123862	725.98	10-2523-540-92-10
497956948897	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	2122201	4/6/22	4/1/22	123862	172.62	10-1220-410-21-462000-10
953844758543	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	2122201	4/6/22	4/1/22	123862	18.99	10-1220-410-21-462000-10
847775575849	16922523540U		Medicaid equipment	405		4/6/22	4/1/22	123862	(725.98)	10-2523-540-92-10
596593348488	16922523410U		MEDICAID SUPPLIES	405	2122211	4/6/22	4/1/22	123862	259.94	10-2523-410-92-10
595974797944	16212150410U		IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	37.55	10-2150-410-21-462000-10
657376456838	16212150410U		IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	53.46	10-2150-410-21-462000-10
449856747473	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	91.06	10-1220-410-21-462000-10
676673337647	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	35.49	10-1220-410-21-462000-10
463875786649	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	152.77	10-1220-410-21-462000-10
444634689984	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	68.25	10-1220-410-21-462000-10
533334939667	16212150410U		IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	106.34	10-2150-410-21-462000-10
858585849935	16841220410G		Grant DORS/STEP Store Supplies	405	2122211	4/6/22	4/1/22	123862	160.29	10-1220-410-84-22
888739465445	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	114.92	10-1220-410-21-462000-10
899399986589	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405	2122211	4/6/22	4/1/22	123862	18.99	10-1220-410-21-462000-10
985575435687	16211220410U		21-22 IDEA FLO THRU SUPPLIES	405		4/6/22	4/1/22	123862	(18.99)	10-1220-410-21-462000-10
Total									2,313.12	
8023294	26072540410M	THE HOME DEPOT	CUSTODIAL SUPPLIES MARYVILLE	405		4/6/22	4/1/22	123863	24.68	20-2540-410-07-26
8023294	26082540410U		MAINT SUPPLIES UNIT	405		4/6/22	4/1/22	123863	121.94	20-2540-410-08-10
4023527	10011710013B		VOC HOUSE 310 HOWARD STREET	405		4/6/22	4/1/22	123863	92.80	10-171-01
3011877	10011710014B		VOC HOUSE SOUTH CLINTON	405		4/6/22	4/1/22	123863	339.58	10-171-01
8522172	26082540410K		MAINT SUPPLIES KREITNER	405		4/6/22	4/1/22	123863	47.47	20-2540-410-08-25
7012386	10011710013B		VOC HOUSE 310 HOWARD STREET	405		4/6/22	4/1/22	123863	187.17	10-171-01
7610343	26072540410G		CUSTODIAL SUPPLIES HS	405		4/6/22	4/1/22	123863	4.42	20-2540-410-07-22
6012503	10011710013B		VOC HOUSE 310 HOWARD STREET	405		4/6/22	4/1/22	123863	41.79	10-171-01
6522353	26082540410S		MAINT SUPPLIES SUMMIT	405		4/6/22	4/1/22	123863	24.74	20-2540-410-08-29
6610388	26082540410C		MAINT SUPPLIES CASEYVILLE	405		4/6/22	4/1/22	123863	5.48	20-2540-410-08-21
5514635	26082540410R		MAINT SUPPLIES RENFRO	405		4/6/22	4/1/22	123863	101.49	20-2540-410-08-28
4012723	10011710014B		VOC HOUSE SOUTH CLINTON	405		4/6/22	4/1/22	123863	288.40	10-171-01
13120	10011710013B		VOC HOUSE 310 HOWARD STREET	405		4/6/22	4/1/22	123863	34.90	10-171-01

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9013227	26072540410U		CUSTODIAL SUPPLIES UNIT	405		4/6/22	4/1/22	123863	113.74	20-2540-410-07-10
9610658	26072540410U		CUSTODIAL SUPPLIES UNIT	405		4/6/22	4/1/22	123863	134.69	20-2540-410-07-10
9622596	26082540410H		MAINT SUPPLIES HOLLY HGHTS	405		4/6/22	4/1/22	123863	359.82	20-2540-410-08-23
8024357	10011710014B		VOC HOUSE SOUTH CLINTON	405		4/6/22	4/1/22	123863	273.31	10-171-01
8024370	26082540410N		MAINT SUPPLIES CMS	405		4/6/22	4/1/22	123863	21.34	20-2540-410-08-27
7622744	26082540410G		MAINT SUPPLIES HS	405		4/6/22	4/1/22	123863	37.74	20-2540-410-08-22
4013774	26072540410U		CUSTODIAL SUPPLIES UNIT	405		4/6/22	4/1/22	123863	31.92	20-2540-410-07-10
3024664	26082540410G		MAINT SUPPLIES HS	405		4/6/22	4/1/22	123863	28.11	20-2540-410-08-22
3523342	26072540410T		CUSTODIAL SUPPLIES TWIN ECHO	405		4/6/22	4/1/22	123863	30.45	20-2540-410-07-30
3523342	26082540410G		MAINT SUPPLIES HS	405		4/6/22	4/1/22	123863	49.48	20-2540-410-08-22
1015997	26082540411G		HS ATH MAINT SUPPLIES	405		4/6/22	4/1/22	123863	21.94	20-2540-411-08-22
1014102	26072540410G		CUSTODIAL SUPPLIES HS	405		4/6/22	4/1/22	123863	143.42	20-2540-410-07-22
1240228	26072540410R		CUSTODIAL SUPPLIES RENFRO	405		4/6/22	4/1/22	123863	12.97	20-2540-410-07-28
173703	26072540410G		CUSTODIAL SUPPLIES HS	405		4/6/22	4/1/22	123863	150.00	20-2540-410-07-22
173703	26072540410G		CUSTODIAL SUPPLIES HS	405		4/6/22	4/1/22	123863	(51.10)	20-2540-410-07-22
623213	26082540410N		MAINT SUPPLIES CMS	405		4/6/22	4/1/22	123863	161.88	20-2540-410-08-27
1587	16022525690U		ACCOUNTING ADJUSTMENT	405		4/6/22	4/1/22	123863	171.21	10-2525-690-02-10
								Total	3,005.78	
REQUEST	16321250410U	UNDERSTANDING DWARFISM	Title I School improvement Material	405	322070	4/6/22	4/1/22	123864	225.00	10-1250-410-32-10
								Total	225.00	
WILSON RENT	16053300410U	VILLAGE OF CASEYVILLE	21-22 TITLE I SUPPLIES	405		4/6/22	4/1/22	123865	50.00	10-3300-410-05-430000-10
								Total	50.00	
049600620819	46022550464U	WEX BANK	Fuel for Activity Busses-ACAD COMP	405		4/6/22	4/1/22	123866	181.14	40-2550-464-02-10
								Total	181.14	
040822	16211220310U	GRIFFIN RHODES, SHAUNTE	21-22 IDEA FLO THRU Consulting	411		4/12/22	4/1/22	123867	776.70	10-1220-310-21-462000-10
								Total	776.70	
2	16212130310U	MAYNARD, SHARON	IDEA FLO TH Health Servi	411		4/12/22	4/1/22	123868	1,050.00	10-2130-310-21-462000-10
								Total	1,050.00	
4/11/2022	16932660541U	NEVCO SPORTS, LLC	TECHNOLOGY PLAN EQUIPMEN	411	2022001	4/12/22	4/1/22	123869	15,594.99	10-2660-541-93-10

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									Total	15,594.99
414719497	10011710013B	BMO HARRIS	VOC HOUSE 310 S SEMINARY	412		4/13/22	4/1/22	123871	165.07	10-171-01
415277967	16951400410U		THE PAMPERED CHEF	412		4/13/22	4/1/22	123871	394.03	10-1400-410-95-10
415856860	16951400410U		THE PAMPERED CHEF	412		4/13/22	4/1/22	123871	(30.03)	10-1400-410-95-10
416671426	16951400410U		THE WEBSTAUANT STORE	412		4/13/22	4/1/22	123871	154.67	10-1400-410-95-10
416922703	16951400410U		THE WEBSTAUANT STORE	412		4/13/22	4/1/22	123871	(12.11)	10-1400-410-95-10
416922627	16951400410U		OFFICEMAX/DEPOT	412		4/13/22	4/1/22	123871	280.19	10-1400-410-95-10
417507914	16951400410U		BESTBUY.COM	412		4/13/22	4/1/22	123871	359.76	10-1400-410-95-10
									Total	1,311.58
REQUEST	16951400410U	BMO HARRIS	NEWEGG \$86.97 + \$7.04	412		4/13/22	4/1/22	123872	94.01	10-1400-410-95-10
REQUEST	16951400410U		THE HITT COMPANY	412		4/13/22	4/1/22	123872	353.00	10-1400-410-95-10
REQUEST	16951400410U		BEST BUY	412		4/13/22	4/1/22	123872	404.97	10-1400-410-95-10
REQUEST	16951400410U		B&H PHOTO MART	412		4/13/22	4/1/22	123872	980.00	10-1400-410-95-10
REQUEST	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123872	948.00	10-1400-410-95-10
									Total	2,779.98
411189030	16951400410U	CAPITAL ONE WALMART	CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123873	131.16	10-1400-410-95-10
411188989	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123873	906.12	10-1400-410-95-10
411186784	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123873	660.62	10-1400-410-95-10
411831719	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123873	521.92	10-1400-410-95-10
411834325	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123873	93.92	10-1400-410-95-10
408178575	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123873	192.78	10-1400-410-95-10
411523364	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123873	138.51	10-1400-410-95-10
415435785	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123873	166.73	10-1400-410-95-10
									Total	2,811.76
ILBEL149310	16951400410U	FASTENAL	CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123874	567.66	10-1400-410-95-10
									Total	567.66
48437	16951400410U	LICKENBROCK & SONS	CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123875	4,824.00	10-1400-410-95-10
									Total	4,824.00
0047520046	16951400410U	LINCOLN ELECTRIC COMPANY	CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123876	618.74	10-1400-410-95-10
									Total	618.74

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86602	16951400410U	MOW PRINTING CO.	CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123877	161.36	10-1400-410-95-10
								Total	161.36	
219554093	16951400410U	MSC INDUSTRIAL DIRECT CO. II	CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123878	435.87	10-1400-410-95-10
36895424	16951400410U		CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123878	445.17	10-1400-410-95-10
								Total	881.04	
1263056-0	16951400410U	POCKET NURSE	CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123879	1,014.26	10-1400-410-95-10
								Total	1,014.26	
36151	16951400410U	REALITY WORKS	CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123880	240.00	10-1400-410-95-10
								Total	240.00	
REQUEST	16951400410U	REALLY GOOD STUFF	CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123881	158.45	10-1400-410-95-10
								Total	158.45	
PB0000147246	16951400410U	SCHALLER HARDWOOD LUMBE	CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123882	1,490.50	10-1400-410-95-10
								Total	1,490.50	
635756736	16951400410U	SYNCHRONY BANK/AMAZON	CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123883	15.90	10-1400-410-95-10
2797058	16951400410U		CTE GRANT SUPPLIES	412	990018	4/13/22	4/1/22	123883	37.60	10-1400-410-95-10
								Total	53.50	
REQUEST	16951400410U	THE HOME DEPOT	CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123884	528.96	10-1400-410-95-10
6961125998	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123884	4,083.00	10-1400-410-95-10
								Total	4,611.96	
REIMBURSE	16951400410U	WEGENER, KRISTIN	HOME DEPOT REIMBURSE	412		4/13/22	4/1/22	123885	33.88	10-1400-410-95-10
								Total	33.88	
57136-1	16951400410U	WILLIAMS OFFICE PRODUCTS	CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123886	240.09	10-1400-410-95-10
57030-1	16951400410U		CTE GRANT SUPPLIES	412		4/13/22	4/1/22	123886	110.17	10-1400-410-95-10
								Total	350.26	
582520604085	26082540410U	ADVANCE AUTO PARTS	MAINT SUPPLIES UNIT	413		4/13/22	4/1/22	123887	32.91	20-2540-410-08-10
582520774158	26082540410U		MAINT SUPPLIES UNIT	413		4/13/22	4/1/22	123887	2.91	20-2540-410-08-10
582520803755	26082540410U		MAINT SUPPLIES UNIT	413		4/13/22	4/1/22	123887	2.91	20-2540-410-08-10
582520813764	26082540410U		MAINT SUPPLIES UNIT	413		4/13/22	4/1/22	123887	18.73	20-2540-410-08-10
582520834185	26082540410U		MAINT SUPPLIES UNIT	413		4/13/22	4/1/22	123887	7.20	20-2540-410-08-10
582520843781	26082540410U		MAINT SUPPLIES UNIT	413		4/13/22	4/1/22	123887	22.71	20-2540-410-08-10

Specialized Data Systems, Inc.

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582520753724	26082540410X		MAINT SUPPLIES WEBSTER	413		4/13/22	4/1/22	123887	6.43	20-2540-410-08-31
									Total	93.80
3007703658	26072540466T	AEP ENERGY	ELECTRICITY TWIN ECHO	413		4/13/22	4/1/22	123888	1,222.73	20-2540-466-07-30
3007703625	26072540466G		ELECTRICITY HS	413		4/13/22	4/1/22	123888	20,150.56	20-2540-466-07-22
3007703636	26072540466I		ELECTRICITY DORRIS	413		4/13/22	4/1/22	123888	3,567.00	20-2540-466-07-33
3007703681	26072540466K		ELECTRICITY KREITNER	413		4/13/22	4/1/22	123888	48.88	20-2540-466-07-25
3007703579	26072540466C		ELECTRICITY CASEYVILLE	413		4/13/22	4/1/22	123888	1,697.23	20-2540-466-07-21
3007703692	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	413		4/13/22	4/1/22	123888	908.39	20-2540-466-07-01
3007703670	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	413		4/13/22	4/1/22	123888	39.89	20-2540-466-07-01
3007703669	26072540466K		ELECTRICITY KREITNER	413		4/13/22	4/1/22	123888	33.76	20-2540-466-07-25
3007703647	26072540466J		ELECTRICITY JEFFERSON	413		4/13/22	4/1/22	123888	302.89	20-2540-466-07-24
									Total	27,971.33
0424293295	26072540466T	AMEREN ILLINOIS	ELECTRICITY TWIN ECHO	413		4/13/22	4/1/22	123889	63.30	20-2540-466-07-30
2916793131	26072540466I		ELECTRICITY DORRIS	413		4/13/22	4/1/22	123889	29.84	20-2540-466-07-33
3864012173	260725404651		NATURAL GAS ADMIN BLDG	413		4/13/22	4/1/22	123889	55.68	20-2540-465-07-01
9289576013	10011710013B		VOC HOUSE 310 S SEMINARY	413		4/13/22	4/1/22	123889	172.51	10-171-01
									Total	321.33
3022005000	26072540370C	CASEYVILLE WATER DEPT	WATER & SEWER CASEYVILLE	413		4/13/22	4/1/22	123890	159.51	20-2540-370-07-21
3022007500	26072540370C		WATER & SEWER CASEYVILLE	413		4/13/22	4/1/22	123890	281.76	20-2540-370-07-21
4016572100	26072540370H		WATER/SEWER HOLLY HGTS	413		4/13/22	4/1/22	123890	512.20	20-2540-370-07-23
									Total	953.47
1918000000	26072540370X	CITY OF COLLINSVILLE	WATER & SEWER WEBSTER	413		4/13/22	4/1/22	123891	1,116.48	20-2540-370-07-31
1204000000	26072540370S		WATER & SEWER SUMMIT	413		4/13/22	4/1/22	123891	280.83	20-2540-370-07-29
1808000000	10011710013B		VOC HOUSE 310 S SEMINARY	413		4/13/22	4/1/22	123891	49.99	10-171-01
									Total	1,447.30
1553911	120045350000	DELTA DENTAL OF ILLINOIS	MARCH 2022 EMP HEALTH INS PAY	413		4/13/22	4/1/22	123892	33,015.72	10-456
									Total	33,015.72
JAZZ FEST	16141120640N	GOOD SHEPHERD LUTHERAN SC	MS BAND/MUSIC DUES AND FEES	413		4/13/22	4/1/22	123893	60.00	10-1120-640-14-27
									Total	60.00
359714	16012310332B	IASB REGISTRAR	BOARD TRAVEL	413		4/13/22	4/1/22	123894	148.00	10-2310-332-01-20

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359714	160223203321		SUPERINTENDENT TRAVEL	413		4/13/22	4/1/22	123894	37.00	10-2320-332-02-01
								Total	185.00	
Q49011774	16671250310U	LEXIA LEARNING SYSTEMS LLC	LIPLEP SUPPLIES	413	322055	4/13/22	4/1/22	123895	112.06	10-1250-310-67-490900-10
								Total	112.06	
3220075000	26072540370C	METRO EAST SANITARY DIST	WATER & SEWER CASEYVILLE	413		4/13/22	4/1/22	123896	201.00	20-2540-370-07-21
3220050000	26072540370C		WATER & SEWER CASEYVILLE	413		4/13/22	4/1/22	123896	91.67	20-2540-370-07-21
								Total	292.67	
0350-00461505	26072540321U	REPUBLIC SERVICES #350	TRASH REMOVAL & PEST CONTROL	413		4/13/22	4/1/22	123897	5,167.10	20-2540-321-07-10
								Total	5,167.10	
104200314	16951400410U	CAPITAL ONE WALMART	CTE GRANT SUPPLIES	414		4/14/22	4/1/22	123898	157.44	10-1400-410-95-10
								Total	157.44	
1132921796	16951400410U	SYNCHRONY BANK/AMAZON	CTE GRANT SUPPLIES	414	990018	4/14/22	4/1/22	123899	366.08	10-1400-410-95-10
1139475542	16951400410U		CTE GRANT SUPPLIES	414	990018	4/14/22	4/1/22	123899	79.95	10-1400-410-95-10
								Total	446.03	
3007703591	260725404661	AEP ENERGY	ELECTRICITY ADMIN BLDG & ANNEX	420		4/20/22	4/1/22	123922	410.34	20-2540-466-07-01
								Total	410.34	
0195112067	26072540466G	AMEREN ILLINOIS	ELECTRICITY HS	420		4/20/22	4/1/22	123923	27.43	20-2540-466-07-22
								Total	27.43	
7944225617	26072540466I	AMEREN ILLINOIS	ELECTRICITY DORRIS	420		4/20/22	4/1/22	123924	21.29	20-2540-466-07-33
7944225617	26072540465I		NATURAL GAS DORRIS	420		4/20/22	4/1/22	123924	1,646.11	20-2540-465-07-33
7944225617	26072540466I		ELECTRICITY DORRIS	420		4/20/22	4/1/22	123924	18.67	20-2540-466-07-33
7944225617	26072540465I		NATURAL GAS DORRIS	420		4/20/22	4/1/22	123924	272.90	20-2540-465-07-33
7944225617	26072540465I		NATURAL GAS DORRIS	420		4/20/22	4/1/22	123924	136.17	20-2540-465-07-33
7944225617	26072540466I		ELECTRICITY DORRIS	420		4/20/22	4/1/22	123924	16.25	20-2540-466-07-33
								Total	2,111.39	
2479934005	26072540465X	AMEREN ILLINOIS	NATURAL GAS WEBSTER	420		4/20/22	4/1/22	123925	730.60	20-2540-465-07-31
2479934005	26072540465X		NATURAL GAS WEBSTER	420		4/20/22	4/1/22	123925	2,834.43	20-2540-465-07-31
								Total	3,565.03	
6830294009	26072540466N	AMEREN ILLINOIS	ELECTRICITY MS	420		4/20/22	4/1/22	123926	1,665.93	20-2540-466-07-27

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Total									1,665.93	
6621334004	260725404651	AMEREN ILLINOIS	NATURAL GAS ADMIN BLDG	420		4/20/22	4/1/22	123927	397.52	20-2540-465-07-01
6621334004	260725404651		NATURAL GAS ADMIN BLDG	420		4/20/22	4/1/22	123927	85.52	20-2540-465-07-01
Total									483.04	
9567041000	26072540465T	AMEREN ILLINOIS	NATURAL GAS TWIN ECHO	420		4/20/22	4/1/22	123928	27.32	20-2540-465-07-30
9567041000	26072540465T		NATURAL GAS TWIN ECHO	420		4/20/22	4/1/22	123928	521.45	20-2540-465-07-30
Total									548.77	
5252357001	26072540465S	AMEREN ILLINOIS	NATURAL GAS SUMMIT	420		4/20/22	4/1/22	123929	396.87	20-2540-465-07-29
5252357001	26072540465S		NATURAL GAS SUMMIT	420		4/20/22	4/1/22	123929	95.94	20-2540-465-07-29
Total									492.81	
2756232005	26072540465K	AMEREN ILLINOIS	NATURAL GAS KREITNER	420		4/20/22	4/1/22	123930	82.09	20-2540-465-07-25
2756232005	26072540465K		NATURAL GAS KREITNER	420		4/20/22	4/1/22	123930	65.44	20-2540-465-07-25
2756232005	26072540465K		NATURAL GAS KREITNER	420		4/20/22	4/1/22	123930	85.74	20-2540-465-07-25
2756232005	26072540465K		NATURAL GAS KREITNER	420		4/20/22	4/1/22	123930	89.21	20-2540-465-07-25
2756232005	26072540465K		NATURAL GAS KREITNER	420		4/20/22	4/1/22	123930	136.71	20-2540-465-07-25
2756232005	26072540465K		NATURAL GAS KREITNER	420		4/20/22	4/1/22	123930	474.71	20-2540-465-07-25
2756232005	26072540465K		NATURAL GAS KREITNER	420		4/20/22	4/1/22	123930	379.94	20-2540-465-07-25
2756232005	26072540465K		NATURAL GAS KREITNER	420		4/20/22	4/1/22	123930	822.06	20-2540-465-07-25
Total									2,135.90	
01-17	16212130310U	BOUSHEY, LOREN	IDEA FLO TH Health Servi	420		4/20/22	4/1/22	123931	1,120.00	10-2130-310-21-462000-10
Total									1,120.00	
2729000000	260725403701	CITY OF COLLINSVILLE	WATER & SEWER ADMIN	420		4/20/22	4/1/22	123932	169.01	20-2540-370-07-01
2694000000	260725403701		WATER & SEWER ADMIN	420		4/20/22	4/1/22	123932	195.50	20-2540-370-07-01
3635030100	260725403701		WATER & SEWER ADMIN	420		4/20/22	4/1/22	123932	106.77	20-2540-370-07-01
Total									471.28	
041522	16211220310U	GRIFFIN RHODES, SHAUNTE	21-22 IDEA FLO THRU Consulting	420		4/20/22	4/1/22	123933	504.86	10-1220-310-21-462000-10
Total									504.86	
V G TRACK	16471500640U	OFALLON TOWNSHIP HIGH SCH	BOYS/GIRLS TOURNEY ENTRY FEES	420		4/20/22	4/1/22	123934	200.00	10-1500-640-47-10
Total									200.00	
8064511000	26072540466G	AMEREN ILLINOIS	ELECTRICITY HS	422		4/22/22	4/1/22	123935	28.16	20-2540-466-07-22

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Total									28.16	
414524258	16702210332U	BMO HARRIS	BUREA OF ED AND RESEARCH	422		4/22/22	4/1/22	123936	279.00	10-2210-332-70-490500-10
415129384	16672210332U		CENTER FOR APPLIED LIN	422		4/22/22	4/1/22	123936	2,600.00	10-2210-332-67-490900-10
415277966	16672210332U		WISCONSIN CENTER FOR E	422		4/22/22	4/1/22	123936	123.00	10-2210-332-67-490900-10
415683389	16702210332U		CENTER FOR APPLIED LIN	422		4/22/22	4/1/22	123936	1,300.00	10-2210-332-70-490500-10
416671425	16762210314U		WAVE-SYMMETRY	422		4/22/22	4/1/22	123936	300.00	10-2210-314-76-493200-10
413304917	16242563464U		ORCHARD AUTO	422		4/22/22	4/1/22	123936	408.63	10-2563-464-24-10
413304917	260725404641		ORCHARD AUTO	422		4/22/22	4/1/22	123936	284.01	20-2540-464-07-01
413304917	16151700464G		ORCHARD AUTO	422		4/22/22	4/1/22	123936	518.80	10-1700-464-15-22
413304917	46022550464U		Fuel for Activity Busses	422		4/22/22	4/1/22	123936	300.03	40-2550-464-02-10
413304917	26082540464U		ORCHARD AUTO	422		4/22/22	4/1/22	123936	1,444.31	20-2540-464-08-10
413813267	26082540411G		MARTEN PORTABLE	422		4/22/22	4/1/22	123936	332.50	20-2540-411-08-22
414062530	16242563464U		MOTOMART	422		4/22/22	4/1/22	123936	100.00	10-2563-464-24-10
415683312	26082540323U		PROCTORU INC	422		4/22/22	4/1/22	123936	20.00	20-2540-323-08-10
415683313	26082540323U		PROCTORU INC	422		4/22/22	4/1/22	123936	20.00	20-2540-323-08-10
415856859	26082540323U		U OF I CROP SCIENCE	422		4/22/22	4/1/22	123936	25.00	20-2540-323-08-10
415856858	26082540323U		U OF I CROP SCIENCE	422		4/22/22	4/1/22	123936	45.00	20-2540-323-08-10
413813268	16012310410B		GRAND RENTAL STATION	422		4/22/22	4/1/22	123936	276.30	10-2310-410-01-20
416315140	16932660411U		ZOOM.US	422		4/22/22	4/1/22	123936	104.99	10-2660-411-93-10
416433761	160223203321		IPA	422		4/22/22	4/1/22	123936	199.00	10-2320-332-02-01
416922626	160223203321		COLLINSVILLE CHAMBER OF COMME	422		4/22/22	4/1/22	123936	12.00	10-2320-332-02-01
414062531	16481120410N		TEACHERSPAYTEACHERS	422		4/22/22	4/1/22	123936	71.49	10-1120-410-48-27
415129383	16032410410N		AMAZON MKTP	422		4/22/22	4/1/22	123936	130.72	10-2410-410-03-27
416029965	16481120410N		AMAZON MKTP	422		4/22/22	4/1/22	123936	78.76	10-1120-410-48-27
416672608	16032410410N		MS PRIN OFF SUPPLIES	422		4/22/22	4/1/22	123936	14.14	10-2410-410-03-27
414885126	16012310690B		RAVANELLIS	422		4/22/22	4/1/22	123936	56.08	10-2310-690-01-20
414885125	16492410700G		RESTUARANTFURTNITURE	422		4/22/22	4/1/22	123936	840.76	10-2410-700-49-22
415277964	16492410700G		RESTUARANTFURTNITURE	422		4/22/22	4/1/22	123936	723.29	10-2410-700-49-22
416315139	16492410700G		BELNICK RETAIL	422		4/22/22	4/1/22	123936	(840.76)	10-2410-700-49-22
417236810	16491130333G		CROWNE PLAZA SPRINGFIELD	422		4/22/22	4/1/22	123936	362.52	10-1130-333-49-22

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413304919	16932660410U	BMO HARRIS	AMZN MKTP	422		4/22/22	4/1/22	123936	129.90	10-2660-410-93-10	
413304920	16932660410U		AMAZON.COM	422		4/22/22	4/1/22	123936	103.24	10-2660-410-93-10	
413728948	16932660411U		SPECTRUM	422		4/22/22	4/1/22	123936	490.00	10-2660-411-93-10	
414582783	16932660410U		AMZN MKTP	422		4/22/22	4/1/22	123936	49.90	10-2660-410-93-10	
414582784	16932660410U		AMZN MKTP	422		4/22/22	4/1/22	123936	417.05	10-2660-410-93-10	
414582785	16932660410U		AMZN MKTP	422		4/22/22	4/1/22	123936	53.99	10-2660-410-93-10	
415277965	16932660410U		AMZN MKTP	422		4/22/22	4/1/22	123936	307.52	10-2660-410-93-10	
417236811	16932660410U		AMZN MKTP	422		4/22/22	4/1/22	123936	36.17	10-2660-410-93-10	
413304995	160225243401		USPS PO	422		4/22/22	4/1/22	123936	15.56	10-2524-340-02-01	
414062532	160225243401		USPS PO	422		4/22/22	4/1/22	123936	23.34	10-2524-340-02-01	
414582786	160225243401		USPS PO	422		4/22/22	4/1/22	123936	15.56	10-2524-340-02-01	
415472078	160225243401		USPS PO	422		4/22/22	4/1/22	123936	15.56	10-2524-340-02-01	
416029966	160225243401		USPS PO	422		4/22/22	4/1/22	123936	15.56	10-2524-340-02-01	
416922625	160225243401		USPS PO	422		4/22/22	4/1/22	123936	27.46	10-2524-340-02-01	
413728949	16211220410U		TEACHERSPAYTEACHERS	422		4/22/22	4/1/22	123936	48.00	10-1220-410-21-462000-10	
414885127	16211220410U		OTC BRANDS	422		4/22/22	4/1/22	123936	(59.95)	10-1220-410-21-462000-10	
415472079	16212210332U		EB AUTISM CONF	422		4/22/22	4/1/22	123936	54.67	10-2210-332-21-462000-10	
415472079	16211220410U		TEACHERSPAYTEACHERS	422		4/22/22	4/1/22	123936	68.83	10-1220-410-21-462000-10	
416588338	16211220314U		AWL PEARSON	422		4/22/22	4/1/22	123936	270.00	10-1220-314-21-462000-10	
									Total	12,211.93	
417401123	16871110310U	BMO HARRIS	FETE BOOTH	422		4/22/22	4/1/22	123938	152.62	10-1110-310-87-399900-10	
									Total	152.62	
BOYS VOLLEY	16451500641G	FRANCIS HOWELL CENTRAL HI	HS BOYS TOURNEY ENTRY FEES	422		4/22/22	4/1/22	123939	171.93	10-1500-641-45-22	
									Total	171.93	
35547	26072540410U	ILLINOIS DEPARTMENT OF AGR	CUSTODIAL SUPPLIES UNIT	422		4/22/22	4/1/22	123940	60.00	20-2540-410-07-10	
									Total	60.00	
3007703557	26072540466K	AEP ENERGY	ELECTRICITY KREITNER	425		4/25/22	4/1/22	123941	1,900.47	20-2540-466-07-25	
3007703704	26072540466H		ELECTRICITY HOLLY HGTS	425		4/25/22	4/1/22	123941	940.59	20-2540-466-07-23	
3007703546	26072540466C		ELECTRICITY CASEYVILLE	425		4/25/22	4/1/22	123941	4,713.07	20-2540-466-07-21	

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									Total	7,554.13
5468217450	26072540466M	AMEREN ILLINOIS	ELECTRICITY MARYVILLE	425		4/25/22	4/1/22	123942	46.74	20-2540-466-07-26
6830294009	26072540465N		NATURAL GAS MS	425		4/25/22	4/1/22	123942	1,463.43	20-2540-465-07-27
2479934005	26072540465X		NATURAL GAS WEBSTER	425		4/25/22	4/1/22	123942	2,204.05	20-2540-465-07-31
8808982000	26072540465J		NATURAL GAS JEFFERSON	425		4/25/22	4/1/22	123942	370.94	20-2540-465-07-24
0483929006	26072540465M		NATURAL GAS MARYVILLE	425		4/25/22	4/1/22	123942	731.69	20-2540-465-07-26
4113114000	26072540465R		NATURAL GAS RENFRO	425		4/25/22	4/1/22	123942	683.39	20-2540-465-07-28
6860139005	26072540465G		NATURAL GAS HIGH SCHOOL	425		4/25/22	4/1/22	123942	3,966.37	20-2540-465-07-22
3864012173	260725404651		NATURAL GAS ADMIN BLDG	425		4/25/22	4/1/22	123942	61.18	20-2540-465-07-01
4866317008	26072540465C		NATURAL GAS CASEYVILLE	425		4/25/22	4/1/22	123942	846.59	20-2540-465-07-21
9567041000	26072540465T		NATURAL GAS TWIN ECHO	425		4/25/22	4/1/22	123942	425.45	20-2540-465-07-30
7416548493	26072540465H		NATURAL GAS HOLLYWOOD HEIGHTS	425		4/25/22	4/1/22	123942	517.99	20-2540-465-07-23
6621334004	260725404651		NATURAL GAS ADMIN BLDG	425		4/25/22	4/1/22	123942	346.04	20-2540-465-07-01
6180031212	260725404651		NATURAL GAS ADMIN BLDG	425		4/25/22	4/1/22	123942	184.54	20-2540-465-07-01
7944225617	26072540466I		ELECTRICITY DORRIS	425		4/25/22	4/1/22	123942	19.61	20-2540-466-07-33
7944225617	26072540465I		NATURAL GAS DORRIS	425		4/25/22	4/1/22	123942	1,320.89	20-2540-465-07-33
5252357001	26072540465S		NATURAL GAS SUMMIT	425		4/25/22	4/1/22	123942	322.99	20-2540-465-07-29
2756232005	26072540465K		NATURAL GAS KREITNER	425		4/25/22	4/1/22	123942	676.11	20-2540-465-07-25
									Total	14,188.00
4894000000	26072540370I	CITY OF COLLINSVILLE	WATER & SEWER CIS	425		4/25/22	4/1/22	123943	334.87	20-2540-370-07-33
4869010000	26072540370R		WATER & SEWER RENFRO	425		4/25/22	4/1/22	123943	1,200.56	20-2540-370-07-28
									Total	1,535.43
66685	26082540410U	JOHN DEERE FINANCIAL	MAINT SUPPLIES UNIT	425		4/25/22	4/1/22	123944	126.98	20-2540-410-08-10
132623	26082540410N		MAINT SUPPLIES CMS	425		4/25/22	4/1/22	123944	269.99	20-2540-410-08-27
67696	26082540410U		MAINT SUPPLIES UNIT	425		4/25/22	4/1/22	123944	29.97	20-2540-410-08-10
42407	26082540410U		MAINT SUPPLIES UNIT	425		4/25/22	4/1/22	123944	17.99	20-2540-410-08-10
1352414	26082540410G		MAINT SUPPLIES HS	425		4/25/22	4/1/22	123944	33.46	20-2540-410-08-22
108104	26082540410G		MAINT SUPPLIES HS	425		4/25/22	4/1/22	123944	23.98	20-2540-410-08-22
141348	26082540410U		MAINT SUPPLIES UNIT	425		4/25/22	4/1/22	123944	9.08	20-2540-410-08-10
									Total	511.45

Paid Accounts Payable by Check Number

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 COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
IN0765329	16012134410U	MACGILL	NURSES STAFF SUPPLIES	425	212204	4/25/22	4/1/22	123945	237.33	10-2134-410-01-10
								Total	237.33	
2854087	16053300411U	DOLLAR DAYS	21-22 TITLE I Supplies	427	522009	4/27/22	4/1/22	124150	575.19	10-3300-411-05-430000-10
								Total	575.19	
01-36220	26082540323U	ERB EQUIPMENT COMPANY	BLDGS/GRDS MAINT SVC	427		4/27/22	4/27/22	124151	257.24	20-2540-323-08-10
01-36701	26082540410U		MAINT SUPPLIES UNIT	427		4/27/22	4/27/22	124151	722.12	20-2540-410-08-10
								Total	979.36	
01-74299	26082540410U	ERB TURF & EQUIPMENT, INC.	MAINT SUPPLIES UNIT	427		4/27/22	4/27/22	124152	137.74	20-2540-410-08-10
								Total	137.74	
418956	16871110310U	ESPINOSA, JESSICA	CINCO DE MAYO EVENT	427		4/27/22	4/27/22	124153	2,478.71	10-1110-310-87-399900-10
								Total	2,478.71	
418956	16871110310U	ESPINOSA, JESSICA	CINCO DE MAYO EVENT	427		4/27/22	4/27/22	124154	2,478.71	10-1110-310-87-399900-10
								Total	2,478.71	
042222	16211220310U	GRIFFIN RHODES, SHAUNTE	21-22 IDEA FLO THRU Consulting	427		4/27/22	4/27/22	124155	673.14	10-1220-310-21-462000-10
								Total	673.14	
NORBERG	16212210332U	IDPH VISION AND HEARING	21-22 IDEA FLO THRU TRAVEL	427		4/27/22	4/1/22	124156	60.00	10-2210-332-21-462000-10
								Total	60.00	
3	16212130310U	MAYNARD, SHARON	IDEA FLO TH Health Servi	427		4/27/22	4/27/22	124157	700.00	10-2130-310-21-462000-10
								Total	700.00	
REQUEST	16871110310U	SOLIS, JOSUE	FOOD MAY 5	427		4/27/22	4/27/22	124158	1,267.00	10-1110-310-87-399900-10
								Total	1,267.00	
REQUEST	16871110310U	SOLIS, JOSUE	FOOD MAY 5	427		4/27/22	4/27/22	124159	1,267.00	10-1110-310-87-399900-10
								Total	1,267.00	
618345472303	26072540340U	AT&T	TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	274.58	20-2540-340-07-10
618343693004	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	157.17	20-2540-340-07-10
618343259904	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	200.81	20-2540-340-07-10
618343198404	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	104.02	20-2540-340-07-10
618343103704	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	160.57	20-2540-340-07-10
618346637804	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	158.21	20-2540-340-07-10
618346636404	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	53.53	20-2540-340-07-10

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
618346622104	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	53.53	20-2540-340-07-10
618346203504	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	204.84	20-2540-340-07-10
618346165604	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	53.53	20-2540-340-07-10
618346112404	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	81.03	20-2540-340-07-10
618346094204	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	52.33	20-2540-340-07-10
618343275304	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124160	101.58	20-2540-340-07-10
								Total	1,655.73	
9188588607	26072540340U	AT&T 1	TELEPHONE CHARGES	429		4/29/22	4/1/22	124161	390.32	20-2540-340-07-10
9135139601	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124161	438.10	20-2540-340-07-10
15350000705	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124161	378.69	20-2540-340-07-10
4450349604	26072540340U		TELEPHONE CHARGES	429		4/29/22	4/1/22	124161	161.51	20-2540-340-07-10
								Total	1,368.62	
287299534599	26072540340U	AT&T MOBILITY	TELEPHONE CHARGES	429		4/29/22	4/1/22	124162	813.91	20-2540-340-07-10
								Total	813.91	
6760	16273300410U	BOBBYS FROZEN CUSTARD	NA PRE-K AT RISK SUP (commu	429		4/29/22	4/1/22	124163	450.00	10-3300-410-27-370500-10
6760	16833000410U		19-20 Preschool Expan PE	429		4/29/22	4/1/22	124163	100.00	10-3000-410-83-370500-10
								Total	550.00	
SZIPLA	16392210332U	SAINT LOUIS UNIVERSITY	21-22 TITLE IVSSAE PD TRAVEL	429		4/29/22	4/1/22	124164	250.00	10-2210-332-39-440000-10
								Total	250.00	
REFUND	120045350000	STOGNER, MARY	EMP HEALTH INS PAY	429		4/29/22	4/1/22	124165	769.78	10-456
								Total	769.78	
13300624	26072540465C	SYMMETRY ENERGY SOLUTION	NATURAL GAS CASEYVILLE	429		4/29/22	4/1/22	124166	684.68	20-2540-465-07-21
13300624	26072540465N		NATURAL GAS MS	429		4/29/22	4/1/22	124166	1,063.15	20-2540-465-07-27
13300624	26072540465N		NATURAL GAS MS	429		4/29/22	4/1/22	124166	1,144.67	20-2540-465-07-27
13300624	260725404651		NATURAL GAS ADMIN BLDG	429		4/29/22	4/1/22	124166	88.47	20-2540-465-07-01
13300624	26072540465G		NATURAL GAS HIGH SCHOOL	429		4/29/22	4/1/22	124166	1,080.39	20-2540-465-07-22
13300624	260725404651		NATURAL GAS ADMIN BLDG	429		4/29/22	4/1/22	124166	5.30	20-2540-465-07-01
13300624	260725404651		NATURAL GAS ADMIN BLDG	429		4/29/22	4/1/22	124166	304.23	20-2540-465-07-01
13300624	26072540465C		NATURAL GAS CASEYVILLE	429		4/29/22	4/1/22	124166	250.24	20-2540-465-07-21
13300624	26072540465J		NATURAL GAS JEFFERSON	429		4/29/22	4/1/22	124166	176.30	20-2540-465-07-24

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
13300624	26072540465K		NATURAL GAS KREITNER	429		4/29/22	4/1/22	124166	394.36	20-2540-465-07-25
13300624	26072540465M		NATURAL GAS MARYVILLE	429		4/29/22	4/1/22	124166	484.85	20-2540-465-07-26
13300624	26072540465S		NATURAL GAS SUMMIT	429		4/29/22	4/1/22	124166	218.74	20-2540-465-07-29
13300624	26072540465T		NATURAL GAS TWIN ECHO	429		4/29/22	4/1/22	124166	287.62	20-2540-465-07-30
13300624	26072540465X		NATURAL GAS WEBSTER	429		4/29/22	4/1/22	124166	1,130.09	20-2540-465-07-31
13300624	26072540465R		NATURAL GAS RENFRO	429		4/29/22	4/1/22	124166	632.98	20-2540-465-07-28
Total									<u>7,946.07</u>	
Report Total									<u><u>\$209,034.93</u></u>	

Paid Accounts Payable (Fund Summary)

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COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	412	119,762.17
20	Oper, Build, & Maint Fund	422	88,791.59
40	Transportation Fund	422	481.17
Report Total			<u><u>\$209,034.93</u></u>

Paid Accounts Payable by Check Number

Printed: 5/11/2022 3:51 PM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
5514640	26952540411A	THE HOME DEPOT	MAINTANCE SUPPLIES	406		4/6/22	4/1/22	2042	8.96	20-2540-411-95
5522415	26952540411A		MAINTANCE SUPPLIES	406		4/6/22	4/1/22	2042	74.13	20-2540-411-95
8024357	16891446410A		BLDG TRADES SUPPLIES	406		4/6/22	4/1/22	2042	698.00	10-1446-410-89
								Total	<u>781.09</u>	
40006104	16761400540A	MCKAY AUTO PARTS	GRANT CTE EQUIP	412		4/13/22	4/1/22	2043	1,720.97	10-1400-540-76
40006104	16761400540A		GRANT CTE EQUIP	412		4/13/22	4/1/22	2043	1,346.00	10-1400-540-76
								Total	<u>3,066.97</u>	
								Report Total	<u><u>\$3,848.06</u></u>	

Paid Accounts Payable (Fund Summary)

Printed: 5/11/2022 3:51 PM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	412	3,764.97
20	Oper, Build, & Maint Fund	406	83.09
Report Total			<u><u>\$3,848.06</u></u>

8. Monthly Financial Statements for April 2022

BOARD AGENDA
May 16, 2022

TO: Dr. Brad Skertich, Superintendent of Schools

FROM: Jamie Hadjan, Director of Finance 

DATE: May 16, 2022

RE: Approval of Monthly Financial Statements

A separate agenda item is needed for Board approval of the monthly financial statements.

I recommend approval of the following suggested motion:

“I move that the monthly financial statements of Collinsville Community Unit School District No.10 and the Collinsville Area Vocational Center for April 2022, be approved and attached to these minutes as Exhibit E-8.”

ss

Attachments

Fund Balance Report

Printed: 05/03/2022 2:39:27PM

COLLINSVILLE 10

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	4,746,116.04	3,817,810.64	50,060,873.57	56,355,679.14	6,294,805.57	15,977,879.49	22,272,685.06
20	Oper, Build, & Maint Fund	186,715.93	74,964.97	3,005,356.66	4,409,620.82	1,404,264.16	6,779,566.76	8,183,830.92
30	Debt Service Fund	0.00	49.62	2,328,743.81	2,441,753.77	113,009.96	365,837.91	478,847.87
40	Transportation Fund	599,285.02	675,767.70	4,011,293.28	4,274,431.93	263,138.65	287,147.42	550,286.07
50	I.M.R.F./Soc. Sec. Fund	155,141.32	247.42	1,681,886.69	1,937,436.45	255,549.76	2,132,353.07	2,387,902.83
60	Capital Projects	310,535.46	212,229.63	2,202,583.35	4,843,788.11	2,641,204.76	2,932,852.77	5,574,057.53
70	Working Cash Fund	0.00	3,100.84	0.00	405,149.09	405,149.09	15,004,271.32	15,409,420.41
80	Tort Fund	59,755.49	155.44	1,848,529.58	3,039,895.15	1,191,365.57	308,274.63	1,499,640.20
90	Fire Prevention and Safety Fund	367.50	31.84	1,649,781.17	384,517.37	(1,265,263.80)	1,572,365.05	307,101.25
		<u>\$6,057,916.76</u>	<u>\$4,784,358.10</u>	<u>\$66,789,048.11</u>	<u>\$78,092,271.83</u>	<u>\$11,303,223.72</u>	<u>\$45,360,548.42</u>	<u>\$56,663,772.14</u>

Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
Operating Funds
For the Month Ending April 30, 2022

	Education Fund (10)	Oper, Build, & Maint Fund (20)	Transportation Fund (40)	Working Cash Fund (70)	Total
Fund Balance March 31, 2022	\$ 23,200,990.47	\$ 8,295,581.88	\$ 473,803.39	\$ 15,406,319.57	\$ 47,376,695.29
Revenue	3,817,810.64	74,964.97	675,767.70	3,100.84	4,571,644.15
Expenditures	(4,746,116.04)	(186,715.93)	(599,285.02)	-	(5,532,116.99)
Net Change	(928,305.40)	(111,750.96)	76,482.68	3,100.84	(960,472.84)
Fund Balance April 30, 2022	<u>\$ 22,272,685.06</u>	<u>\$ 8,183,830.93</u>	<u>\$ 550,286.07</u>	<u>\$ 15,409,420.41</u>	<u>\$ 46,416,222.46</u>

Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
For the Month Ending April 30, 2022

	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Fund 60	Fund 70	Fund 80	Fund 90	Total
Fund Balance March 31, 2022	\$ 23,200,990.47	\$ 8,295,581.88	\$ 478,798.25	\$ 473,803.39	\$ 2,542,796.73	\$ 5,672,363.36	\$ 15,406,319.57	\$ 1,559,240.26	\$ 307,436.91	\$ 57,937,330.83
Revenue	3,817,810.64	74,964.97	49.62	675,767.70	247.42	212,229.63	3,100.84	155.44	31.84	4,784,358.10
Expenditures	(4,746,116.04)	(186,715.93)	-	(599,285.02)	(155,141.32)	(310,535.46)	-	(59,755.49)	(367.50)	(6,057,916.76)
Net Change	(928,305.40)	(111,750.96)	49.62	76,482.68	(154,893.90)	(98,305.83)	3,100.84	(59,600.05)	(335.66)	(1,273,558.66)
Fund Balance April 30, 2022	<u>\$ 22,272,685.06</u>	<u>\$ 8,183,830.93</u>	<u>\$ 478,847.87</u>	<u>\$ 550,286.07</u>	<u>\$ 2,387,902.83</u>	<u>\$ 5,574,057.53</u>	<u>\$ 15,409,420.41</u>	<u>\$ 1,499,640.21</u>	<u>\$ 307,101.25</u>	<u>\$ 56,663,772.16</u>
	0.00	0.00	-	-	-	-	-	0.00	-	0.00

04/30/22	
Revenue	\$ 4,784,358.10
Cash Receipts Total	5,913,779.04
CR to Expense Account	(10,817.80)
CR Asset	(1,102,144.72)
CR to Liab	(36,645.32)
JEs	7,659.10
AJs	12,527.80
From AP Report coded to Revenue	-
Total	\$ 4,784,358.10

04/30/22	
Expenditures	\$ (6,057,916.76)
AP Total by account report	(3,705,509.49)
Net PR 04/08/22	(1,211,451.34)
Net PR 04/22/22	(1,199,896.23)
Net PR	
Net PR	
Net PR	
Net PR	
PR Liab from voided PR 04/22/22	831.55
From Cash Receipts	10,817.80
From AP Rep. coded to Assets	14,247.93
From AP Rep. coded to Liab. other than PR Liab.	43,525.50
From AP Rep. coded to Rev.	-
JEs	-
Ajs	(10,482.48)
Total	\$ (6,057,916.76)

PR Liabilities	
04/08/22	(902,867.41)
04/22/22	(899,567.03)
01/00/00	
01/00/00	
01/00/00	
01/00/00	
PR Liab from voided PR	(831.55)
	<u>\$ (1,803,265.99)</u>
Health Insur	\$ (43,525.50)
Total:	\$ (1,846,791.49)
From AP Rep. Coded to Liab.	(1,846,791.49)
Total:	\$ (1,846,791.49)

Collinsville CUSD 10 Balance Sheet

Printed: 05/03/2022 2:47:03PM
COLLINSVILLE 10

Education Fund 10						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
100001010000	EDUC FD CASH - B of E VOC reserved		0.00	0.00	0.00	10-101
100001010002	EDUC FUND CASH, BUSEY		5,014,719.39	(955,508.45)	4,059,210.93	10-101
100001010003	CASH (PMA 10887-102, HARRIS)		0.00	0.00	0.00	10-101
100001010001	ACTIVITY (TRUST & AGENCY) CASH		690,887.40	0.00	690,887.40	10-101-00-01
10-101-1	PAYROLL CASH		0.00	0.00	0.00	10-101-1
100210200001	ADMIN PETTY CASH		600.00	0.00	600.00	10-102-02
100310200001	SPEC PETTY CASH		0.00	0.00	0.00	10-102-03
10031020000G	HS PETTY CASH		125.00	0.00	125.00	10-102-03
10031020000N	CMS PETTY CASH		125.00	0.00	125.00	10-102-03
100101030000	CASH CLEARING ACCOUNT		0.00	0.00	0.00	10-103-01
100112000000	RECEIVABLE ST JOHN NEUMANN		0.00	0.00	0.00	10-120-01
100112000004	REC FROM LEARNING TREE		0.00	0.00	0.00	10-120-01
100112000005	REC UNIT 10 from Registration		0.00	0.00	0.00	10-120-01
100112000007	REC FROM GOOD SHEPHERD		0.00	0.00	0.00	10-120-01
100112000008	REC HOLY CROSS		0.00	0.00	0.00	10-120-01
100112000009	REC ST PETER/PAUL		0.00	0.00	0.00	10-120-01
10011200000B	RECEIVABLE BRENDA WASSER		0.00	0.00	0.00	10-120-01
10011200000M	REC MISC (TRS related)		0.00	0.00	0.00	10-120-01
10011200000U	REC UNIT (Start up money)		2,000.00	0.00	2,000.00	10-120-01
100114000000	REC ST JOHN NEUMANN		0.00	0.00	0.00	10-140-01
100114000001	RECEIVABLE from OLB		2,000.00	0.00	2,000.00	10-140-01
100114000002	RECEIVABLE FROM VILLAGE OF CAS		0.00	0.00	0.00	10-140-01
100114000003	RECEIVABLE FROM VOC SCH		0.00	0.00	0.00	10-140-01
100114000004	RECEIVABLE FROM LEARNING TREE		0.00	0.00	0.00	10-140-01
100114000005	REC Madison County CTE System		0.00	0.00	0.00	10-140-01
100114000006	REC COLLINSVILLE RECREATION DI		0.00	0.00	0.00	10-140-01
100114000007	REC GOOD SHEPHERD		0.00	0.00	0.00	10-140-01
100114000008	SWIC Running Start (Clearing Acct)		0.00	0.00	0.00	10-140-01
100114000009	REC ST PETER & PAUL		0.00	0.00	0.00	10-140-01
10011400000M	REC MISC (warehouse related)		0.00	0.00	0.00	10-140-01
10011400000P	REC ST PARK FIRE DEPT		0.00	0.00	0.00	10-140-01
100115200000	EDUC LOAN TO O/M FUND		0.00	0.00	0.00	10-152-01
10000153000B	INTERFUND LOAN TO TRANSPORTATI		0.00	0.00	0.00	10-153
100217000011	INVENTORY GEN SUPPLIES		0.00	0.00	0.00	10-170-02
	1000 Local		5,710,456.79	(955,508.45)	4,754,948.33	* Function
Drivers ED						
10011710011B	VOC Lot 1Tanglewood		22,955.44	0.00	22,955.44	10-171-01

Collinsville CUSD 10 Balance Sheet

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COLLINSVILLE 10

Education Fund 10						
Function	1700	Drivers ED				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
10011710012B	VOC H PROJ #20 Lot for 222 K		621.12	0.00	621.12	10-171-01
10011710013B	VOC HOUSE 310 S SEMINARY		172,028.29	744.23	172,772.52	10-171-01
10011710014B	VOC HOUSE 500 HOWARD		40,421.67	13,503.70	53,925.37	10-171-01
10011710015B	VOC lot 2 Tanglewood		22,955.45	0.00	22,955.45	10-171-01
10011710016B	VOC HOUSE, 115 Courtland, current proj		4,520.09	0.00	4,520.09	10-171-01
10011710017B	VOC House, "Gale" donated lot 13--2-21-2		600.76	0.00	600.76	10-171-01
10011710018B	VOC House, Collinsville Rd, Donated lot.		789.00	0.00	789.00	10-171-01
10011800000B	EDUCATION FUND INVESTMENTS		17,925,712.56	2,169.94	17,927,882.50	10-180-01
	1700 Drivers ED		18,190,604.38	16,417.87	18,207,022.25	* Function
State						
10-400	ACTIVITY (TRUST & AGENCY)		(690,887.40)	0.00	(690,887.40)	10-400
10-401	SWIC CLEARING		(5.50)	0.00	(5.50)	10-400
	3000 State		(690,892.90)	0.00	(690,892.90)	* Function
Federal						
10-402	A/P LIABILITY		41.00	546.78	587.78	10-402
10-403	WAGE GARNISHMENT		0.00	0.00	0.00	10-403
10403001	WAGE GAR (4588) IL DISBURSEMEN		0.00	0.00	0.00	10-403-001
120040700000	EDUC FUND ANT WARRANT		0.00	0.00	0.00	10-407
120143200001	LOAN FROM O&M FUND		0.00	0.00	0.00	10-432-000
12014330000B	INTERFUND LOAN FROM TRANSP FU		0.00	0.00	0.00	10-433
120043400000	EDUC LOAN FROM W/CASH		0.00	0.00	0.00	10-434
10451	TRS SSP Roth		0.00	0.00	0.00	10-451
120045100017	T.H.I.S.		0.00	0.00	0.00	10-451-017
120045100018	TAX SHLT BP TRS		0.00	0.00	0.00	10-451-018
120045TR0000	TRS PAYBACK		0.00	0.00	0.00	10-451-021
120045100022	THIS BP		0.00	0.00	0.00	10-451-022
120045100020	TRS BENEFIT UPGRADE BP 2.2		0.00	0.00	0.00	10-451-023
120045200000	FED W/H TAX		0.00	0.00	0.00	10-452
120045300000	STATE W/H TAX		0.00	0.00	0.00	10-453
120045510000	IMRF VOLUNTARY		0.00	0.00	0.00	10-454
120045400000	IMRF DEDUCTION		0.00	0.00	0.00	10-454-007
120045410000	IMRF PAYBACK		0.00	0.00	0.00	10-454-008
1200455A0000	TAX SHELTERED ANNUITIES		0.00	0.00	0.00	10-455
120045350000	EMP HEALTH INS PAY		(7,462.41)	10,238.40	2,775.99	10-456
120045390000	ADDITIONAL LIFE INS SUP		0.00	0.00	0.00	10-456
120045450000	LEGAL INSURANCE		0.00	0.00	0.00	10-456-002
120045600000	SEC 125 ADM FEE		0.00	0.00	0.00	10-456-003

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Education Fund 10						
Function	4000	Federal				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
120045610000		SEC 125 TERM LIFE	0.00	0.00	0.00	10-456-004
120045620000		SEC 125 DEP CARE	0.00	0.00	0.00	10-456-005
120045630000		SEC 125 MED REIMB	0.00	0.00	0.00	10-456-006
120045330000		DISTRICT HEALTH INSURANCE	(2,177.39)	0.00	(2,177.39)	10-456-012
120045640000		DISTRICT LIFE INSURANCE	(0.01)	0.00	(0.01)	10-456-015
120045700000		FICA DEDUCTION	0.00	0.00	0.00	10-457
120045800000		MEDICARE DEDUCTION	0.00	0.00	0.00	10-458
120045900000		UNION DUES DIVERSITY & EQUITY	0.00	0.00	0.00	10-459
120046100000		TRS .4% Difference	0.00	0.00	0.00	10-461-000
	4000	Federal	<u>(9,598.81)</u>	<u>10,785.18</u>	<u>1,186.38</u>	* Function
Transfer						
10-703		FUND CHANGE	(7,223,110.97)	928,305.40	(6,294,805.57)	10-703
120007040000		ED FUND BALANCE	(15,977,879.49)	0.00	(15,977,879.49)	10-704
12017110000B		PERM TRF FM WKG CASH ABOLISH	0.00	0.00	0.00	10-711-01
12017310000B		SALE OF EQUIPMENT	0.00	0.00	0.00	10-731-01
	7000	Transfer	<u>(23,200,990.46)</u>	<u>928,305.40</u>	<u>(22,272,685.06)</u>	* Function
	10	Education Fund	<u>(421.00)</u>	<u>0.00</u>	<u>(421.00)</u>	Fund

Collinsville CUSD 10 Balance Sheet

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COLLINSVILLE 10

Oper, Build, & Maint Fund 20						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
200001010000		O&M FUND CASH - US BANK	0.00	0.00	0.00	20-101
200001010001		O&M FUND CASH - UMB	0.00	0.00	0.00	20-101
200001010002		O&M FUND CASH, BUSEY	636,987.17	(112,727.01)	524,260.16	20-101-1
200101030000		BLDG FUND CASH CLEARING ACCOUN	0.00	0.00	0.00	20-103-01
200112000008		REC HOLY CROSS	0.00	0.00	0.00	20-120-01
20011200000M		MISCELLANEOUS RECEIVABLES	0.00	0.00	0.00	20-120-01
200114000001		RECEIVABLE FROM CITY OF COLL	0.00	0.00	0.00	20-140-01
200114000002		RECEIVABLE VILLAGE OF CASEYVIL	0.00	0.00	0.00	20-140-01
200114000003		RECEIVABLE VOC SCH	547.66	188.24	735.90	20-140-01
200114000004		RECEIVABLE LEARNING TREE	0.00	0.00	0.00	20-140-01
200114000005		REC VILLAGE OF CASEYVILLE	0.00	0.00	0.00	20-140-01
200114000006		RECEIVABLE COLLINSVILLE AREA R	0.00	0.00	0.00	20-140-01
200114000007		REC GOOD SHEPHERD	0.00	0.00	0.00	20-140-01
200114000008		REC HOLY CROSS	0.00	0.00	0.00	20-140-01
200114000009		REC ST PETER & PAUL	0.00	0.00	0.00	20-140-01
20011400000M		RECEIVABLE MISC.	0.00	0.00	0.00	20-140-01
20011400000P		REC ST PARK FIRE DEPT	0.00	0.00	0.00	20-140-01
200115100001		O&M LOAN TO EDUCATION FUND	0.00	0.00	0.00	20-151-01
20011530000B		O&M LOAN TO TRANSP FUND	0.00	0.00	0.00	20-153-01
200117000001		O&M INVENTORY	0.00	0.00	0.00	20-170-01
	1000	Local	637,534.83	(112,538.77)	524,996.06	* Function
Drivers ED						
20011710011B		VOC HOUSE PROJ NO 12 LOT	0.00	0.00	0.00	20-171-01
20011710013B		VOC HOUSE PROJ 13 LOT	0.00	0.00	0.00	20-171-01
20011710015B		VOC HOUSE PROJ 14 LOT	0.00	0.00	0.00	20-171-01
20011800000B		O&M FUND INVESTMENTS	7,658,468.05	787.81	7,659,255.86	20-180-01
	1700	Drivers ED	7,658,468.05	787.81	7,659,255.86	* Function
Federal						
220040200000		A/P LIABILITY	0.00	0.00	0.00	20-402
220045960000		WAGE GARNISHMENT	0.00	0.00	0.00	20-403-001
22004310000B		O&M LOAN FROM EDUC FUND	0.00	0.00	0.00	20-431
22000433000B		O&M LOAN FROM TRANSP FUND	0.00	0.00	0.00	20-433
20451017		THIS Administrator	0.00	0.00	0.00	20-451-017
20451018		TRS TAX SHLT	0.00	0.00	0.00	20-451-018
20451022		THIS BP Administrator	0.00	0.00	0.00	20-451-022
20451023		TRS BENEFIT UPGRADE BP 2.2	0.00	0.00	0.00	20-451-023

Collinsville CUSD 10 Balance Sheet

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COLLINSVILLE 10

Oper, Build, & Maint Fund 20						
Function	4000	Federal				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
22004520000		FED W/H TAX	0.00	0.00	0.00	20-452
220045310000		ILL TAX	0.00	0.00	0.00	20-453
20454		IMRF VOLUNTARY	0.00	0.00	0.00	20-454
220045400000		IMRF DEDUCTION	0.00	0.00	0.00	20-454-007
220045410000		IMRF PAYBACK	0.00	0.00	0.00	20-454-008
2200455A0000		TAX SHELTERED ANNUITIES	0.00	0.00	0.00	20-455
220045450000		LEGAL INSURANCE	0.00	0.00	0.00	20-456
220045600000		SEC 125 ADM FEE	0.00	0.00	0.00	20-456-003
220045610000		SEC 125 TERM LIFE	0.00	0.00	0.00	20-456-004
220045620000		SEC 125 DEP CARE	0.00	0.00	0.00	20-456-005
220045630000		SEC 125 MED REIMB	0.00	0.00	0.00	20-456-006
220045330000		DISTRICT HEALTH INSURANCE	0.00	0.00	0.00	20-456-012
220045640000		DISTRICT LIFE INSURANCE	0.00	0.00	0.00	20-456-015
220045700000		FICA DEDUCTION	0.00	0.00	0.00	20-457
220045430000		MEDICARE DEDUCTION	0.00	0.00	0.00	20-458
20-459		UNION DUES CPI FEE	0.00	0.00	0.00	20-459
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Debt Services						
22035990000G		FED ASBESTOS LOAN FOR HS	1,333.78	0.00	1,333.78	20-599-03
22035990001G		FED ASBESTOS LOAN 2 FOR HS	(1,333.78)	0.00	(1,333.78)	20-599-03
	5000	Debt Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
20-703		FUND CHANGE	(1,516,015.12)	111,750.96	(1,404,264.16)	20-703
220007040000		O&M FUND BALANCE	(6,779,566.76)	0.00	(6,779,566.76)	20-704
22017320000B		SALE OF VOC HOUSE PROJ LOT 11	0.00	0.00	0.00	20-732-01
	7000	Transfer	<u>(8,295,581.88)</u>	<u>111,750.96</u>	<u>(8,183,830.92)</u>	* Function
	20	Oper, Build, & Maint Fund	<u><u>421.00</u></u>	<u><u>0.00</u></u>	<u><u>421.00</u></u>	Fund

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Debt Service Fund 30						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
300001010000		B&I FUND CASH - US BANK	0.00	0.00	0.00	30-101
300001010002		B&I CASH BUSEY	288,128.49	3.11	288,131.60	30-101
300101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	30-103-01
	1000	Local	<u>288,128.49</u>	<u>3.11</u>	<u>288,131.60</u>	* Function
Drivers ED						
30011800000B		BOND & INT INVESTMENTS	190,669.76	46.51	190,716.27	30-180-01
320019500000		Escrow Account for Bond Refina	0.00	0.00	0.00	30-195
	1700	Drivers ED	<u>190,669.76</u>	<u>46.51</u>	<u>190,716.27</u>	* Function
Federal						
30-402		A/P LIABILITY	0.00	0.00	0.00	30-402
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
30-703		FUND CHANGE	(112,960.34)	(49.62)	(113,009.96)	30-703
320007040000		B&I FUND BALANCE	(365,837.91)	0.00	(365,837.91)	30-704
	7000	Transfer	<u>(478,798.25)</u>	<u>(49.62)</u>	<u>(478,847.87)</u>	* Function
	30	Debt Service Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

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Transportation Fund 40						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
400001010000		TRANSP FD CASH - US BANK	0.00	0.00	0.00	40-101
400001010001		TRANS FD CASH - UMB	0.00	0.00	0.00	40-101
400001010002		TRANSP FUND CASH, BUSEY	219,405.66	76,429.23	295,834.89	40-101
400101030000		TRANSP FD CASH CLEAR ACCT	0.00	0.00	0.00	40-103-01
40011510000B		TRANSP LOAN TO EDUC	5.92	0.00	5.92	40-151-01
40000152000B		TRANS LOAN TO O&M FUND	0.00	0.00	0.00	40-152
	1000	Local	<u>219,411.58</u>	<u>76,429.23</u>	<u>295,840.81</u>	* Function
Drivers ED						
40011800000B		TRANSP FUND INVESTMENTS	254,391.81	53.45	254,445.26	40-180-01
	1700	Drivers ED	<u>254,391.81</u>	<u>53.45</u>	<u>254,445.26</u>	* Function
Federal						
40-402		A/P LIABILITY	0.00	0.00	0.00	40-402
42014320000B		TRANSP LOAN FROM O&M FUND	0.00	0.00	0.00	40-432-01
420043400000		TRANSP LOAN FROM W/CASH FUND	0.00	0.00	0.00	40-434-00
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
40-703		FUND CHANGE	(186,655.97)	(76,482.68)	(263,138.65)	40-703
420007040000		TRANS FUND BALANCE	(287,147.42)	0.00	(287,147.42)	40-704
	7000	Transfer	<u>(473,803.39)</u>	<u>(76,482.68)</u>	<u>(550,286.07)</u>	* Function
	40	Transportation Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

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I.M.R.F./Soc. Sec. Fund 50						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
500001010000		IMRF CASH - US BANK (FIRSTAR)	0.00	0.00	0.00	50-101
500001010001		IMRF CASH - UMB	0.00	0.00	0.00	50-101
500001010002		IMRF FUND CASH, BUSEY	524,780.93	(155,410.56)	369,370.37	50-101
500101030000		IMRF CASH CLEAR ACCT	0.00	0.00	0.00	50-103-01
	1000	Local	<u>524,780.93</u>	<u>(155,410.56)</u>	<u>369,370.37</u>	* Function
Drivers ED						
50011800000B		IMRF INVESTMENTS	2,018,015.80	231.89	2,018,247.69	50-180-01
	1700	Drivers ED	<u>2,018,015.80</u>	<u>231.89</u>	<u>2,018,247.69</u>	* Function
Federal						
50-402		A/P LIABILITY	0.00	284.77	284.77	50-402
500043400000		IMRF LOAN FROM W/CASH	0.00	0.00	0.00	50-434
520045400000		IMRF BP	0.00	0.00	0.00	50-454-009
520045700000		FICA BP	0.00	0.00	0.00	50-457-010
50-458		MEDICARE BP	0.00	0.00	0.00	50-458-011
	4000	Federal	<u>0.00</u>	<u>284.77</u>	<u>284.77</u>	* Function
Transfer						
50-703		FUND CHANGE	(410,443.66)	154,893.90	(255,549.76)	50-703
520007040000		IMRF FUND BALANCE	(2,132,353.07)	0.00	(2,132,353.07)	50-704
	7000	Transfer	<u>(2,542,796.73)</u>	<u>154,893.90</u>	<u>(2,387,902.83)</u>	* Function
	50	I.M.R.F./Soc. Sec. Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

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Capital Projects 60						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
600001010002		CASH BUSEY	100,323.41	(99,499.20)	824.21	60-101
	1000	Local	<u>100,323.41</u>	<u>(99,499.20)</u>	<u>824.21</u>	* Function
Drivers ED						
60011800000B		INVESTMENTS	1,182,670.40	541.44	1,183,211.84	60-180-01
60011800001B		INVESTMENTS (CDB GRANT)	48,695.54	0.00	48,695.54	60-180-01
60011800002B		INVESTMENTS (DEBT CERTIFICATE)	4,340,674.01	651.93	4,341,325.94	60-180-01
	1700	Drivers ED	<u>5,572,039.95</u>	<u>1,193.37</u>	<u>5,573,233.32</u>	* Function
Federal						
60-402		A/P LIABILITY	0.00	0.00	0.00	60-402
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
60-703		FUND CHANGE	(2,739,510.59)	98,305.83	(2,641,204.76)	60-703
620007040000		SITE/CONST. FUND BALANCE	(2,932,852.77)	0.00	(2,932,852.77)	60-704
	7000	Transfer	<u>(5,672,363.36)</u>	<u>98,305.83</u>	<u>(5,574,057.53)</u>	* Function
	60	Capital Projects	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

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Working Cash Fund 70						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
700001010000		WORKING CASH FUND US BANK	0.00	0.00	0.00	70-101
700001010002		WORKING CASH FUND BUSEY	60,840.22	100.23	60,940.45	70-101
700101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	70-103-01
700115100000		W/CASH LOAN TO EDUC FUND	0.00	0.00	0.00	70-151-01
700115300000		W/CASH LOAN TO TRANSPORTATI	0.00	0.00	0.00	70-153-01
700115500000		W/CASH LOAN TO IMRF	0.00	0.00	0.00	70-155-01
	1000	Local	<u>60,840.22</u>	<u>100.23</u>	<u>60,940.45</u>	* Function
Drivers ED						
70011800000B		WORKING CASH INVESTMENTS	15,345,479.35	3,000.61	15,348,479.96	70-180-01
	1700	Drivers ED	<u>15,345,479.35</u>	<u>3,000.61</u>	<u>15,348,479.96</u>	* Function
Federal						
70-402		A/P LIABILITY	0.00	0.00	0.00	70-402
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
70-703		FUND CHANGE	(402,048.25)	(3,100.84)	(405,149.09)	70-703
720007040000		WKG CASH FUND BALANCE	(15,004,271.32)	0.00	(15,004,271.32)	70-704
	7000	Transfer	<u>(15,406,319.57)</u>	<u>(3,100.84)</u>	<u>(15,409,420.41)</u>	* Function
Other Financing Uses						
72018110710B		PERM TRF WKG CASH- ABOLISH TO	0.00	0.00	0.00	70-811-01
	8000	Other Financing Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
	70	Working Cash Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 05/03/2022 2:47:03PM
COLLINSVILLE 10

Tort Fund 80						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
800001010002		Cash Tort BUSEY	882,627.82	(59,745.74)	822,882.07	80-101
	1000	Local	<u>882,627.82</u>	<u>(59,745.74)</u>	<u>822,882.07</u>	* Function
Drivers ED						
80011800000B		TORT INVESTMENTS	676,612.44	145.69	676,758.13	80-180-01
	1700	Drivers ED	<u>676,612.44</u>	<u>145.69</u>	<u>676,758.13</u>	* Function
Federal						
80-402		A/P LIABILITY	0.00	0.00	0.00	80-402
820045100017		T.H.I.S.	0.00	0.00	0.00	80-451-017
820045100018		TAX SHLT TRS	0.00	0.00	0.00	80-451-018
820045100022		THIS BP	0.00	0.00	0.00	80-451-020
80451022		THIS BP Administrator	0.00	0.00	0.00	80-451-022
820045100023		TRS 2.2	0.00	0.00	0.00	80-451-023
820045200000		FED W/H TAX	0.00	0.00	0.00	80-452
820045300000		STATE W/H TAX	0.00	0.00	0.00	80-453
820045400000		IMRF DEDUCTION	0.00	0.00	0.00	80-454-007
8200455A0000		TSA AXA EQUITALBE ROTH (455ELR	0.00	0.00	0.00	80-455
80456		ADDITIONAL LIFE INS	0.00	0.00	0.00	80-456
820045600000		SEC 125 ADM FEE (\$15)	0.00	0.00	0.00	80-456-003
82004560000		SEC 125 TERM LIFE	0.00	0.00	0.00	80-456-004
80456005		SEC 125 DEP CARE	0.00	0.00	0.00	80-456-005
820045630000		SEC 125 MED REIMB	0.00	0.00	0.00	80-456-006
8245630000		SEC 125 MED REIMB	0.00	0.00	0.00	80-456-006
820045600012		DISTRICT HEALTH INSURANCE	0.00	0.00	0.00	80-456-012
820045600015		DISTRICT LIFE INSURANCE	0.00	0.00	0.00	80-456-015
820045700000		FICA DEDUCTION	0.00	0.00	0.00	80-457
820045800000		MEDICARE DEDUCTION	0.00	0.00	0.00	80-458
80459		DIVERSITY & EQUITY SCHOLARSHIP	0.00	0.00	0.00	80-459
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
80-703		FUND CHANGE	(1,250,965.62)	59,600.05	(1,191,365.57)	80-703
820007040000		TORT FUND BALANCE	(308,274.63)	0.00	(308,274.63)	80-704
	7000	Transfer	<u>(1,559,240.26)</u>	<u>59,600.05</u>	<u>(1,499,640.20)</u>	* Function
	80	Tort Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

Collinsville CUSD 10 Balance Sheet

Printed: 05/03/2022 2:47:03PM
COLLINSVILLE 10

Fire Prevention and Safety Fund 90						
Function	1000	Local				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
Local						
900001010000		FP&S CASH - US BANK (FIRSTAR)	0.00	0.00	0.00	90-101
900001010002		FP&S FUND CASH, BUSEY	40,263.18	(365.49)	39,897.69	90-101
900101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	90-103-01
	1000	Local	<u>40,263.18</u>	<u>(365.49)</u>	<u>39,897.69</u>	* Function
Drivers ED						
90011800000B		FP&S INVESTMENTS	267,173.73	29.83	267,203.56	90-180-01
	1700	Drivers ED	<u>267,173.73</u>	<u>29.83</u>	<u>267,203.56</u>	* Function
Federal						
90-402		A/P LIABILITY	0.00	0.00	0.00	90-402
	4000	Federal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Transfer						
90-703		FUND CHANGE	1,264,928.14	335.66	1,265,263.80	90-703
920007040000		FP&S FUND BALANCE	(1,572,365.05)	0.00	(1,572,365.05)	90-704
92017210000B		1996 H/L/S BOND SALE PROCEEDS	0.00	0.00	0.00	90-721-01
	7000	Transfer	<u>(307,436.91)</u>	<u>335.66</u>	<u>(307,101.25)</u>	* Function
	90	Fire Prevention and Safety Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund
		Report Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	

Fund Balance Report

Printed: 05/11/2022 9:17:48AM

COLLINSVILLE 10

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	90,561.40	17,509.50	1,029,480.48	1,521,819.48	492,339.00	251,363.01	743,702.00
20	Oper, Build, & Maint Fund	1,281.63	708.48	12,037.91	57,904.05	45,866.14	0.00	45,866.14
40	Transportation Fund	1,875.44	538.48	32,021.40	39,696.53	7,675.13	0.00	7,675.13
		<u>\$93,718.47</u>	<u>\$18,756.46</u>	<u>\$1,073,539.79</u>	<u>\$1,619,420.06</u>	<u>\$545,880.27</u>	<u>\$251,363.01</u>	<u>\$797,243.27</u>

Collinsville Area Vocational Center
Statement of Changes in Fund Balance
For the Month Ending April 30, 2022

	Fund 10	Fund 20	Fund 40	Total
Fund Balance March 31, 2022	\$ 816,753.91	\$ 46,439.29	\$ 9,012.09	\$ 872,205.29
Income	\$ 17,509.50	\$ 708.48	538.48	\$ 18,756.46
Expenditures	(90,561.40)	(1,281.63)	(1,875.44)	(93,718.47)
Net change	\$ (73,051.90)	\$ (573.15)	\$ (1,336.96)	\$ (74,962.01)
Fund Balance April 30, 2022	<u>\$ 743,702.00</u>	<u>\$ 45,866.14</u>	<u>\$ 7,675.13</u>	<u>\$ 797,243.27</u>

04/30/22

Income	\$ 18,756.46
Cash Receipts	18,750.00
to Expense Account	
to Asset	
JE's	
AJ's	6.46
Total	\$ 18,756.46

04/30/22

Expenditures	\$ (93,718.47)
AP Check Register	(47,159.28)
PR 04/08/22	(23,248.88)
PR 04/22/22	(23,310.31)
Ajs	
From AP Report coded	
to revenue	
From AP Rep. coded to	
Assets	
From Cash Receipts	
coded to exp acct	-
From AP Rep. coded to	
Liab. other than PR Liab.	
Total	\$ (93,718.47)

CAVC Balance Sheet

Printed: 05/11/2022 8:13:39AM
COLLINSVILLE 10

Education Fund 10					
Function					
Account	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00	10-0
100001010000	CASH (NA)	0.00	0.00	0.00	10-100
Instruction					
100001010002	CASH FCB Sav -7904,Busey Prime	42,101.54	6.46	42,108.00	10-101
10-101	PAYROLL CASH	0.00	0.00	0.00	10-101
100001010001	CASH FCB -7903, was US BANK	774,652.37	(73,058.36)	701,594.01	10-101-1
1000010100TA	ACTIVITY (TRUST & AGENCY) CASH	89,696.90	1,232.30	90,929.20	10-102
10951020000A	PETTY CASH	0.00	0.00	0.00	10-102-95
10011200000A	RECEIVABLE MISC	0.00	0.00	0.00	10-120-01
10951400000A	EDUC TUITION REC FM PART DIST	0.00	0.00	0.00	10-140-95
10951400001A	IMRF TUITION REC PART DIST	0.00	0.00	0.00	10-140-95
10011520000B	INTERFUND LOAN TO O&M FUND	0.00	0.00	0.00	10-152-01
10951520000A	LOAN TO O&M FUND	0.00	0.00	0.00	10-152-95
10951800000A	INVESTMENTS NA	0.00	0.00	0.00	10-180-95
1000	Instruction	906,450.81	(71,819.60)	834,631.21	* Function
Community Services					
10-400	ACTIVITY (TRUST & AGENCY)	(89,696.90)	(1,232.30)	(90,929.20)	10-400
10-404	DUE TO UNIT	0.00	0.00	0.00	10-400
3000	Community Services	(89,696.90)	(1,232.30)	(90,929.20)	* Function
Nonprogrammed Charges					
10-402	A/P LIABILITY	0.00	0.00	0.00	10-402
10-403- 1	WAGE GAR. (4595)	0.00	0.00	0.00	10-403
10-403	WAGE GARNISH	0.00	0.00	0.00	10-403-00
12954200000A	ED FUND PAYABLE TO PARTICIPATI	0.00	0.00	0.00	10-420-95
12004310000B	INTERFUND LOAN FROM EDUCATION	0.00	0.00	0.00	10-431-00
120045190000	E.I.C.	0.00	0.00	0.00	10-451
120045090000	T.H.I.S.	0.00	0.00	0.00	10-451-017
120045110000	TRS TAX SHLT BP	0.00	0.00	0.00	10-451-018
120045150000	TRS FEDERAL	0.00	0.00	0.00	10-451-019
120045T20000	TRS 2.2	0.00	0.00	0.00	10-451-020
120045TR0000	TRS PAYBACK	0.00	0.00	0.00	10-451-021
10-451-022	T.H.I.S. BP	0.00	0.00	0.00	10-451-022
10-451-023	2.2 TRS BENEFIT UPGRADE BP	0.00	0.00	0.00	10-451-023
120045200000	FEDERAL TAX	0.00	0.00	0.00	10-452
120045300000	STATE TAX	0.00	0.00	0.00	10-453
120045340000	STATE W/H TAX	0.00	0.00	0.00	10-453
10-454	IMRF (Ded/Ben)	0.00	0.00	0.00	10-454

CAVC Balance Sheet

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COLLINSVILLE 10

Education Fund 10						
Function	4000	Nonprogrammed Charges				
Account	Description		Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
1200455A0000		TAX SHELTERED ANNUITIES	0.00	0.00	0.00	10-455
120045350000		EMP HEALTH INS PAY	0.00	0.00	0.00	10-456
120045360000		SUMMER INSURANCE EAR	0.00	0.00	0.00	10-456
120045390000		GHP INS. ADJUSTMENT	0.00	0.00	0.00	10-456
120045600000		SEC 125-ADM-FEE	0.00	0.00	0.00	10-456-003
120045610000		SEC 125 TERM LIFE	0.00	0.00	0.00	10-456-004
120045620000		SEC 125 DEP CARE	0.00	0.00	0.00	10-456-005
120045630000		SEC 125 MED REIMB	0.00	0.00	0.00	10-456-006
120045330000		DISTRICT HEALTH INSURANCE	0.00	0.00	0.00	10-456-012
120045380000		GHP HEALTH INSURANCE	0.00	0.00	0.00	10-456-013
120045370000		PRU CARE HEALTH INSURANCE	0.00	0.00	0.00	10-456-014
120045640000		DISTRICT LIFE INSURANCE	0.00	0.00	0.00	10-456-015
120045820000		HOSPITAL INDEMNITY INSURANCE	0.00	0.00	0.00	10-456-016
10-457		FICA	0.00	0.00	0.00	10-457
10-458		MEDICARE	0.00	0.00	0.00	10-458
10-459		LIAB. DED 459	0.00	0.00	0.00	10-459
	4000	Nonprogrammed Charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Provision For Contingencies						
10-703		FUND NET CHANGE	(565,390.90)	73,051.90	(492,339.00)	10-703
120007040000		FUND BALANCE	(251,363.01)	0.00	(251,363.01)	10-704
	6000	Provision For Contingencies	<u>(816,753.91)</u>	<u>73,051.90</u>	<u>(743,702.00)</u>	* Function
	10	Education Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

CAVC Balance Sheet

Printed: 05/11/2022 8:13:39AM
COLLINSVILLE 10

Oper, Build, & Maint Fund 20					
Function					
Account	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00	20-0
200001010000	CASH (NA)	0.00	0.00	0.00	20-100
Instruction					
200001010001	CASH FCB -7903, was US BANK	46,439.29	(573.15)	45,866.14	20-101
200001010002	CASH FCB Sav -7904, Busey Prime	0.00	0.00	0.00	20-101
20951400000A	REC FM PART DIST BLDG FD	0.00	0.00	0.00	20-140-95
20951800000A	INVESTMENTS NA	0.00	0.00	0.00	20-180-95
1000	Instruction	<u>46,439.29</u>	<u>(573.15)</u>	<u>45,866.14</u>	* Function
Community Services					
20-404	DUE TO UNIT	0.00	0.00	0.00	20-400
3000	Community Services	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Nonprogrammed Charges					
20-402	A/P LIABILITY	0.00	0.00	0.00	20-402
22954200000A	OBM FUND DUE TO PART DIST	0.00	0.00	0.00	20-420-95
22954310000A	LOAN FROM EDUCATION FUND	0.00	0.00	0.00	20-431-95
20-451-017	T.H.I.S.	0.00	0.00	0.00	20-451-017
20-451-018	TRS TAX SHLT	0.00	0.00	0.00	20-451-018
20-451-022	T.H.I.S. BP	0.00	0.00	0.00	20-451-022
20-451-023	2.2 TRS BENEFIT UPGRADE BP	0.00	0.00	0.00	20-451-023
20-452	Federal Tax	0.00	0.00	0.00	20-452
20-453	IL State Tax	0.00	0.00	0.00	20-453
2200455A0000	TAX SHELTERED ANNUITIES	0.00	0.00	0.00	20-455-00
20-458	MEDICARE EME	0.00	0.00	0.00	20-458
4000	Nonprogrammed Charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
Provision For Contingences					
20-703	FUND NET CHANGE	(46,439.29)	573.15	(45,866.14)	20-703
220007040000	FUND BALANCE	0.00	0.00	0.00	20-704
6000	Provision For Contingences	<u>(46,439.29)</u>	<u>573.15</u>	<u>(45,866.14)</u>	* Function
20	Oper, Build, & Maint Fund	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	Fund

CAVC Balance Sheet

Printed: 05/11/2022 8:13:39AM
COLLINSVILLE 10

Transportation Fund 40						
Function						
Account	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number	
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00	40-0	
400001010000	CASH (NA)	0.00	0.00	0.00	40-100	
Instruction						
400001010001	CASH FCB -7903, was US BANK	9,012.09	(1,336.96)	7,675.13	40-101	
400001010002	CASH FCB Sav -7904, Busey Prime	0.00	0.00	0.00	40-101	
40951400000A	REC FROM PART DISTRICT TRANSP	0.00	0.00	0.00	40-140-95	
40951800000A	INVESTMENT NA	0.00	0.00	0.00	40-180-95	
1000	Instruction	<u>9,012.09</u>	<u>(1,336.96)</u>	<u>7,675.13</u>	* Function	
Nonprogrammed Charges						
40-402	A/P LIABILITY	0.00	0.00	0.00	40-402	
42954200000A	DUE TO PART DISTS TRANSP FD	0.00	0.00	0.00	40-420-95	
4000	Nonprogrammed Charges	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function	
Provision For Contingencs						
40-703	FUND NET CHANGE	(9,012.09)	1,336.96	(7,675.13)	40-703	
420007040000	FUND BALANCE	0.00	0.00	0.00	40-704	
6000	Provision For Contingencs	<u>(9,012.09)</u>	<u>1,336.96</u>	<u>(7,675.13)</u>	* Function	
40	Transportation Fund	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	Fund	
	Report Total:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		

9. **Unfinished Business**

10. **New Business**

- 10.1. Collinsville Community Unit School
District #10 2021-22 Amended Budget

BOARD AGENDA
May 16, 2022

TO: Dr. Brad Skertich, Superintendent of Schools

FROM: Jamie Hadjan, Director of Finance

DATE: May 16, 2022

RE: Collinsville Unit 10 2021-22

I recommend approval of the following suggested motion:

“I move that the Amended Budget for Collinsville Community Unit School District No.10 for the fiscal year beginning July 1, 2021 and ending June 30, 2022 be placed on display for public inspection 17th day of May, 2022 for at least thirty days in the Administrative Office of Collinsville Community Unit School District No.10, 201 West Clay Street, Collinsville, Illinois, and further that the administration be authorized to provide a hearing of said budget be held at 6:30 p.m. on the 20th day of June, 2022 at the Unit 10 Administrative Annex, 123 West Clay Street, Collinsville, IL 62234.”


ss

Attachment

10.2. Naming Depositories (2022-2023)

BOARD AGENDA
May 16, 2022

TO: Dr. Brad Skertich, Superintendent of Schools

FROM: Jamie Hadjan, Director of Finance 

DATE: May 16, 2022

RE: Naming Depositories (2022-2023)

We need to approve the depositories for district funds. All current depositories are identified in the recommended motion. Approving these depositories does not preclude changing depositories at a future date.

I recommend approval of the following suggested motion:

“I move that the depositories for school funds be:

Busey Bank
FCB Bank
Illinois School District Liquid Asset Fund Plus (ISDLAF+)
Illinois Public Treasurer’s Investment Pool
PMA Securities, Inc.
First National Bank of Waterloo
Collinsville Building and Loan”

10.3. Collinsville Area Vocational Center 2021-
22 Amended Budget

BOARD AGENDA
May 16, 2022

TO: Dr. Brad Skertich, Superintendent of Schools

FROM: Jamie Hadjan, Director of Finance

DATE: May 16, 2022

RE: Collinsville Area Vocational Center 2021-22

I recommend approval of the following suggested motion:

“I move that the Amended Budget for the Collinsville Area Vocational Center for the fiscal year beginning July 1, 2021 and ending June 30, 2022 be placed on display for public inspection 17th day of May, 2022 for at least thirty days in the Administrative Office of Collinsville Community Unit School District No.10, 201 West Clay Street, Collinsville, Illinois, and further that the administration be authorized to provide a hearing of said budget be held at 6:30 p.m. on the 20th day of June, 2022 at the Unit 10 Administrative Annex, 123 West Clay Street, Collinsville, IL 62234.”

ss

Attachment

10.4. Approval of Final 2021-22 School Calendar

2021-2022 Collinsville CUSD 10 as of 5/2/2022

Calendar Legend - Totals for the Year

Calendar Code	Code Description	No. of Days	Totals
X	Pupil Attendance Day	165	
XHI	Half-Day In-service	1	
XELD	ELearning Day	5	
XRLD	Remote-Learning Day	3	
FPT	Full-Day Parent/Teacher Conference	2	
			Total Days Toward Pupil Attendance: 176
TI	Teacher Institute/Workshop	4	
			Total Calendar Days: 180
HOL	Holiday	11	
NIA	Not in Attendance	14	

PT /In-Service/Act of God/Explanations

School Begin Date: School End Date:
 Regular Day: Instruct. Day Lgth:

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
08/16/2021	TI	Teacher Institute/Workshop			Teacher Institute - No Student Attendance
08/17/2021	TI	Teacher Institute/Workshop			Teacher Institute - No Student Attendance
09/17/2021	XHI	Half-Day In-service	7:55AM 11:25AM	11:25AM 3:05PM	Inservice Day - 1/2 Day student attendance
10/28/2021	FPT	Full-Day Parent/Teacher Conference		7:30AM 12:30PM	Teachers to work additional hours on October 29th.
10/29/2021	FPT	Full-Day Parent/Teacher Conference		12:00PM 8:00PM	Teachers to work additional hours on this day.
01/14/2022	TI	Teacher Institute/Workshop			Institute Day - No Student Attendance
05/20/2022	TI	Teacher Institute/Workshop			Teacher Institute - No Student Attendance

2021-2022 Final Public School Calendar for Collinsville CUSD 10, RCDT Admin Submitted to the ROE Admin, as of 5/2/2022

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 176 Regular Day: 7:55AM - 3:05PM Instruct. Day Lgth:

6 Hrs. 15 Mins.

July 2021							August 2021							September 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2	3	4 HOL	26	27	28	29	30	31	1	30	31	1 X	2 X	3 X	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6 HOL	7 X	8 X	9 X	10 X	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13 X	14 X	15 X	16 X	17 XHI	18	19
19	20	21	22	23	24	25	16 TI	17 TI	18 X	19 X	20 X	21	22	20 X	21 X	22 X	23 X	24 X	25	26
26	27	28	29	30	31	1	23 X	24 X	25 X	26 X	27 X	28	29	27 X	28 X	29 X	30 X	1	2	3
2	3	4	5	6	7	8	30 X	31 X	1	2	3	4	5	4	5	6	7	8	9	10

July Atnd: 0 Accum: 0 Aug Atnd: 10 Accum: 10 Sept Atnd: 21 Accum: 31

October 2021							November 2021							December 2021						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	1 X	2	3	25	26	27	28	29	30	31	29	30	1 X	2 X	3 X	4	5
4 X	5 X	6 X	7 X	8 X	9	10	1 X	2 X	3 X	4 X	5 X	6	7	6 X	7 X	8 X	9 X	10 X	11	12
11 HOL	12 X	13 X	14 X	15 X	16	17	8 X	9 X	10 X	11 HOL	12 NIA	13	14	13 X	14 X	15 X	16 X	17 X	18	19
18 X	19 X	20 X	21 X	22 X	23	24	15 X	16 X	17 X	18 X	19 X	20	21	20 X	21 X	22 X	23 NIA	24 NIA	25 HOL	26
25 X	26 X	27 X	28 FPT	29 FPT	30	31	22 X	23 X	24 NIA	25 HOL	26 NIA	27	28	27 NIA	28 NIA	29 NIA	30 NIA	31 NIA	1	2
1	2	3	4	5	6	7	29 X	30 X	1	2	3	4	5	3	4	5	6	7	8	9

Oct Atnd: 20 Accum: 51 Nov Atnd: 17 Accum: 68 Dec Atnd: 16 Accum: 84

January 2022							February 2022							March 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1 HOL	2	31	1 X	2 XELD	3 XELD	4 XELD	5	6	28	1 X	2 X	3 X	4 X	5	6
3 X	4 X	5 X	6 X	7 X	8	9	7 X	8 X	9 X	10 X	11 X	12 HOL	13	7 HOL	8 X	9 X	10 X	11 X	12	13
10 X	11 XRLD	12 XRLD	13 XRLD	14 TI	15	16	14 X	15 X	16 X	17 X	18 XELD	19	20	14 X	15 X	16 X	17 X	18 X	19	20
17 HOL	18 X	19 X	20 X	21 X	22	23	21 NIA	22 X	23 X	24 XELD	25 X	26	27	21 X	22 X	23 X	24 X	25 X	26	27
24 X	25 X	26 X	27 X	28 X	29	30	28 X	1	2	3	4	5	6	28 X	29 X	30 X	31 X	1	2	3
31 X	1	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10

Jan Atnd: 19 Accum: 103 Feb Atnd: 19 Accum: 122 Mar Atnd: 22 Accum: 144

April 2022							May 2022							June 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1 X	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5
4 X	5 X	6 X	7 X	8 X	9	10	2 X	3 X	4 X	5 X	6 X	7	8	6	7	8	9	10	11	12
11 X	12 X	13 X	14 NIA	15 NIA	16	17	9 X	10 X	11 X	12 X	13 X	14	15	13	14	15	16	17	18	19
18 NIA	19 X	20 X	21 X	22 X	23	24	16 X	17 X	18 X	19 X	20 TI	21	22	20	21	22	23	24	25	26
25 X	26 X	27 X	28 X	29 X	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3
2	3	4	5	6	7	8	30 HOL	31	1	2	3	4	5	4	5	6	7	8	9	10

Apr Atnd: 18 Accum: 162 May Atnd: 14 Accum: 176 June Atnd: 0 Accum: 176

10.5. Approval of 2022-23 Collinsville
Community Unit School District #10 Student and
Parent Handbook



Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-3673

Handbook Revision Recommendations for 2022-2023

Handbook Committee Members: Mr. Wright (CHS), Mr. Snow (CMS) Mr. Kirk (DIS), Mrs. Burgess (Elementary), Mr. Turner (Technology), Mrs. Sabatino (Health Services), Mrs. Underwood (Special Education), Latoya Coleman (Curriculum & Assessment), Josh Dewitte (Building & Grounds), Tammy Eickelman (First Student Bus Company), Dan Porter (CUSD10 Security), Carla Cruise (EL), Lisa Calvert

Input received by: Mr. Brian Schwarz, Illinois Principals Association (IPA) Legal Counsel

Reviewed by: Mrs. Dana Bond, CUSD10 Legal Counsel, Guin Mundorf, LLC Attorneys at Law

Revision Key:



Highlighted = Added and/or Revised Language



Highlighted and Strikethrough = Deleted Language

Added, Deleted and/or Revised Handbook language proposed for the following topics:

ALTERNATIVE LEARNING OPPORTUNITIES
(COLLINSVILLE HIGH SCHOOL)

ATHLETIC DEPARTMENT & STUDENT ACTIVITIES
(COLLINSVILLE HIGH SCHOOL)

ATHLETIC DEPARTMENT AND STUDENT ACTIVITIES (COLLINSVILLE MIDDLE SCHOOL)

ATTENDANCE POLICY

BELL SCHEDULES (COLLINSVILLE HIGH SCHOOL)

BELL SCHEDULES (COLLINSVILLE MIDDLE SCHOOL)

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

CELL PHONE, SMARTPHONE, ELECTRONIC COMMUNICATION DEVICES, MOBILE
INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS (COLLINSVILLE HIGH SCHOOL)

CURRICULA (COLLINSVILLE MIDDLE SCHOOL)

Working Together To Develop a Caring School Community

DRESS CODE – STUDENT

EMERGENCIES

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

ENGLISH LEARNERS

GRADES – COLLINSVILLE HIGH SCHOOL

GRADUATION CREDIT REQUIREMENTS
(COLLINSVILLE HIGH SCHOOL)

HEALTH SERVICES

INTEGRATED PEST MANAGEMENT

LIBRARY/MEDIA CENTER (CUSD10)

LIBRARY/MEDIA CENTER (COLLINSVILLE HIGH SCHOOL)

PHYSICAL EDUCATION

SCHOOL HOURS

SPECIAL EDUCATION SERVICES

STUDENT RECORDS

STUDENT SAFETY SECURITY PLAN

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

WEATHER CLOSURE, DELAYED STARTS & EARLY RELEASE

Working Together To Develop a Caring School Community

Student and Parent Handbook



Collinsville Unit 10 School District
Grades K - 12
2022-2023

Collinsville Community Unit School District No. 10
Student and Parent Handbook
Grades K - 12



COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT 10 STUDENT AND PARENT HANDBOOK

The Collinsville CUSD10 Student and Parent Handbook is published for the students and parents of Collinsville Community Unit School District No. 10.. It is intended to provide information that will be helpful in the pursuit of educational goals and general adjustment to the policies and procedures of the Unit 10 School District. This handbook does not equate to an irrevocable contract between students, parents and staff members of Collinsville Unit School District 10.. It is however, a reflection of the rules and policies established by the Board of Education in order to guarantee a safe environment for all students, faculty and staff.

Collinsville Unit School District Number Ten (10) is governed by Board policies. Board action may change the current policies at any time during the year without notice, therefore, changing the provisions listed in this handbook. A complete copy of the updated Board policy is available on our District website at: www.kahoks.org. Should you or your child have any questions about this handbook, please contact your child's school.





Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-3673

COLLINSVILLE UNIT SCHOOL DISTRICT BOARD OF EDUCATION

Mr. Gary Peccola <i>President</i>	Mr. Tim Hasamear <i>Vice President</i>	Dr. Dennis Craft <i>Treasurer</i>	Mrs. Jane Soehlke <i>Secretary</i>
Mrs. Jeree Bronnbauer	Mrs. Vicki Reulecke	Ms. Michele Stutts	

August 2022

Dear Parents and Students:

WELCOME TO COLLINSVILLE CUSD10 AND THE START OF A NEW SCHOOL YEAR!

Get ready for the most exciting year of your life!

As your Superintendent, I would like to welcome you back to Unit 10 or to welcome you for the first time to our schools. The faculty, staff and administrators are all committed to providing the best possible experiences for you in all facets of school life. The Unit 10 School District is the place to experience a wide variety of academic, athletic, and extracurricular opportunities. A student who actively participates in all walks of school life will find his/her experience rewarding. The more a student puts into the experience, the more future success the student will have.

The Collinsville Unit 10 School District has a tradition of excellent academic and extracurricular accomplishments. We expect you to meet the goals, which have been set: to carry on the **Kahok** tradition, and to make our learning institution a better place. Welcome to Collinsville Unit 10!

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

Dr. Brad Skertich

Superintendent, Collinsville CUSD10

CUSD10 CENTRAL OFFICE ADMINISTRATION

Dr. Brad Skertich, Superintendent of Schools

Mr. Bradley Hyre, Assistant Superintendent - Student Services	Mrs. Jamie Hadjan, Chief School Business Official
Ms. LaToya Coleman, Director of Curriculum	Mr. Kevin Robinson, Director of Human Resources
Mrs. Kimberly Collins, Director of Communications	Mr. Derek Turner, Director of Technology
Mr. Josh DeWitte, Director of Building and Grounds	Mrs. Ali Underwood, Director of Special Education

COLLINSVILLE UNIT 10 SCHOOLS – ELEMENTARY (GRADES K-4)

<p>CASEYVILLE ELEMENTARY SCHOOL 433 South Second Street Caseyville, IL 62232 618-346-6205 Principal: Mrs. Chelsea Clark</p>	<p>JOHN A RENFRO ELEMENTARY SCHOOL 311 Camelot Drive Collinsville, IL 62234 618-346-6266 Principal: Mrs. Laura Bauer Assistant Principal: Mrs. Valerie Burgess</p>
<p>HOLLYWOOD HEIGHTS SCHOOL 6 South Oakland Caseyville, IL 62232 618-343-2740 Principal: Mrs. Tara Glynn</p>	<p>SUMMIT ELEMENTARY SCHOOL 408 Willoughby Collinsville, IL 62234 618-346-6221 Principal: Mrs. Stephanie Pulse</p>
<p>JEFFERSON ELEMENTARY SCHOOL 152 Boskydells Street Collinsville, IL 62234 618-346-6214 Principal: Mrs. Stephanie Pulse</p>	<p>TWIN ECHO ELEMENTARY SCHOOL 1937 S. Morrison Collinsville, IL 62234 618-346-6228 Principal: Dr. Julie Haake</p>
<p>KREITNER ELEMENTARY SCHOOL 9000 College Collinsville, IL 62234 618-346-6213 Principal: Dr. Kari Daugherty</p>	<p>WEBSTER ELEMENTARY SCHOOL 108 W Church Street Collinsville, IL 62234 618-346-6301 Principal: Mrs. Alison Schumacher</p>
<p>MARYVILLE ELEMENTARY SCHOOL 6900 W. Main street Maryville, IL 62062 618-346-6261 Principal: Mrs. Carmen Loemker</p>	

COLLINSVILLE UNIT 10 SCHOOLS – GRADES 5-12

<p>DORRIS INTERMEDIATE SCHOOL 1841 Vandalia Street Collinsville, IL 62234 618-346-6311 Principal: Mr. Kevin Stirmaman Assistant Principal: Ms. Sara Soehlke Assistant Principal: Mr. Doug Kirk</p>	<p>COLLINSVILLE HIGH SCHOOL 2201 South Morrison Avenue Collinsville, IL 62234 618-346-6320 Principal: Mr. Daniel Toberman Assistant Principal: Ms. Charlotte Fisher Assistant Principal: Mr. TaRael Kee Assistant Principal: Mr. Joe McGinnis Assistant Principal: Dr. Tesha Robinson Assistant Principal: Mr. Bobby Wright</p> <p>Asst. Principal/Athletic Director: Mr. Clay Smith</p> <p>Asst. Principal/CAVC Director: Mr. Joe McGinnis</p>
<p>COLLINSVILLE MIDDLE SCHOOL 9649 Collinsville Road Collinsville, IL 62234 618-343-2100 Principal: Mr. Brad Snow Assistant Principal: Mrs. Madonna Harris Assistant Principal: Mr. Kevin Moore</p>	

CUSD10 GENERAL INFORMATION

ACADEMIC CREDIT (COLLINSVILLE HIGH SCHOOL)

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

ACADEMIC ETHICS

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

ACCREDITATION (COLLINSVILLE HIGH SCHOOL)

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

ADMISSION

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present: 1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. 2. Proof of residence, as required by Board policy 7:60, Residence. 3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

READMISSION AND TRANSFER

Students who have withdrawn or dropped out of school in Collinsville Unit 10, and want to re-enroll must complete the following steps: 1) A parent or legal guardian must enroll a student transferring to school in Unit 10 from another school at the Collinsville Community Unit School District No. 10 Administration Building; 2) The student must provide acceptable proof of residency, an official transcript, and a certified copy of the student's birth certificate. If applicable, an Illinois transfer form must also be provided; 3) High School students and or parent/legal guardian must contact the Counseling Department; 4) A parent or legal guardian of the returning student must accompany the student to the office to meet with the counselor/principal to register for classes; 5) Students transferring from out-of-state must present a current physical. Re-enrollment shall be denied to any individual above the age of eighteen (18) years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday (exception: students with disabilities covered under the federal law, IDEA-97).

ADVANCED PLACEMENT PROGRAM (COLLINSVILLE HIGH SCHOOL)

AP courses and AP Exams are available to juniors and seniors who have teacher recommendations to take these courses. They entail college-level work in a given discipline in a secondary school setting. Rigorously developed by committees of college and AP high school faculty, the AP Exams test students' ability to perform at a college level. Some universities

award college credit to students who have earned high AP Exam scores. Students may receive credit at both the college and high school level.

ALCOHOL AND TOBACCO REGULATIONS

Alcoholic beverages are strictly prohibited from all school sponsored functions whether held on or off school property. Smoking or the use of tobacco products (or look-alike tobacco products such as electronic cigarettes, vapes, vape pens or other vaping related products) vaping with and without nicotine is strictly prohibited from all school sponsored functions whether held on or off school property.

ALTERNATIVE LEARNING OPPORTUNITIES (COLLINSVILLE HIGH SCHOOL)

CORRESPONDENCE COURSES (JUNIORS & SENIORS ONLY)

Seniors who need an additional one-half credit or one credit to graduate with their class (not for early graduation) may use correspondence courses to a maximum of one credit if approved by the Counseling Department in advance of registering for such courses. A student enrolled in a correspondence course may receive high school credit for work completed, provided: 1) The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools; 2) The student is classified a junior or senior in at least his/her third year of high school; 3) The student assumes responsibility for all fees; and 4) ~~The building principal approves the course in advance.~~ All correspondence course work must be completed by April 30 to be eligible to participate in the graduation ceremony and/or receive a diploma on the date of graduation. Seniors intending to use correspondence for summer graduation must have transcripts and grades to the Counseling Department by June 27 to receive a diploma with that year's graduation date. Diplomas will be issued the following year for courses completed after June 27. Information about correspondence courses is available in the Counseling Office. Correspondence courses will be approved only for similar courses offered in the CHS Course Offering Guide. The principal may approve exceptions to this policy.

DUAL CREDIT

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

RUNNING START

Running Start is a dual credit program for qualified high school students to attend SWIC as a full-time student during their junior and senior years of high school. The Running Start program meets the requirements for both a high school diploma from CHS and an Associate of Arts or Associate of Science Degree from SWIC. The high school diploma and college degree are earned simultaneously. Running Start is a two-year program and may not be completed early. Eligible students are invited in the spring of their sophomore/junior year. For additional information visit:
<https://docs.google.com/document/d/1dzoaREOPmYt03rbJHCRO1ZeRTz9QleBiBatQ6lPjONY/edit?usp=sharing>

SUCCESS CENTER

Collinsville High School's Success Center is an alternative academic program located in Room 609. The program serves as a tool to encourage students to stay in school and ultimately graduate from high school. The Success Center is designed to identify and assist "at-risk" students who need a non-traditional learning environment. Using an evidence-based approach to maximize resources on research-proven and effective strategies, students continue their regular school curriculum with two critical advantages: 1) a learning environment that supports their social and emotional needs and 2) an academic program customized to provide individualized and small group instruction and to increase their likelihood of improved regular school attendance, behavior, and academic success.

KAHOK ACADEMY

Collinsville CUSD10 provides a Grant Funded TAOEP titled Kahok Academy as a holistic program to help engage and empower students in their pursuit of a high school diploma. Using an evidence-based approach, an academic program is developed to address the student's academic needs. Based on individual needs and interests, the academic program incorporates on-site core classes, elective courses and experiential courses through the school's vocational center as well as cooperative work experience. Individual services are offered for regular and special education academic advisement, physical and mental health, attendance support, substance abuse, bilingual, and speech therapy. Student services are determined through a needs assessment conducted upon intake into the program with input from student and parent/guardian. These are included in the student's IOEP, which outlines the student's needs, goals and objectives for academic, social-emotional and career development. For more information visit:
<https://sites.google.com/cusd.kahoks.org/kahok-academy/home>

Commented [1]: CHS Counselors and Mr. Toberman would like this removed.

Commented [2R1]: Revised Handbook language as proposed by CHS administration.

Commented [3]: Needs to be added

Commented [4R3]: Additional Handbook language as proposed by CHS administration to include CHS Success Center.

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS MANAGEMENT PLAN

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

Per U.S. Environmental Protection Agency (U.S. EPA) regulations regarding asbestos-containing materials in schools, surveys have been conducted to identify the presence of asbestos in CUSD #10 buildings. All parents, guardians, faculty and staff are to be informed annually of the presence of asbestos-containing building materials (ACBM) at our facility. Site specific asbestos management plans were developed, reviewed by the Principal, Building and Grounds Department and the District Asbestos Designated Person, and have been implemented. These plans describe in detail how any asbestos exposures will be minimized. All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's office.

ASSEMBLIES

The assembly program is an integral part of the total Collinsville Unit 10 School District educational program. The assemblies are conducted to complement and enhance the value of the academic program. The expectations for student behavior and conduct at assemblies are the same as in the classroom.

ATHLETIC DEPARTMENT & STUDENT ACTIVITIES (COLLINSVILLE HIGH SCHOOL)

PHILOSOPHY

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

REQUIREMENTS FOR PARTICIPATION

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

ACTIVITIES, CLUBS & ORGANIZATIONS

The following clubs and organizations are offered as extracurricular activities at Collinsville High School: ~~American Field Service~~, Anime Club, Art Club, Auto Club, Band (Colorguard, Concert Band, Flute Choir, Jazz Band, Lab Band, Marching Band, Pep Band, Symphonic Band, Winter Drumline Winterguard), Black Student Union, Book Club, Chess Club, Christians in Action (Get Real), Choir (Concert Choir, Show Choir, Bass Choir - Mixed Choir, Treble Choir, South Morrison Swing), Class Executive Boards, ~~CPR Club~~, Cyber Security, Debate Club, Delta Epsilon Pi German Honor Society, Distributive Education Clubs of America (DECA), Drama Club, Environmental Club, Ethics Bowl, Fellowship of Christian Athletes (FCA), First Priority Club, French Club, Friends for Life, Future Business Leaders of America (FBLA), ~~Future Military Careers Club~~, Gay/Straight Alliance, Garden Club, German Club, German Honor Society, Health Occupation Students of America (HOSA), Hispanic Heritage Club, Kahok Ambassadors, ~~Kahok Cadets~~, Kahoks on the Go, KAHOK Strong, Kahoki Newspaper, Kahoks United, Kahokian Yearbook, ~~Kahoks Against Drugs and Alcohol (KADA)~~, Key Club, Latin Club, Latin Honor Society, Leo Club, Mu Alpha Theta (MAO) Math Honor Society, Model United Nations, Multicultural Kahoks, National Art Honor Society, National Honor Society (NHS), National Technical Honor Society (NTHS), People Against Littering (PAL), Pep Club, Project Lead the Way, Quill & Scroll, Recycling Program, Saturday Scholars, Scholar Bowl, Sign Language Club, Skills - USA, Spanish Club, Spanish Honor Society, ~~Sparkle Dance Club~~, Speech Team, STEM Club (Green Energy Project), Math Team, National Science Honor Society, Science Olympiad, Technology Student Association - TSA, Trap Team, VEX Robotics, ~~World Youth Science and Engineering (WYSE)~~, Student Council, ~~Students Against Destructive Decisions (SADD)~~, ~~Table Tennis Club~~,

Commented [5]: Handbook Language revisions as recommended by Collinsville High School Administration to update active Clubs and Organizations offerings at CHS.

Commented [6]: These clubs are no longer offered at CHS

Commented [7]: All yellow highlights are new clubs

Thespian Society, Tri-M Music Honor Society, Upward Bound, Writing Club and Video Game Club. We encourage all students to be involved in the many extracurricular clubs and organizations sponsored by CHS.

ATHLETIC TEAMS

The following interscholastic athletic programs are offered as extracurricular activities at Collinsville High School: Baseball, Basketball, Bowling, Cheerleading, Cross Country, Dance, Football, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, and Wrestling. We encourage all students to be involved in the many extracurricular sport teams sponsored by CHS. Eligibility of students with an Individualized Education (IEP) shall be determined by the case manager based on the IEP.

OBJECTIVES

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

ELIGIBILITY BY-LAWS

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

ATHLETIC FEES

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

ATHLETIC DEPARTMENT AND STUDENT ACTIVITIES ATTENDANCE POLICY

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

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

ATHLETIC DEPARTMENT AND STUDENT ACTIVITIES (COLLINSVILLE MIDDLE SCHOOL)

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

ATHLETIC TEAMS

Boys Baseball; Boys and Girls Basketball; Boys and Girls Cross Country; Boys and Girls Track; Boys and Girls Wrestling; Boys and Girls Bowling; Girls Softball; Girls Volleyball; Girls Cheerleading; Girls Dance

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

ORGANIZATIONS

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

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

Anime Club

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

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

Black Student Union (BSU)

Chess Club

Choir (Concert and Show Choir)

Coin Club

Drama Club

Fellowship of Christian Athletes (FCA)

Gay/Straight Alliance

Girls on the Run

Hooloo

Illinois Math Science Academy Fusion Program (IMSA)

LASO--Latin American Student Organization

National Junior Honor Society (NJHS)

Pep Club

Student Council

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

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

ELIGIBILITY

All students participating in competitive sports, extracurricular activities, cheerleading, and dance will be required to follow the guidelines listed below in order to remain eligible to participate with the team during practices and games, and other events related to the activity. Students/athletes shall be passing all subjects: core, encore, band, chorus.

Eligibility is checked every week on Thursday. Students/athletes will be notified by their coach/sponsor during practice/games on Friday following the grade check. Teachers will indicate passing or failing grades on semester basis.

A student is ineligible from Monday to Monday during the eligibility check. Students failing 2 or more classes at the semester will be placed on academic probation through the Athletic Director's Office and subject to academic intervention based on a determination of the Athletic Director. Any student declared ineligible for 3 straight weeks will be removed from the team.

TRAVEL

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

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

FEES AND PHYSICAL EXAMINATIONS

Commented [8]: Revised to update Clubs/Activity Organizations at Collinsville Middle School.

To participate in an extracurricular activity at CMS, each student-athlete will be charged \$100 per sport. This fee is charged to cover athletic expenses such as transportation, equipment, game expenses, and all costs associated with providing an individual sport at CMS. Fees will be waived for students who qualify for free and reduced lunch. No athlete will be allowed to participate in the extracurricular activity until the fee is paid. Students who participate in athletics must provide a sport physical completed on the Illinois DHS form or IHSA pre-participation examination form. The physical examination is good for 395 days from the date of the exam.

ATHLETIC SCHEDULES (COLLINSVILLE HIGH SCHOOL)

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

ATTENDANCE POLICY

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

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

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

COVID-19 STUDENT CERTIFICATION CHECK

~~Before sending students to school, parents/guardians must conduct a COVID-19 Student Certification Check each day. If parents/guardians answer YES to any of the questions of the daily COVID-19 Student Certification check, parents/guardians will: 1) keep the child at home; 2) contact the child's school to report his/her absence; and 3) contact the child's physician to report the information. If the parent/guardian answers YES to any of the questions of the COVID-19 Student Certification check, the parent/guardian understands that the child will not be able to return to school until the parent/guardian provides the District a statement from the child's physician that the child is cleared to return to school. Parents/Guardians must advise their child to report any symptoms identified on the daily Student Certification Checklist to his/her teacher immediately if the child starts feeling sick while at school.~~

ABSENTEEISM/ABSENCE REPORTING

In order for an absence to be considered reported, a parent or guardian of a student who is going to be absent from school must notify the school by telephone or Skyward Family Access account.

1. In order for an absence to be considered reported, a parent or guardian must notify the school. Messages may be left twenty-four (24) hours a day. An absence without proper notification to the attendance office will result in an absence being unexcused. State the name of the student who is going to be absent, his/her grade, the reason for the absence, and the phone number where the parent or guardian can be reached for verification.

2. Collinsville Community Unit School District #10 parents and guardians may also conveniently report a student absence using your [Skyward Family Access](#) account or the Skyward App. While you can choose to call your child's school to report an absence, using Skyward Family Access gives you the ability to report or request an absence 24/7 using your computer or mobile device.

How to Report an Absence Using Skyward Family Access

1. Log into [Skyward Family Access](#) and select ATTENDANCE from the menu options on the left; 2. Click on ENTER ABSENT REQUEST toward the middle upper right of the Attendance screen; 3. Select the ADD REQUEST link to the right in the Attendance pop-up window; 4. Enter the *Start Date* and the *End Date*; and Check "All Day" OR indicate times for the absence; 5. Choose a reason for the request from the drop-down menu; 6. Add any additional comments for the office; 7. When finished, click SAVE; 8. After clicking SAVE on the previous screen, the absent request will appear as *PENDING*; 9. You will receive a confirmation email stating the request has been created; 10. Once the school office has processed the absence request, you will receive an additional email with confirmation.

To report an absence using the Skyward App:

1. Log into your Skyward App; Click on the menu option in the upper right corner of the screen; 2. Choose ATTENDANCE; 3. Select ADD ABSENCE REQUEST; 4. Enter the *Start Date* and *End Date*; Mark "All Day – Yes" OR indicate times for the absence; 5. Choose a reason for the request from the drop-down menu; 6. Add any additional comments for the office; 7. When finished, click SUBMIT; 8. The request will appear as *PENDING* until it is approved by the school; 9. Once the school office has processed the absence request, you will receive an email confirmation.

Commented [9]: Omit language for 22-23.

The determination as to whether an absence is classified as reported, documented or unexcused is the sole responsibility of the school. The responsibility of the parent is to report the absence. All requests for reported absences, MUST be reported to the attendance office within five (5) days of the student's absence. If a student has an appointment with a treating health care provider or physician, they must bring a note from them explaining the absence. At the District's request, a note from a health care provider may also be required to validate extended or repeated illnesses before being excused.

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

CO-CURRICULAR ACTIVITIES - ATTENDANCE POLICY FOR STUDENT PARTICIPATION (CHS)

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

CO-CURRICULAR ACTIVITIES - ATTENDANCE POLICY FOR STUDENT PARTICIPATION (CMS)

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

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

ATTENDANCE POLICIES AND PROCEDURES

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

Documented Absences: A documented absence will be issued when a parent/guardian presents documentation of a student's absence for personal illness (including mental or behavioral health of the student), serious family illness, the death of an immediate family member, court appearance or any absence which is beyond the control of the student (ie. in the case where a nurse has to send a student home for illness, to include, but not limited to, head lice, fever, and vomiting). The following documentation must be presented to the Main Office regarding documented absences: 1) For personal or family illness – a note from a treating health care provider, physician, or dentist; 2) For court appearances – a document from the court system; 3) For parent/guardian active duty/leave/return from deployment – a document from the military service. Requests by parents/guardians to have an absence recorded as 'documented' must present the documentation within five (5) days from the date of the student's absence. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work within a reasonable time (this usually means one (1) day for each day of reported or documented absence).

Release Time for Religious Instruction/Observance: A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students with Reported or Documented absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

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

Commented [10]: P.A. 102-321 states that an excused absence includes an absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required. Students are allowed to make up all missed work. This new requirement goes into effect on January 1, 2022.

Commented [11]: P.A. 102-321 states that an excused absence includes an absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required. Students are allowed to make up all missed work. This new requirement goes into effect on January 1, 2022.

College Day/Military Day (Collinsville High School): Juniors and seniors who find it necessary to visit colleges/universities, vocational/technical schools, or military facilities of their choice may be granted two days each year for this purpose in accordance with guidelines set by the principal. A visitation request form (available in the Attendance Office) MUST be signed by a parent and submitted to the attendance office not less than two days prior to the proposed date of visitation. An unexcused absence will be recorded without the proper approval. Students are encouraged to set up visitation dates on Saturdays or when school is not in session. No visitation days will be approved after May 1st unless specifically requested by a post-secondary school. Additional visitation days may be granted with prior approval from the principal. College Days are NOT allowed on state mandated test days (i.e. SAT/PSAT state testing).

Unexcused Absences: An unexcused absence will be assigned for any absences in which the parent/guardian does not notify the school attendance office. Students will not be allowed to make-up work missed due to an unexcused absence. The following acts (even with parental consent) are considered an unexcused absence: failure to attend in-school supervision and/or Short-Term Option Program (STOP). Absences that are not due to illness must be pre-arranged with the principal, if possible, and may or may not be excused.

Any student who has accumulated fifteen (15) consecutive days of unexcused absence with no school contact from a parent/guardian ("lost child", whereabouts cannot be determined) shall be withdrawn from Collinsville Community Unit School District Ten (10). The District shall use its best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student (including, calling all known phone numbers, including emergency contacts, and visiting the last known address). The date of withdrawal shall be marked retroactive to the last of attendance. If a school has been notified by a parent/guardian that a student will no longer be attending, such student shall be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the last of attendance. If a student with a disability has been absent without valid cause for fifteen (15) consecutive days, the District will convene an IEP/504 meeting to ascertain the reason for the absences, whether the nonattendance is related to the student's disability, and if appropriate, a plan to stop the recurring nonattendance of the student. If a school has been notified by a parent/guardian that a student will be on an extended trip taking the student out of school for more than fifteen (15) consecutive days, such student may be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the last of attendance. Absences that are not due to illness must be pre-arranged with the principal, if possible, and may or may not be excused.

Tardies: A tardy may be defined as a student's failure to be in an assigned seat in the classroom at the appropriate time. All tardies will be submitted to the office on an hourly basis. Those students arriving late to school should report to the attendance/school office and sign in. If a student will be late to school, a parent or guardian MUST notify the school prior to the student arriving to school. The only excused tardy is written medical notification. The district provides transportation to and from school. Any student arriving late to school on a school bus shall not be counted as tardy. For Collinsville High School/Collinsville Middle School students, accumulation of tardies will result in discipline. At CHS, tardy discipline will be cumulative by quarter. Students arriving late to school or leaving early from school, due to a medical, dental, counseling, court, or similar appointment, must provide proof of the appointment from the agency, upon returning to school. Failure to do so may be counted as an unexcused absence.

Truancy: Parents have the legal obligation to see that their children attend school at all times it is in session (Illinois School Code, Section 26-1, 26-2). A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for more than 1% but less than 5% of the past 180 school days. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified of an absence within five (5) school days. Students considered truant are subject to school discipline. A student who misses fifteen (15) consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion for a period not to exceed two (2) years. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00. Chronic truancy is defined as a child who is absent without valid cause (recognized excuse) for five percent (5%) or more of the previous 180 regular attendance days. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. During the school day, students must have administrative permission to go to the parking lot. Students who leave campus after proper clearance (home and school) must sign out in the attendance office, stating their name, reason for leaving and time of departure. Any student who leaves school without following proper 'Early Dismissal' school procedures will be considered truant, may lose their driving privileges for the remainder of the year and may be subject to a search as outlined in the Search and Seizure policies of this handbook if the student returns to campus that day.

**AN ORDINANCE AMENDING THE COLLINSVILLE MUNICIPAL CODE RELATING TO TRUANCY
BE IT ORDAINED BY THE CITY COUNCIL OF COLLINSVILLE THAT:**

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

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

school without parental permission shall not constitute truancy if permission is submitted in writing to the proper school authorities within 24 hours after such absence.

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

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

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

EARLY DISMISSALS (Collinsville High School)

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

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

BELL SCHEDULES (COLLINSVILLE HIGH SCHOOL)

Commented [BH12]: Revised to reflect revised bell schedules to accommodate 15 minutes between Bus Tier I and Bus Tier II as required for student transportation by First Student Bus Company.

FULL DAY SCHEDULE		HALF HOUR EARLY DISMISS		HALF DAY SCHEDULE		CAVC SCHEDULE FULL DAY	
Zero Hour	6:45	Zero Hour	6:45	Zero Hour	6:45	SECTION A	8:55 - 11:20
Students Enter Building	7:40	Students Enter Building	7:40	Students Enter Building	7:40	SECTION B	11:25 - 1:50
Warning Bell	7:45	Warning Bell	7:45	Warning Bell	7:45		
1st Period	7:50 - 8:50	1st Period	7:50-8:41	1st Period	7:50-8:20		
2nd Period	8:55 - 9:50	2nd Period	8:46 - 9:34	2nd Period	8:25 - 8:50		
3rd Period & Lunch (3A) - (3B)	9:55 - 10:20 10:25 - 10:50	3rd Period & Lunch (3A) - (3B)	9:39 - 10:04 10:09 - 10:34	3rd Period	8:55 - 9:20		
4th Period & Lunch (4A) - (4B)	10:55 - 11:20 11:25 - 11:50	4th Period & Lunch (4A) - (4B)	10:39 - 11:04 11:09 - 11:34	4th Period	9:25 - 9:50		

5th Period & Lunch (5A) - (5B)	11:55 - 12:20 12:25 - 12:50	5th Period & Lunch (5A) - (5B)	11:39 - 12:04 12:09 - 12:34	5th Period	9:55 - 10:20
6th Period	12:55 - 1:50	6th Period	12:39 - 1:27	6th Period	10:25 - 10:50
7th Period	1:55 - 2:50	7th Period	1:32 - 2:20	7th Period	10:55 - 11:20
Dismissal	2:50	Dismissal	2:20	Dismissal	11:20

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc.
NOTE: Subject to change as per Board of Education approved Return to Learning Plan

BELL SCHEDULES (COLLINSVILLE MIDDLE SCHOOL)

Full Day Schedule		Half Hour Early Dismissal	
Advisory	8:45-9:10	Advisory	8:45-8:55
1 st Period	9:14-10:04	1 st Period	8:59-9:47
2 nd Period	10:08-10:58	2 nd Period	9:54-10:38
3 rd Period Grade 8	11:02-12:02	3 rd Period Grade 8	10:42-11:42
3 rd Period Grade 7 Lunch	11:02-12:36	3 rd Period Grade 7 Lunch	10:42-12:16
3A lunch	11:02-11:32	3A lunch	10:42-11:12
3B lunch	11:32-12:02	3B lunch	11:12-11:42
4 th Period Grade 7	12:40-1:40	4 th Period Grade 7	12:20-1:20
4 th Period Grade 8 Lunch	12:06-1:40	4 th Period Grade 8 Lunch	12:20-1:20
4A lunch	12:06-12:36	4A lunch	11:46-12:16
4B lunch	12:36-1:06	4B lunch	12:16-12:46
5 th Period	1:44-2:34	5 th Period	1:24-2:11
6 th Period	2:38-3:46	6 th Period	2:15-3:16
Dismissal	3:40	Dismissal	3:10

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc.
NOTE: Subject to change as per Board of Education approved Return to Learning Plan

BELL SCHEDULES (COLLINSVILLE MIDDLE SCHOOL)

Full Day Schedule		Half Hour Early Dismissal	
1 st Period	8:45-9:46	1 st Period	8:45-9:34
2 nd Period	9:50-10:40	2 nd Period	9:38-10:26
3 rd Period	10:44-11:44	3 rd Period	10:30-11:30
3A lunch	10:44-11:14	3A lunch	10:30-11:00
3B lunch	11:14-11:44	3B lunch	11:00-11:30

Commented [BH13]: Revised to reflect revised bell schedules to accommodate 15 minutes between Bus Tier I and Bus Tier II as required for student transportation by First Student Bus Company.

4 th Period	11:48-12:48	4 th Period	11:34-12:34
4A lunch	11:48-12:18	4A lunch	11:34-12:04
4B lunch	12:18-12:48	4B lunch	12:04-12:34
5 th Period	12:52-1:42	5 th Period	12:38-1:26
6 th Period	1:46-2:36	6 th Period	1:30-2:18
7 th Period	2:40-3:40	7 th Period	2:22-3:10

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc
NOTE: Subject to change as per Board of Education approved Return to Learning Plan

BICYCLE/SKATEBOARDS/SCOOTERS

Students who wish to ride bicycles to school may do so, but the school assumes no responsibility for lost or damaged bicycles. All bicycles are to be parked and locked in the school bike racks. Students are to walk their bikes at all times when they are on school grounds. Students are not to ride their bikes in lawns of local residents. Skateboards, hoverboards, and scooters are not allowed and should not be ridden or brought to school.

BOARD OF EDUCATION

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

REGULAR MEETINGS

Regular meetings of the Board of Education are open to the public. They are held on the third Monday of each month at 6:30 p.m. at the Administrative Annex, 123 West Clay Street, Collinsville, Illinois. In the event that the third Monday falls on a school holiday, the meeting is held on the fourth Monday of the month.

SPECIAL MEETINGS

Special meetings of the Board of Education are open to the public. These meetings may be called by the Board president with at least 48 hours of public notice before the meeting. Notices are placed at the entrances to the Administration building (201 West Clay Street, Collinsville, Illinois) and to the Administrative Annex (123 West Clay Street, Collinsville, Illinois).

CLOSED SESSION

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

ADDRESSING THE BOARD OF EDUCATION

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

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

BREAKFAST & LUNCH PROGRAM

Breakfast and lunch are served every school day, except when there is a 12:15 p.m. or earlier dismissal, then lunch will not be served. Please check the individual school's schedule for times and prices. Free or reduced price meals are available for qualifying students. For an application, contact the building secretary. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier

meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

BUDGET - DISTRICT

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

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

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

Additional information about the mechanics of a school district budget can be found in the Illinois State Board of Education's A Guide to Understanding the Illinois School District Budget Process document at <http://www.isbe.net/finance/>.

BUILDING FACILITIES RENTAL

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

PROCEDURES TO REQUEST THE USE OF DISTRICT FACILITIES

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

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

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

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations: 1) During any school-sponsored education program or activity; 2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-

sanctioned events or activities; 3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; 4) Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. ~~Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.~~ Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Commented [14]: Modified to align with changes to PRESS policy service as per IPA Legal Counsel.

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

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

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

~~**Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.**~~ Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

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

II. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article 1 of the Illinois Constitution.

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

Nondiscrimination Coordinator: Dr. Brad Skertich, Superintendent, 201 West Clay Street, Collinsville, Illinois 62243 (168-346-6350. **Male Complaint Manager:** Mr. Bradley Hyre, Assistant Superintendent - Student Services, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350; **Female Complaint Manager:** Mrs. Latoya Coleman, Director, Curriculum & Assessment, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350. **Title IX Coordinator:** Mr. Bradley Hyre, Assistant Superintendent - Student Services, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350 bhyre@cusd.kahoks.org.

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

V. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident; 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; 3) Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received; 4) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying; 5) The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

VI. The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

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

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

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

XII. This Bullying Prevention and Response Plan is consistent with the policies of the school board. Students are encouraged to **immediately** report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager, or any staff member with whom the student is comfortable speaking. Students may choose to report to a person of the student's same sex. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal.

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

CYBER-BULLYING

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*. Cellular telephones, cameras or any electronic devices used to harass or bully students or harass school personnel (ie. the student has i) been determined to have made an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, (ii) the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and (iii) the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school) may be subject to the following disciplinary action: 1) In-School Suspension assignment, 2) Short Term Option Program (STOP) assignment, 3) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund). Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

SEXUAL HARASSMENT

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Collinsville CUSD10 Board Policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Title IX Sexual Harassment

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties. Title IX Sexual Harassment Prohibited Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30). Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion. A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender. School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

TEEN DATING

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

HAZING

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

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

BUS TRANSPORTATION

Collinsville Unit 10 School District provides free bus transportation for students in accordance with the Illinois School Code through a private contractor, First Student Educational Services. Bus routes are determined by the contractor with district approval (and will be available only for students who live greater than 1.5 miles from the school). Questions about student transportation can be directed to First Student at 346-8605 or the district office at 346-6350.

BUS SAFETY: RULES & REGULATIONS

The following is a list of expected conduct for students to follow when utilizing bus transportation to school, from school or during student activities/athletic events: 1) Remain seated when the bus is moving; 2) Keep hands to yourself. Respect the rights and property of others. There is to be no 'horseplay' on the bus; 3) Keep head, arms and hands inside the bus. Do not throw any objects out of the bus; 4) Use inside voices, -- no screaming or yelling; 5) Obey the driver or bus attendant; 6) There is to be no smoking, eating or drinking on the bus at any time; 7) Students will be required to pay restitution for any vandalism to the bus.

All students are expected to follow the District's School Bus Safety Guidelines and all school rules when riding the school bus to school, from school or during student activities/athletic events. A student may be suspended from school and/or riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: 1) Prohibited student conduct as defined in the Student Discipline policy; 2) Willful injury or threat of injury to a bus driver or to another rider; 3) Willful and/or repeated defacement of the bus; 4) Repeated use of profanity; 5) Repeated willful disobedience of the bus driver's or other supervisor's directives; 6) Boarding a school bus which services other schools within the C.U.S.D. 10 District; 7) Entering the bus from or exiting the bus to a location other than the student's assigned stop without prior approval from First Student or the School administration, 8) Other behavior(s) identified by the administration deemed to threaten the safe operation of the bus and/or its occupants. School rules will apply for students when utilizing bus transportation to school, from school or during student activities/athletic events. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

PARENT RESPONSIBILITIES REGARDING BUSES

1. Make certain that your child is at the bus stop on time each morning.
2. Accept joint responsibility with the school authorities and bus driver for proper conduct on the bus.
- 3) Parents of kindergarteners and first graders are responsible to meet their child's bus each day or designate a responsible individual to be with their child during pick up and drop off times.

STUDENTS RIDING A BUS WITH A FRIEND

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

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The contents of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those individuals with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Administrators, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of the videotape is contested within a formal proceeding, it will be treated like any other evidence. If you have any questions regarding the bus company rules and regulations, please contact First Student Bus Company at 618-346-8605.

CAFETERIA SERVICES

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

FREE AND REDUCED MEALS

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

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

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

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

MEAL POINT OF SALE (DEBIT CARD) SYSTEM

Students attending schools in Collinsville Unit 10 may use the Cafe Enterprise point of sale card (debit) system. The point of sale system allows a parent/guardian to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc.) Students may continue to pay cash on a daily basis if they choose. The system works with a 12-key PIN pad (located near the end of the serving line) that is similar to an automated teller machine (ATM). The pad allows each student to enter their 6-digit personal identification number (PIN) to access their account. The student's PIN number is unique and should be memorized. The system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus ensuring every child's privacy.

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

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

A payment form is available in the PDF Library on the C.U.S.D. 10 Website. Once completed and printed, this form should be returned with each deposit. For safety purposes, we recommend that advanced payments be sent in the form of a check. Checks should be made payable to Collinsville C.U.S.D. 10. If a payment is sent for more than one student in the same school, an indication of the amount of money to be deposited for each student should be made on the form. If an amount is not specified, the deposit amount will be divided equally between siblings' accounts. If a payment option is not specified, all monies will be deposited under OPTION PLAN #1 - Cash On 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 the student's debit account and are available when the student purchases meals and/or a la carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place.

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

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

CAFETERIA ETIQUETTE (CHS)

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

During breakfast and lunch the following rules apply: 1) Students are expected to be out of the main and vocational building before the end of the 5-minute passing period; 2) Students who break for lunch must exit promptly and in a manner that will not disturb on-going classes; 3) Food and soda will be allowed outside. However, it is against the rules

to bring any food or drink into the main building. It is the responsibility of the student to keep the grounds free of litter. Students may not bring food from outside vendors (ie. fast food restaurants) over lunch hours to eat in the cafeteria.

Violation of Cafeteria Etiquette expectations will result in disciplinary action in accordance with the District's disciplinary procedures

CAFETERIA ETIQUETTE (CMS/DIS/ELEMENTARY)

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

During breakfast and lunch the following rules apply: 1) Students shall not save seats for other students; 2) Students shall walk to lunch and shall be orderly and quiet during lunch; 3) No food shall leave the cafeteria; 4) Loud talking, yelling, screaming, and other disruptions are prohibited; 5) Students shall not throw food, milk cartons or other items; 6) Students shall not trade food; 7) Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel; 8) Students shall remain seated while in the cafeteria except when given permission to throw away trash; 9) Students shall immediately become silent when staff or presenters make announcements in the cafeteria; 10) Students shall report spills and broken containers to cafeteria staff immediately; 11) Students shall be dismissed from the cafeteria by the lunchroom monitor; 12) Soda, glass containers and knives of any type are not allowed at school; 13) Fast food may not be delivered to students at school; 14) Food items from home may not be ones that require refrigeration or heating/cooking.

Violation of Cafeteria Etiquette expectations will result in disciplinary action in accordance with the District's disciplinary procedures.

CAFETERIA MEALS

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

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

Meal Prices for 2022-2023		
Grade Level	Breakfast	Lunch
PreK - 6	\$1.30	\$2.95
CMS	\$1.40	\$3.05
CHS	\$1.40	\$3.05
Staff	\$1.60	\$3.30

Commented [BH15]: Will be adjusted when 2022-2023 meal prices are approved.

Commented [BH16]: Modify to update for 2022-2023

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CAMPUS MONITORS

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

CELL PHONE, SMARTPHONE, ELECTRONIC COMMUNICATION DEVICES, MOBILE INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS (COLLINSVILLE HIGH SCHOOL)

The use of electronic devices and other technology at school is a privilege, not a right. Students may possess electronic devices including, but not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant, iPod, iPad, mobile internet devices (MID), personal laptops, tablet computer, netbooks. Students may possess such electronic devices while on school property to use as an educational tool and may use these devices only (1) before school starts, (2) in the cafeteria during the student's assigned lunch period and (3) after school ends in adult supervised areas only. These devices should be used for educational purposes during these times. Students may not use

cell phone/electronic devices during instructional time or in academic areas except: a) at the expressed consent of the classroom instructor for educational purposes; b) use of the device is provided in a student's individualized education program (IEP); or c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. The use of cell phones, smartphones, electronic communication devices, mobile internet devices (MID), personal laptops, and netbooks will be at the discretion of the teacher. The following rules will be in effect: 1) students must obtain teacher permission before using a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook during classroom instruction; 2) student use of a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook must support the instructional activities currently occurring in the instructional environment; 3) students must turn off and put away a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook at the request of a teacher; 4) during instructional time, audio must be muted to prevent distracting others in the classroom. Emergency use of a cell phone/smartphone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office: 618-346-6320. Inappropriate use will result in disciplinary action, and may result in the loss of the privilege of using the electronic device.

~~The following discipline actions will be used as guidelines. (All disciplinary action is determined on a case-by-case basis by school officials): 1st offense — 1 Detention, student may pick up the electronic viewing/listening device after school; 2nd offense — 2 detentions, a parent/guardian must pick up the electronic viewing/listening device; 3rd offense — 1 Day of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device; 4th offense — 2 Days of In-School Supervision, parent/guardian must pick up the electronic viewing/listening device. 5th Offense — 2 days out of school suspension. Each additional offense will result in two (2) additional days of OSS (example: 6th offense — 4 days of OSS, parent/guardian must pick up electronic viewing/listening device). The School District is not responsible for the loss, theft or damage of any electronic device brought to school.~~

All disciplinary action is determined on a case-by-case basis by school officials. Students may be subject to the following disciplinary actions for violation of the Cell Phone, Smartphone, Electronic Communication Devices, Mobile Internet Devices, Personal Laptops, Netbooks policy: 1) Warning/Conference; 2) Detention; 3) In-School Supervision assignment, 4) Short Term Option Program (STOP) assignment, 5) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 6) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund).

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

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

CELL PHONE, SMARTPHONE, ELECTRONIC COMMUNICATION DEVICES, MOBILE INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS (COLLINSVILLE MIDDLE SCHOOL)

Students may not have cell phones (including cell phone watches)/electronic communication devices, mobile internet devices (MID), personal laptops or netbooks either visible or heard while on school property beginning with the first

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attendance bell until the dismissal bell. These devices should not be seen or heard during school hours. The only devices authorized for use during school hours will be school issued Chromebooks.

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent (ie. taking still photos or videos of other students engaged in a physical or verbal confrontation), recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Picture phones and other recording devices are banned from locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting") is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. The following discipline actions will be used as guidelines (All disciplinary action is determined on a case-by-case basis by school officials): 1) Detention(s), 2) In-school Supervision, 3) Out-of-school Suspension for up to ten (10) days and referral to the Board of Education for possible expulsion for up to two (2) years; 4) legal action through local law enforcement.

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Emergency use of a cell phone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office at 343-2100 or via school provided email.

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

The following discipline action will be assigned:

1st offense – Warning from School Administrator, student may pick up the electronic viewing/listening device after school;

2nd offense - 2 Detentions, a parent/guardian must pick up the electronic viewing/listening device;

3rd offense – 1 Day of In-School Supervision (ISS), a parent/guardian must pick up the electronic viewing/listening device;

4th offense – 2 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device;

5th offense – 3 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device.

Each additional offense will result in an additional Day of STOP (ex., 6th Offense – 4 Days of STOP); parent/guardian must pick up electronic viewing/listening device. *The School District is not responsible for the loss, theft or damage of any electronic device brought to school.*

CELL PHONE, SMARTPHONE, ELECTRONIC COMMUNICATION DEVICES, MOBILE INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS (DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent (ie. taking still photos or videos of other students engaged in a physical or verbal

confrontation), recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Picture phones and other recording devices are banned from locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting') is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. The following discipline actions will be used as guidelines (All disciplinary action is determined on a case-by-case basis by school officials): 1) Detention(s), 2) In-school Supervision, 3) Out-of-school Suspension for up to ten (10) days and referral to the Board of Education for possible expulsion for up to two (2) years; 4) legal action through local law enforcement.

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

CHANGE OF ADDRESS

Any change in the student's address or phone number must be reported to the Collinsville Unit 10 Enrollment Office as promptly as possible. Any change in the student's address requires proper documentation. This enables the school to send all mail to the proper address and to contact the home when necessary.

CHARACTER EDUCATION

Collinsville Unit 10 School District is a proud participant of the Characterplus Way for Southern Illinois. This program is a Madison County, IL Character Education partnership with the U.S. Department of Education (Office of Safe and Drug Free Schools). This initiative integrates Character Education into the school's mission, policies, professional development and academic curricula. Consequently, it becomes a critical component in student learning. We believe that one of the most important functions of schools is to reflect and reinforce positive character traits and to teach the rights and responsibilities of citizenship. Working in partnership with our community, we hope to improve each student's chances of experiencing life-changing success.

CLASSIFICATION OF STUDENTS (COLLINSVILLE HIGH SCHOOL)

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

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

CLASSROOM PLACEMENT/STUDENT ASSIGNMENT (DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

Placements of students in a particular class is left to the discretion of the building principal. The educational and administrative staff makes all efforts to create equitable classes. Several variables are considered when creating class assignments each year. In order to assist each student in being successful, consideration is given to the learning style of each individual child.

CLOSED CAMPUS (COLLINSVILLE HIGH SCHOOL)

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

During the school day, students must have administrative permission to go to the parking lot. Students who leave campus after proper clearance (home and school) must sign out in the high school office, stating their name, reason for leaving

and time of departure. Any student who leaves school without following proper 'Early Dismissal' school procedures will be considered truant and may lose their driving privileges for the remainder of the year.

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

CODE OF CONDUCT FOR ATHLETICS (COLLINSVILLE HIGH SCHOOL)

PURPOSE

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

The Board of Education also believes that students should be held to high standards of conduct with regard to other prohibited behaviors as detailed in the Collinsville Unit 10 District Handbook. Any student that is involved in acts of gross disobedience and misconduct will be subjected to the penalties outlined in this code of conduct. These acts may include, but are not limited to: fighting, vandalism, theft, harassment, hazing, the use, possession, distribution, or attempted distribution of any tobacco products and/or illegal/nonprescription or prescription drugs, look-alike drugs; or use, distribution or sale of alcoholic beverages, the setting off of a fire alarm; and/or the possession/use or threat to use a weapon. Students are prohibited from being physically present at any location where there is illegal use or possession of drugs or any location where there is the underage consumption/possession of alcohol. When there is underage consumption/possession of alcohol and/or use or possession of illegal drugs in any form at any location, the student is required under this policy to immediately leave the location and must report the incident to the Athletic Director or school administrator within 24 hours. A student's failure to immediately depart the location and/or failure to report the incident to the Athletic Director or school administrator within 24 hours shall constitute a violation of this policy and will subject the student to Level A or Level B disciplinary action. The Board of Education has determined that participation in athletics and student activities is a privilege, not a right. With the privilege to participate come certain responsibilities. If a student fails to comply with the terms of this policy, the privilege to participate in athletics, and/or student activities may be lost in accordance with the terms of this policy. It is the sincere intent of the Board of Education to establish a policy that encourages students to practice good health habits and appropriate responsible behavior. The Board of Education has attempted to adopt a policy that protects the safety and integrity of the student body as well as the participants in athletics and student activities.

SPECIAL RULES RELATED TO CRIMINAL FELONY CHARGES/OFFENSES

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

CODE OF CONDUCT VIOLATION

A student's participation in athletic events and extracurricular activities is a privilege not a right. The athletic director and/or building administrator shall conduct an investigation of charges that an athlete has engaged in any act of gross disobedience or misconduct. The athletic director and/or building administrator shall make a preliminary determination, based upon the results of the investigation, as to whether prohibited conduct has, in fact, occurred. Once a determination that an act of gross disobedience or misconduct has occurred, the Code of Conduct Committee will convene to determine athletic disciplinary action. The committee will consist of the Athletic Director, the Assistant Athletic Director, the building Principal or another administrator designated by the Principal, and a minimum of one (1) Varsity Coach to be determined by the Principal and/or Athletic Director. Pending the Code of Conduct Committee review, the athletic director and/or building administrator shall suspend the student athlete from participation in all athletic competition. As soon as possible, the student and his/her parent(s)/guardian(s) will be notified of all charges and disciplinary action (including, but not limited to, suspension and/or removal from the team). The student and his/her parent(s)/guardian(s)

may respond in writing to the charge(s) and disciplinary action taken for review by the Superintendent and/or his/her designee. This opportunity to have a review of the disciplinary action is the final step in this process. If a student is charged with an offense reported to the District pursuant to a reciprocal reporting agreement with local law enforcement and that offense is not already listed below as a Level A, B or C Offense, the student will be excluded from participating in all athletic and extracurricular activities for a period of time determined appropriate by the Administration.

VIOLATION LEVELS DEFINED:

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

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

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

The costs associated with any assessment, educational program, or treatment referred to herein shall be borne exclusively by the student and their parent(s)/guardian(s).

RULES IN EFFECT

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

The athlete must attend all practices and contests during the time he/she is serving the disciplinary consequence. The student must complete the sport season for the consequences to be considered served. Students are prohibited from circumventing the penalty by enrolling in a sport in which he or she has not participated in previous years. In determining the timing of the disciplinary consequence, the Administration shall take into consideration the student's participation in athletics and activities from prior years. Athletes quitting the team during the season will not be permitted to join another team during that season unless mutually agreed upon by both coaches. Further, any participant who has an outstanding obligation to another sport will not be permitted to participate until the obligation has been satisfied. A student must be

academically eligible at the end of the season and finish the season as a team member in good standing with the CHS Athletic Department and CHS school administration (ie. not in violation of the Code of Conduct policy) to receive a CHS Athletic Letter and/or other CHS Athletic awards for that season.

GUIDELINES FOR ATHLETIC CODE OF CONDUCT VIOLATIONS

Suspensions may be for greater or lesser periods, depending upon the severity of the violation involved.

	LEVEL A OFFENSE	LEVEL B OFFENSE
FIRST OFFENSE	The student shall be suspended for twenty two percent (22%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.	The student shall be suspended from all athletics for a period of eleven percent (11%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.
SECOND OFFENSE	The student shall be suspended for fifty percent of the season if found to have committed 2 level A offenses, with limitations as set forth by the IHSA.	The student shall be suspended for twenty two percent (22%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.
THIRD OFFENSE	The student shall be suspended from the athletic program (practices and scheduled contests) for the remainder of his/her high school career.	The student shall be suspended from the athletic program (practices and scheduled contests) for a period of 365 days from the point of the violation.
FOURTH OFFENSE		The student shall be suspended from the athletic program (practices and scheduled contests) for the remainder of his/her high school career.

Parent(s)/guardian(s) must sign the Student/Parent Handbook Receipt during the online registration process. The signing of the Handbook (which includes the aforementioned Athletic Code of Conduct) will remain in effect for one full calendar year. Eight semesters of high school is a student's maximum length of eligibility.

**CODE OF CONDUCT FOR STUDENT ACTIVITIES
(COLLINSVILLE HIGH SCHOOL)**

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

PURPOSE

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

EXPECTATION (REQUIREMENTS)

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

PROCEDURES FOR A BREACH OF THE CODE OF CONDUCT

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

CODE OF CONDUCT FOR ATHLETICS/STUDENT ACTIVITIES (COLLINSVILLE MIDDLE SCHOOL)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach or sponsor's policy can exceed the listed disciplinary action when such information has been provided to the athlete in that coach or sponsor's activity. During a period of suspension, the participant is to continue to participate in the activity during practice sessions or other meetings. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Parent(s)/guardian(s) must sign the Student/Parent Handbook Receipt during the online registration process. The signing of the Handbook (which includes the aforementioned Athletic Code of Conduct) will remain in effect for one full calendar year.

COLLEGE AND CAREER READINESS

Collinsville CUSD 10 will begin following the Illinois State Board of Education guidelines on the collection and retention of CCRI data for all students in applicable grade levels beginning with school year 2020-2021. Students are expected to make reasonable efforts to complete CCRI and reasonably participate in data collection. Supplemental information about CCRI can be found on the district website at www.kahoks.org.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORKS

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

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

Terms and Conditions - The term *electronic networks* includes all of the District's technology resources, including, but not limited to: 1) The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure; 2) Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location; 3) District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

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

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are: 1) Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law; 2) Using the electronic networks to engage in conduct prohibited by board policy; 3) Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware; 4) Unauthorized use of personal removable media devices (such as flash or thumb drives); 5) Downloading of copyrighted material for other than personal use; 6) Using the electronic networks for private financial or commercial gain; 7) Wastefully using resources, such as file space; 8) Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means; 9) Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video; 10) Using another user's account or password; 11) Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator; 12) Posting or sending material authored or created by another without his/her consent; 13) Posting or sending anonymous messages; 14) Creating or forwarding chain letters, spam, or other unsolicited messages; 15) Using the electronic networks for commercial or private advertising; 16) Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material; 17) Misrepresenting the user's identity or the identity of others; and 18) Using the electronic networks while access privileges are suspended or revoked.

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

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

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1) For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source; 2) Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided; 3) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission; 4) The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text; 5) Student work may only be published if there is written permission from both the parent/guardian and student.

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

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

Internet Safety - Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

CHROMEBOOK STUDENT USER AGREEMENT

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

Chromebook Loan - The Chromebooks are owned and maintained by Collinsville School District. Your use is limited to and conditional upon your full and complete compliance with the Computer and Internet Acceptable Use Policy.

Financial Responsibility for Loss or Damage - If the Chromebook is damaged, lost, or stolen, the student's parent or guardian may be responsible for the cost of repair or the value of the Chromebook. Loss by theft must be reported to the district by the next school day after the occurrence. Charges will be assessed for stolen Chromebooks unless a police report has been filed.

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

School Use - Chromebooks are intended for use at school each day. Students who take them home are responsible for bringing their Chromebooks back to school fully charged on the following day unless advised not to do so by their teachers or administrators.

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

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

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

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

CHARGERS SHOULD REMAIN AT HOME.

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

Printing -

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

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

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

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

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

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

Damage Policy -

Chromebooks will remain the property of Collinsville Community Unit 10 School District until the Chromebook becomes available for purchase according to the approved buyout schedule. Vandalizing, defacing, or otherwise damaging the Chromebook at any time while on loan to the student will result in fees being assessed. The student will be issued a loaner while repairs are completed and will receive the original Chromebook back only after the fees have been paid. In the event that the student leaves the district, the Chromebook, charger, and case must be returned immediately, or the device may be reported stolen to local law enforcement.

Damage Fee Breakdown:

- CB screen - \$25
- CB charger - \$25
- Keyboard - \$25
- Edge/bezel/cover/hinges - \$25
- CB protective case - \$50
- CB lost/stolen/not-returned/irreparable - \$200

PERMISSION TO USE VR (Virtual Reality) HEADSETS (Grades K-6)

The Collinsville School District Technology Department has purchased VR Headsets to enhance educational topics. The district has made every effort to consider students' health and safety at all times. There are certain precautions associated with the use of the VR headsets. Those include:

- 1) Operating the VR system in a safe environment and under adult supervision.
 - 2) Not using/discontinuing the use of the headsets if suffering from any of the conditions/symptoms listed in the health and safety warnings (seizure disorder, binocular vision abnormalities, Epilepsy, loss of balance, disorientation, drowsiness, nausea, motion sickness or discomfort in the head or eyes).
- If you have any questions about the headsets, contact your child's school. If you wish to exclude your student from activities involving the VR headsets, please contact your child's teacher.

CONFISCATED PERSONAL ITEMS

Any items that interfere with the learning process or pose a safety concern may be confiscated and turned over to the school office. Offenses may result in disciplinary action as determined on a case-by-case basis by school administrators. Schools are not responsible for lost, stolen, or damaged personal items.

CORRIDOR COURTESY

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

COUNSELING SERVICES (COLLINSVILLE HIGH SCHOOL)

School counselors, school social workers, school psychologists, and the IEP coordinator will ensure all students will have access to and receive support for their academic, career, and social/emotional development through the delivery of classroom lessons, small groups, individual student meetings, and responsive services.

Confidentiality Guidelines

Confidentiality is an important part of the work social-workers, school psychologists and school counselors conduct with students. Please remember that counselors, social workers, psychologists and the IEP coordinator will adhere to professional guidelines and ethics for practice (ISBE, NASW, NASP, and ASCA), when providing services to services in either a face to face or virtual format. Interactions and conversations with students are confidential unless the following is disclosed: 1) Harm to Self or Others: This includes students who report a plan to harm themselves or others or a plan that puts the safety of others at imminent risk; 2) Abuse or Neglect: If a student talks about abuse (physical, emotional, verbal, sexual, or other) whether to themselves or to another minor, it is required by law to report the abuse to the Department of Children and Families and possibly the police. If a student discloses about an abuse case that has already been addressed by DCFS or the police, there may still be a need to make a report; 3) Court or Other Legal Proceedings: In accordance with law, if a counselor is subpoenaed, information is not guaranteed to be kept confidential. Staff will cooperate with local law enforcement, DCFS, social service agencies and the courts, as required by law.

CURRICULA (COLLINSVILLE MIDDLE SCHOOL)

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

Grade Seven Required Courses

Language Arts—5 days a week for 1 year; Health—5 days a week for one semester; Keyboarding—5 days a week for one semester; Mathematics—5 days a week for 1 year; Physical Education—5 days a week for 1 year; Science—5 days a week for 1 year; Social Studies—5 days a week for 1 year

Grade Seven Elective Courses

Band—As needed throughout week; Choir—5 days a week for 1 year

Grade Eight Required Courses

Language Arts—5 days a week for 1 year; Mathematics—5 days a week for 1 year; Physical Education—5 days a week for 1 year; Science—5 days a week for 1 year; Social Studies—5 days a week for 1 year

Grade Eight Elective Courses

Art—5 days a week for one semester; Music Appreciation—5 days a week for one semester; Band—As needed throughout week; Choir—5 days a week for 1 year; STEAM—5 days a week for one semester; Adv. Health—5 days a week for one semester

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

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

Grade Seven Required Courses

Language Arts—5 days a week for 1 year; Health—5 days a week for one semester; Keyboarding—5 days a week for one semester; Mathematics—5 days a week for 1 year; Physical Education—5 days a week for 1 year; Science—5 days a week for 1 year; Social Studies—5 days a week for 1 year

Grade Seven Elective Courses

Band—As needed throughout week; Choir—5 days a week for 1 year

(Quarter Classes, 5 days a week): Music Appreciation, Health-Wellness-Emotional/Mental Health, Study Skills and Digital Literacy

Grade Eight Required Courses

Language Arts—5 days a week for 1 year; Mathematics—5 days a week for 1 year; Physical Education—5 days a week for 1 year; Science—5 days a week for 1 year; Social Studies—5 days a week for 1 year

Grade Eight Elective Courses

Art – 5 days a week for one semester; Music Appreciation – 5 days a week for one semester; Band – As needed throughout week; Choir – 5 days a week for 1 year; STEAM -5 days a week for one semester; Adv. Health - 5 days a week for one semester

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

Quarter Classes, 5 days a week: Art, Spanish, Career Exploration, Introduction to Shop, Science Technology Engineering, Math (STEM)

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

DANCE POLICY (COLLINSVILLE HIGH SCHOOL)

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

DANCE POLICY (COLLINSVILLE MIDDLE SCHOOL)

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

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. Offenses may result in disciplinary action as determined on a case-by-case basis by school administrators.

DRESS CODE - STUDENT

The Collinsville School District believes that a working clothing-code establishes an environment conducive to learning and reinforces instruction that prepares students to succeed in the world of work. Appropriate student appearance decreases educational distractions, promotes the safety of all students, produces higher moral and physical standards among students, and in general, contributes to the high level of academic excellence of our school. The students' rights of personal freedom to dress and groom themselves according to personal taste will be respected in Unit 10 schools as long as the dress and grooming does not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency. Dress and/or grooming which is not in accord with reasonable standards for health and safety will be considered inappropriate. The building principal is the final authority for judging the appropriateness of a student's appearance. If a teacher finds a student's dress or grooming to be a disruption in the classroom, the student will be sent to the office. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others, may be subject to discipline.

FACE COVERINGS & P.P.E. (Subject to change with future guidance from CDC, IDPH, ISBE): On August 4, 2021, Illinois Governor, J.B. Pritzker issued an Executive Order requiring increased COVID-19 mitigation measures in public and non-public schools serving pre-kindergarten through 12th grade students. These measures include a requirement for students and staff to wear face masks indoors, regardless of vaccination status. The Governor's order states: All public and nonpublic schools in Illinois serving pre-kindergarten through 12th grade students must follow the joint guidance issued by ISBE and IDPH and take proactive measures to ensure the safety of students, staff, and visitors, including, but not limited to: Requiring the indoor use of face coverings by students, staff, and visitors who are over age two and able to medically tolerate a face covering, regardless of vaccination status, consistent with CDC guidance; *Per the Illinois State Board of Education the district may REQUIRE staff and students to wear masks as a layered mitigation strategy during the school day or for a period of time. Therefore, it is expected that each child will carry a mask with them during the school day. During school transportation: CDC's Order applies to all public transportation

Commented [BH21]: Recommended language change to reflect Board Approved Curriculum revisions for Collinsville Middle School for 2022-2023.

Commented [BH22]: Recommended language change to reflect Board Approved Curriculum revisions for Collinsville Middle School for 2022-2023.

conveyances including school buses. Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in CDC's Order. Masks will be provided to students on school buses and throughout the school day to students. Appropriate accommodations (clear masks, shields, etc.) will be made for students with disabilities in accordance with CDC guidelines.

DRESS & GROOMING GUIDELINES AND PROHIBITED ITEMS

The following dress/groom items will not be permitted at schools in Collinsville Unit 10: 1) Articles of clothing (including accessories) that contains or suggests vulgar, profane or inappropriate wording or images, pictures of illegal substances, alcoholic beverages, tobacco products, sexual activity, or violence; 2) Articles of clothing (including accessories) associated with or affiliated with gangs (this includes (but is not limited to) bandanas, colors, insignias or symbols or combination of symbols indicating membership in, affiliation with, or support for any gang or similar organization with intimidation, violence, drugs or illegal activity); 3) The "B's" that should not be visible at school: Bras, Bellies, Bottoms, Backs, Boxers, and Bedroom Attire; 4) Clothing with holes, rips, tears, poorly fitting, showing skin, undergarments, or disrupt the educational process of the classroom, may not be worn at school (all undergarments must be covered by outer attire). Pants/shorts must also be worn at the normal waistline at all times and shorts/skirts must be no shorter than mid-thigh. Yoga pants and leggings must be worn at the normal waistline at all times (hip area covered) and must be covered to mid thigh by outer attire (ie. sweaters, skirts, shorts). Top attire must touch bottom attire all the way around when a student is standing, sitting, or walking (no showing of midriff). Halter, one-shoulder, tube, spaghetti-string tops, or crop tops are not permitted; 5) Jewelry must be removed in instructional settings which pose student safety concerns; 6) Chains, chains from wallets, metal or plastic spikes, or any other apparel which could be a safety concern; 7) Coats of a long nature (including "trench coats" and those worn by certain religious affiliations — clerical robes); 8) Dog collar necklaces, chains or bracelets made with spikes; 9) Eyeglasses with tinted lenses (except for those medically necessary and prescribed by a physician); 10) No form of headgear or headwear (including, but not limited to hats, bandanas, hoodies, etc.) are to be worn at any time during the school day, either in the building or in outside areas; and 11) Loungewear, house slippers, pajamas, and/or housecoats; 12) dress or grooming which disrupts the orderly process of school functions or endangers the health or safety of the student, other students or others.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student dress and grooming are important issues in creating a safe and orderly educational environment. Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness while not disrupting the educational process. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Hoods, coats, bandannas, sweat bands, and sun glasses and dark glasses (unless required for a medical condition with a doctor's note) may not be worn in the building during the school day. Hats may not be worn in the building during the school day without the expressed consent of the classroom instructor and/or building principal. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. The length of shorts or skirts must be appropriate for the school environment. Appropriate footwear must be worn at all times. If there is any doubt about dress and appearance, the building principal will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

CONSEQUENCE FOR DRESS CODE VIOLATIONS

Students will be required to comply with dress and grooming guidelines (which may include changing clothing, wearing loaner clothes or being sent home and will receive unexcused absences for all classes they miss. Repeated violations by a student may result in assigned disciplinary action as determined on a case-by-case basis.

Other dress and grooming issues that may arise and those not addressed specifically in this section will be handled by the administration on a case-by case basis in a manner that is consistent with the items in the preceding paragraphs.

DRUG/ALCOHOL ABUSE

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

Commented [23]: Delete language regarding the wearing of masks in schools as it is no longer required by CDC, IDPH or ISBE.

Commented [24]: P.A. 102-360 prohibits discrimination based on student hairstyles that are historically associated with race, ethnicity, or hair texture.

Commented [25]: Revision of Dress Code Guidelines as recommended by Model Student Handbook (Brian Schwarz, IPA Legal Counsel).

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

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

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

MEDICAL MARIJUANA

The Compassionate Use of Medical Cannabis Program Act (410 ILCS 130 et seq.) strictly prohibits the possession and use on school grounds and on school buses of marijuana except as authorized under 105 ILCS 5/22-33 and Board Policies. A student who has been prescribed medical marijuana must provide the District with a doctor’s prescription for medical marijuana. The school nurse will assist with coordination and monitoring the student’s use of medical marijuana.

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

SUBSTANCE ABUSE OPTION

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

In lieu of a recommendation for expulsion, the student and parent(s)/guardian(s) must agree to an assessment/treatment alternative. If the parent(s)/guardian(s) accept the assessment/treatment alternative, they must consent to release of information between the school district and the substance abuse program and comply with all terms and conditions as determined by the appropriate administrator. The service provider must be approved by the building principal (or designee). Parent(s)/guardian(s) must make contact within the first five days of the suspension to set up an appointment with the selected service provider and notify arrangements with the principal (or designee). Upon confirmation of the appointment, the recommendation for expulsion will be conditionally withdrawn. The administration further reserves the right to recommend expulsion of a student who has been offered and accepted the substance abuse option if he or she commits any additional acts of misconduct (as outlined in the Collinsville Unit 10 School District Student and Parent Handbook).

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

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

DELIVERY

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

PROCEDURES FOR IMPAIRMENT ASSESSMENT

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

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

For suspected other drug use: Screening Assessment for Suspected Chemical Use

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

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

DRUG AND ALCOHOL-FREE WORKPLACE/TOBACCO PROHIBITION

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District: 1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance. 2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred. 3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the *Cannabis Regulation and Tax Act* (CRTA). For purposes of this policy a controlled substance means a substance that is: 1. Not legally obtainable, 2. Being used in a manner different than prescribed, 3. Legally obtainable, but has not been legally obtained, or 4. Referenced in federal or State controlled substance acts. As a condition of employment, each employee shall: 1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and 2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction. Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired. All employees are covered by the conduct prohibitions contained in policy 8:30, Visitors to and Conduct on School Property. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. Tobacco shall have the meaning provided in 105 ILCS 5/10-20.5b. *Cannabis* shall have the meaning provided in the CRTA, 410 ILCS 705/1-10. *E-Cigarette* is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

DRUG TESTING FOR INTERSCHOLASTIC ATHLETICS (COLLINSVILLE HIGH SCHOOL)

INTERSCHOLASTIC ATHLETIC ELIGIBILITY – DRUG TESTING

The CHS Athletic Department believes that the use of alcohol, tobacco or drugs by students who participate in interscholastic athletics presents a particular hazard to the health, safety and welfare of the student athlete and to those who compete with the athlete. Collinsville High School encourages students to participate in interscholastic athletics, but believes the opportunity to try-out and participate in school-sponsored interscholastic athletics is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to try-out for or to participate in any school-sponsored interscholastic athletic program, students must agree to submit to testing for the use of drugs, if selected, in accordance with this policy.

The purpose of this policy is to protect the health, welfare and safety of students engaged in interscholastic athletics. It is to better assure the student athlete's health and physical fitness to participate in athletics and not to provide means which the district may use to punish a student athlete other than by disqualification from participation in interscholastic athletics. Accordingly, the results of any drug test administered under this policy shall be used only for the determination of eligibility to try-out for and participate in interscholastic athletics and for no other disciplinary purpose.

Definitions

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

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

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

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

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

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

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

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

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

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

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

Testing Procedures

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

Test Results

All test results will remain confidential. Only the Athletic Director, Athletic Trainer & school Principal will have access to test results. No notification shall be made for negative test results. If a sample results in a positive test, the results will be verified by the testing facility. The student athlete and his/her parents or guardians will then be contacted by the

testing facility's medical review officer for further verification. Once a positive test has been confirmed school personnel will be notified of the infraction. If the test results are positive, it will be considered a Level A Code of Conduct violation as outlined in the CHS Student Handbook.

Re-testing

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

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

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

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

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, Student Behavior.

EMERGENCIES

Student safety and welfare are major concerns to Collinsville Community Unit School District Number Ten (10). Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students. ~~Drills will not be preceded by a warning to the students.~~ The following emergency situation procedures will be followed:

Commented [26]: P.A. 102-395 makes changes to the School Safety Drill Act relative to a lockdown drill to address a school shooting incident.

DISASTER DRILLS

Tornado, Earthquake and Fire Drills

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

Bomb Threat

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

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

Earthquake Plan

In the event an earthquake is confirmed, students and teachers should: 1) Stay inside - move away from windows, shelves and heavy objects that may fall; 2) Crouch underneath the desktop of their individual student desks to avoid falling or

fallen debris. 3) Students and staff in the halls or stairways should move to an interior wall; 3) Turn away from windows; 4) Students and staff in laboratories and kitchens should extinguish all burners before taking cover; 5) Students and staff located outdoors should move to an open space away from the building and overhead power lines and lie down on the ground; 6) No students should leave school grounds without permission.

Fire Evacuation Plan

In the event a fire is suspected or confirmed or an evacuation is required, the school fire alarm will sound. Students and staff should: 1) Leave their designated room by the nearest exit as directed by the teacher; 2) Move away from the building to the evacuation site; 3) Remain calm. The school may choose to use a delayed egress approach (up to three minutes) taking into consideration the guidelines listed below: 1. Fire alarm will sound as normal. 2. Evacuation is delayed up to a three-minute delay to allow for investigation for smoke and/or fire as well investigation of means of egress on the interior and exterior for signs of suspicious subjects or signs of targeted violence.

Intruder Procedures/Lockdown

In the event an intruder is present on campus, the school will go under a 'lockdown' procedure.

Lockdown is a building procedure that takes place in a crisis situation. During a Lockdown, student movement is stopped, and the building is secured. Everyone in the building will be made aware that a serious event has occurred or is about to occur, and how to act accordingly.

Missing Student Procedures

In the event the school office is notified that a student is missing, the parent(s)/guardian(s) of the missing student will be notified immediately. Upon confirming that the student is not on school property, the local Police Department will be notified. Collinsville Unit 10 Schools and the local Police Department will work collaboratively to locate the missing student.

Power Failure

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

Tornado Plan

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

Train Derailment/Chemical Spill Procedures

In the event of a train derailment and/or chemical spill, the school office will notify the local Fire Department and/or law enforcement officials. Upon arrival, the local Fire Department and/or law enforcement officials will oversee the scene at the school.

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

Students are expected to fully cooperate with school faculty and staff and/or local responders when a drill is conducted or if an emergency arises. Full cooperation includes, but is not limited to, the following: 1) proceeding directly to a designated emergency site in a safe, but speedy manner; 2) complying to the requests of staff to ensure an orderly atmosphere; 3) proceeding directly to the appropriate class/instructional program when the drill is completed. *Other misconduct that violates CUSD10 expectations of 'full cooperation during a drill or emergency,' not specifically addressed in this section will be handled by the administration in a manner consistent with this section.* Failure to fully cooperate with school faculty and staff and/or local responders may result in disciplinary action, ranging from In-School Suspension (ISS) to Out-of-School Suspension (OSS) as determined on a case-by-case basis by school administrators.

ON-CAMPUS EMERGENCY RELEASE PROCEDURES (CHS)

In the event that a school emergency arises where parents/guardians are authorized to pick-up their children from the school campus, the following procedures must be followed to maintain an orderly environment: 1) In an emergency situation, local responders (i.e., the Collinsville Police Department and/or the Collinsville Fire Department) control the scene. These local responders consider all scenarios and scan the campus to determine if it is safe for re-entry; 2) In an emergency situation, high school students who drove to school may be prohibited from removing their vehicle from campus; 3) Parents/guardians should not drive or park on the high school campus; 4) Parents/guardians should proceed only to the Fine Art Center-Auditorium. *Please do not enter any other building on campus.* In the Auditorium, an update of the situation will be presented; 5) Parents/guardians should not attempt to collect their child at any location other than the designated, pick-up area (the Fine Art Center-Auditorium); 6) Parents/guardians should complete the appropriate "Emergency Release Form" distributed by CHS personnel and submit this form to CHS personnel. *One form must be submitted for each child;* 7) Parents/guardians must present a government-issued photo identification (i.e., driver's license) to CHS personnel when submitting the appropriate "Emergency Release Form;" 8) Parents/guardians must be (physically) present in order for their child to be released. *Phone requests for release of a student will not be accepted;*

9) Only the legal parent/guardian is permitted to request and collect his/her child; 10) Parents/guardians should await the arrival of their child inside the Fine Art Center-Auditorium; 11) Parents/guardians should depart the CHS campus, immediately after completing the "Emergency Release Process" and collecting their child; 12) If a parent/guardian opts to have a student-athlete released from school (when local responders deem the school safe and the school day is not officially canceled), the student-athlete is not permitted to attend any school-related practices or participate in any school-related competition for the date(s) of the release; 13) If a parent/guardian opts to have a student affiliated with an extra-curricular group released from school (when local responders deem the school safe and the school day is not officially canceled), the student affiliated with an extra-curricular group is not permitted to participate in related activities for the date(s) of the release.

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

ON-CAMPUS EMERGENCY RELEASE PROCEDURES (CMS/DIS/ELEMENTARY)

In the case of an emergency student pickup situation that requires parents/guardians to pick up from school or a secondary location, there is protocol within our District Safety Plan that outlines how students are dismissed in a crisis situation. Due to a variety of safety precautions, parents will have to check in and show identification with school personnel to receive their children and WILL NOT have direct access to the student population.

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall, at a minimum:

1. Comply with the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education;
2. Prohibited grooming behaviors and sexual misconduct include, but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to: a. A sexual or romantic invitation; b. Dating or soliciting a date; c. Engaging in sexualized or romantic dialog; d. Making sexually suggestive comments that are directed toward or with a student; e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; f. A sexual, indecent, romantic, or erotic contact with the student; g. Employees are expected to maintain professional relationships with students.
3. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a "zero tolerance" for any conduct that crosses over that professional line.; a. Employees are not permitted to transport District students in the employee's privately owned vehicle, unless the employee has obtained the prior permission of the Building Principal and/or Superintendent to do so; b. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the District's educational mission are permitted.; c. Employees are not permitted to meet with a student or contact a student outside the employee's professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship.
4. District employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
5. Employees, students, parents, and any third party can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to; and
6. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

Commented [27]: Recommended section as per CUSD10 Legal Counsel. This section complies with Faith's law, P.A. 102-676, which added new requirements to the school code regarding grooming, and specifically sexual misconduct.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Bilingual Education Program Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact the District's Bilingual Coordinator.

Bilingual Programs/Transitional Bilingual Education

Transitional Bilingual Education (TBE) programs are required at schools where there are 20 or more Limited English Proficient (LEP) students of the same language. The Transitional Bilingual Education program is for non-native English-speaking students who have difficulty with written or spoken English. The program provides instruction in the student's native language (Spanish) with transition into English. The program helps students to succeed in academic subjects and learn English and develop their native language. Currently Collinsville Community Unit School District 10 offers the TBE program to students in PK-12th grade who speak Spanish. Schools that support the TBE program are Kreitner Elementary, Caseyville Elementary, Dorris Intermediate, Collinsville Middle and Collinsville High School.

Dual Language Education

One-Way Dual Language is a Spanish dual language program that includes instruction in both English and Spanish to help Emergent Bilinguals excel academically while becoming bilingual, biliterate and bicultural. A one-way program is intended for native Spanish speakers to continue developing and building on their native languages while learning English. Students spend part of the school day learning in their native language and part of the day learning in their non-native language. Students in dual language programs develop high-levels of proficiency in their own language as well as a second language. The benefits of balanced bilingualism allow for creativity and problem solving, greater cross-cultural understanding, and marketability for future college and career goals in a bilingual and multilingual society. The Dual Language Model of Spanish/English instructions: Kinder-80/20%, 1st-70/30%, 2nd-60/40%, 3rd-50/50%. Schools that support the Dual Language program are Kreitner Elementary (K-4th), Caseyville Elementary (K-2nd), Dorris Intermediate (5th-6th).

Emergent Bilingual Program

The Emergent Bilingual Program is for newcomer students who are recent immigrants to the United States with limited English proficiency or interrupted education in their native countries. This multigrade classroom (1st-4th) teaches English and acculturation to U.S. schools, as well as academic subjects. The EB program is not a permanent placement for students who may need more than one year in this classroom. As students learn BICS (Basic Interpersonal Communication Skills), they would begin a gradual transition to the larger classroom with continued Bilingual Education.

Transitional Program of Instruction/English as a Second Language

The Transitional Program of Instruction is for non-native English speaking students who have various home languages; they do not speak the same non-English language. These students have difficulty with written or spoken English. The program provides support to help students in K-12th grade succeed in academic subjects and learn English. Schools that support the TPI program are Webster Elementary, Renfro Elementary, Summit Elementary, Twin Echo, Dorris Intermediate, Collinsville Middle and Collinsville High School.

Bilingual Assessments WIDA Screener

The WIDA screener is an abbreviated version of the ACCESS 2.0 test for ELLs. It is given to all new students in the district if a non-English language is indicated on the Home Language Survey. The test is administered by Multicultural Program staff and takes approximately 30-60 minutes or more depending on the English ability of the student.

ACCESS 2.0 for ELLs

ACCESS 2.0 is an annual state English proficiency test given to all English Language Learners (ELLs) in grades K-12. The ACCESS 2.0 test must be given to all ELL students in and out of the ESL/Bilingual programs until they obtain a 4.8 composite proficiency level. Scoring is based on the English proficiency standards as developed by the WIDA Consortium. Students are tested in 5 areas: Social and Instructional Language, Language Arts, Math, Science, and Social Studies. All 4 language domains are assessed within these content areas: speaking, listening, reading, and writing. Different tests are given by grade cluster: K, 1, 2-3, 4-5, 6-8, and 9-12. In addition, there are 2 tiers (A, B/C) that are assigned individually based on the English proficiency level of the student. Testing is administered by the English Learner Department and given by certified teaching staff.

ENROLLMENT

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

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If a student is determined to be a nonresident of the District for whom tuition must be charged, the person(s) enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident pursuant to Illinois School Code (105 ILCS 5/10-20.12a(a)). A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

The unsafe school choice option allows students to transfer to another District school or a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

DENIAL OF ENROLLMENT (CHS)

A school or school district may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic standards if all of the following conditions are met: 1) The student achieved a grade point average of less than "D" (or its equivalent) in the semester immediately prior to the current semester; 2) The student and the student's parent or guardian are given written notice warning that the student is failing academically and is subject to denial from enrollment for one semester unless a "D" average (or its equivalent) or better is attained in the current semester; 3) The parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process; 4) The student is provided with an academic improvement plan and academic remediation services; 5) The student fails to achieve a "D" average (or its equivalent) or better in the current semester. No child may be denied enrollment or reenrollment under this Section in violation of the Individuals with Disabilities Education Act or the Americans with Disabilities Act.

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

RE-ENROLLMENT (CHS)

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

EQUAL EDUCATIONAL OPPORTUNITIES & SEX EQUITY

NOTICE OF NONDISCRIMINATION

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or Title VI (minorities) should be directed to the C.U.S.D. No. 10 District Office. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board's resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

EXAM POLICY (COLLINSVILLE HIGH SCHOOL)

EXAM EXEMPTION POLICY

SAT testing: Seniors who took the School Day SAT in April of the previous school year and who received a score of 1250 or higher AND have five or fewer absences during first semester AND have no unexcused absences AND no discipline resulting in in-school suspension, out-of-school suspension or assignment to the STOP program will be exempt from taking 1st semester final exams.

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

If any student has any unexcused absences, such student shall forfeit all SAT incentives.

Final Exam Exemption Policy (Second Semester Only)

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

Attendance/Discipline: 1) The student must have no unexcused absences and no discipline resulting in in-school suspension, out-of-school suspension or assignment to the STOP program during the school year. If the student is absent the day before exams, he/she will be required to take the exams unless excused by an administrator before the absence; Students not enrolled in Collinsville High School for the full year are required to take second semester finals.[c2]

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

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

EXAM MAKE-UP POLICY

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

FAMILY LIFE & SEX EDUCATION CLASSES

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

FEES

The Collinsville School District establishes fees and charges to fund certain school materials and activities. Each school year, the administration shall present to the Board, for its approval, a schedule of student fees. Students will be charged for loss of or damage to school books or other school-owned materials.

REFUND/WAIVER OF STUDENT FEES

Each school year, the administration shall present to the Board, for its approval, a schedule of student fees.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and certain charges. Collinsville Community Unit School District No. 10 has a Fee Waiver Policy for families receiving Financial Assistance under Article IV of the Illinois Public Aid Code and those students who qualify for the Free and Reduced Lunch Programs. Students whose parents are unable to afford student fees may receive a waiver of some fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal. A student shall be eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2) The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The Superintendent or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.;

3) Unemployment; 4) Emergency situations; 5) When one or more of the parents/guardians are involved in a work stoppage. The student's parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee. A separate application form shall be submitted for each fee assessed to each student. The Fee Waiver Policy does not apply to Summer School or any state fees associated with Driver's Education. Questions regarding the fee waiver application process should be addressed to the CUSD10 Assistant Superintendent.

Fee waivers will be considered only if written evidence is presented by the person applying for the waiver.

"School fees" refers to any monetary charge collected by the school or district from a student or the parents/guardians as a prerequisite for the student's participation in any curricular or extracurricular program of the school or district during the school year. A school does not impose a "fee" when it requires that students provide their own ordinary supplies or materials (e.g., pencil, paper, notebooks) that are necessary to participate in any curricular or extracurricular program. "School Fees" include, but are not limited to, the following: 1) Charges for required textbooks and instructional materials; 2) Charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment); 3) Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences); 4) Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs; 5) School health services fees ; 6) Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies); 7) Graduation fees (e.g., caps, gowns); 8) School records fees; 9) Driver's education fees assessed pursuant to School Code [105 ILCS 5/27-24.2]; 10) District 10 school fees include a technology device and device insurance cost. "School Fees" do not include: 1) Library fines and other charges made for the loss, misuse, or destruction of school property (e.g. Chromebook, musical instruments, library fines); 2) Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items; 3) Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip); 4) Charges for admission to school dances, athletic events or other social events; 5) Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreational programs); 6) Optional fees or charges such as parking passes; 7) Summer camps that are optional and/or not operated by District 10.

Application for Waiver of School Fees

An application form for school fee waiver is available in the District's Central Office, 201 West Clay Street, Collinsville, IL 62234, or can be downloaded using the link below. The completed form, along with documentation of the household's gross income, including a copy of current Pay Stub(s) for all family members and a copy of current income tax forms 1040 and W-2 Forms for all family members (or other evidence of documentation acceptable to the district), and any additional information/documentation required on the application, must be submitted to Mr. Bradley Hyre, CUSD10 Assistant Superintendent, 123 West Clay Street, Collinsville, Illinois 62234. One application form must be submitted at the beginning of each school year to determine the eligibility for the waiver of all applicable fees for that school year. No fee shall be collected from any parents/guardians who are seeking a fee waiver in accordance with this policy until they have been notified of the district's decision regarding the request or appeal, if one is made. Parents/Guardians are advised that supplying false information to obtain a fee waiver is a Class 4 Felony under Illinois compiled statutes 7-20 ILCS 5/17.6. If the amount of benefit obtained is over \$300, it is a Class 3 Felony.

The CUSD10 Assistant Superintendent of Schools or designee will notify the parents/guardians within 30 days of receipt of the request, as to whether the request has been granted or denied. If the request is denied, or a subsequent decrease in family income occurs, you may reapply for a waiver at any time during the school year. A denial of a waiver request may be appealed to Dr. Mark B. Skertich, CUSD10 Superintendent of Schools (201 West Clay Street, Collinsville, Illinois 62234) by submitting a completed appeal form within two weeks of the denial. The person filing the appeal may request to meet in person with the CUSD10 Superintendent of Schools to explain the basis for the appeal. A decision will be mailed to the parents/guardians within 30 calendar days of the receipt of the request. The decision of the CUSD10 Superintendent of Schools is final and binding. Questions concerning the fee waiver process should be addressed to Mr. Bradley Hyre, CUSD10 Assistant Superintendent of Schools (123 West Clay Street, Collinsville, Illinois 62234).

FAILURE TO PAY FEES; COLLECTION

To maintain the quality of our educational programs, Collinsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Collinsville School District participates in the Illinois Local Debt Recovery Program, established to collect outstanding debt in coordination with the Illinois Comptroller's Office. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

FIELD TRIPS

The Board of Education encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. Parents/legal guardians will be required to sign a parent permission slip before students may participate in any activity planned off the school grounds. This includes all field trips. Approximately two weeks prior to a scheduled field trip, students will be provided with a Field Trip Approval Form and Medical Authorization Form. The Field Trip Approval Form must be approved by each of the student's teachers to indicate that the student is passing the class with a grade of 'D' or better. The Medical Authorization Form must be completed and signed by the parent/guardian. In order to be eligible for field trip attendance students must: 1) be passing all enrolled classes at the time of the submission of the Field Trip Approval Form and 2) submit a signed Medical Authorization Form. Any student who does not return a completed Field Trip Approval Form and Medical Authorization Form will not be allowed to attend the field trip. It is the responsibility of the student to inform his/her teachers of the field trip. Students must request homework for the class period(s) that they will be absent from class due to a field trip experience prior to leaving on the field trip. Students will assume responsibility for completing any work missed on the day of their return from the field trip (or as agreed to by the classroom teacher).

All students are expected to follow all school rules during a field trip experience. Any student involved in a disciplinary infraction on a field trip is subject to disciplinary action and may lose field trip privileges for the remainder of the school year. The school reserves the right to search all student luggage/bags before going on a field trip or at any time during the field trip to avoid transporting or student possession of illegal or dangerous materials, illegal substances or unauthorized materials. Parents may decline to have their children participate in a school planned field trip. This request to not participate must be made in writing and sent to the building principal. Appropriate alternative learning experiences for non-participating students will be arranged by the teacher.

FINANCIAL AID (COLLINSVILLE HIGH SCHOOL)

GRANTS

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

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

SCHOLARSHIPS

There are many scholarships available to students both locally and nationally. The Counseling Department maintains an extensive list of scholarships. Students can access this list online by visiting <https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/scholarships> or by logging into Naviance at <https://student.naviance.com/collinsvillehs>.

TRANSCRIPTS

Collinsville High School will provide students with four free transcripts. There will be a cost of \$1.00 for every transcript after the initial four. The final (fifth) transcript will be sent at no additional cost. Students must fill out a Transcript Release Form online at: <https://counselors.cusd.kahoks.org/transcript-requests>.

FUNDRAISING AND ADVERTISING REGULATIONS

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 school 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 for approval. All advertisements must be removed the day after the project has ended. Individuals may not sell any type of merchandise without consent of the school Principal. Merchandise may be confiscated and students may be disciplined for violations as determined on a case-by-case basis by school administrators.

GANG AND GANG ACTIVITY PROHIBITED

The Board of Education considers the presence of gangs and gang activities a substantial disruption of or material interference with, school and school activities. A "gang" is defined as any group, club or organization of two (2) or more persons whose purpose includes the commission of illegal acts. By this policy, the Board of Education acts to prohibit gang activity on or about school grounds, on school buses, or off school at any school activity. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity shall engage in any gang activity, including, but not limited to: 1) Wearing, possessing, using, distributing (delivery or receipt), displaying, selling or arranging/soliciting for the possession, use, distribution (delivery or receipt), display or sale of any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; 2) Committing any

act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; 3) Writing, drawing or distributing any gang related symbols or literature; and 4) Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating, harassing or threatening any person, (c) committing any other illegal act disruptive of school operation, or intimidating staff or students or other violation of school district policies; d) inciting other students to act with physical violence or intimidation upon any person, group or classification and/or which violate district policies or civil or criminal law.

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

GRADES – COLLINSVILLE HIGH SCHOOL

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

Grades and grade point averages are reported to parents/guardians at the end of every quarter and the end of each semester. Credits for passing grades are issued at the end of each semester. Quarter grades are to be regarded as grades in progress. Each academic semester (fall/spring) will count for eighty five percent (85%) of the final semester grade and the final exam will count for fifteen percent (15%) of the final semester grade. An academic progress report is available for review throughout the academic semester via the Skyward Family Access Parent & Student Portal. This report enables all concerned to see what the student has accomplished and where the student may improve. Parents/Guardians are encouraged to frequently check their child's progress throughout the year on the CHS FAMILY Access website: www.kahoks.org - Parents/Students>Family Access. Parents/Guardians who do not have electronic access to their child's report card can contact the student's school office to request a hard copy of the report card in their home language.

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

Numerical Scores	Letter Grades	A.P./ Honors	Enriched	Regular
90 – 100	A	5	4.5	4
80 – 89	B	4	3.5	3
70 – 79	C	3	2.5	2
60 - 69	D	1	1	1
BELOW 60	F	0	0	0

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

Commented [28]: Handbook Language revision to reflect the change to quarter grades in progress during a semester AND weight of Final Semester Grade calculation change to 85% semester grade + 15% final exam.

GRADES & PROMOTION – COLLINSVILLE MIDDLE SCHOOL

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

Numerical Scores	Letter Grades
90 – 100	A
80 – 89	B
70 – 79	C
60 - 69	D
BELOW 60	F

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

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

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

PROMOTION POLICY

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 reasons not related to academic performance. Remedial assistance options will be offered to students based upon recommendation of the school personnel. Records/grades will be reviewed by building administration at the end of the school year to determine overall readiness for the next grade. If the student is deemed ready for the next grade, s/he will be promoted otherwise; s/he will be retained. Students must meet the U.S. Constitution requirement.

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

1) 4 Failures (Core Classes) – Automatic Retention; 2) One (1), Two (2) or Three (3) Failures (Core Classes) – Summer School Required for Promotion to the next grade level. Administration will make the final determination for Summer School on a case-by-case basis.

ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

GRADES AND PROMOTION - DORRIS INTERMEDIATE SCHOOL

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.

In Collinsville CUSD10, successful completion of the curriculum in grades 5-6 means a student attained a final grade above an “F” in both reading and math. In grades K-4, students must attain a final rating higher than “Beginning” in reading and math. If a child receives an “F” as a final grade in reading and math (or “B” for grades K-4), he/she will not be promoted to the next grade level unless a remedial plan is successfully completed. Summer school is the final option of the remedial plan.

A student will not be promoted based upon age or any other social reasons not related to academic performance.

Grade Scale (Grades 5-6)

Letter Grades will be administered in core curricular areas beginning in fifth grade. Progress will be assessed according to student mastery of the state learning standards. Letter grades are issued according to the following scale.

Numerical Scores	Letter Grades
90 – 100	A
80 – 89	B
70 – 79	C
60 - 69	D
BELOW 60	F

GRADE PLACEMENT

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 purposes of grade placement.

ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

GRADES AND PROMOTION – ELEMENTARY (K-4)

School report cards are available to view in Skyward each trimester. For questions regarding grades, please contact the classroom teacher. Grades may be accessed on-line through Skyward. Parents/Guardians who do not have electronic access to their child's report card can contact the student's school office to request a hard copy of the report card in their home language. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance. If the student is “Below” in both reading and math, he/she may not be promoted to the next grade level unless a remedial plan is successfully completed. Summer school is the final option of the remedial plan.

EXPLANATION OF ACADEMIC MARKS (GRADES K-4)

Below (B)	Below expectations on grade level standards.
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Meets (M)	Meeting expectations on grade level standards.
Exceeds €	Exceeding expectations on grade level standards.
Not Assessed (NA)	The topic/concept was introduced but not assessed at this time.
Satisfactory (S)	The student's skill level is secure.
Needs Improvement (NI)	The topic has been introduced. The students' skill level is not secure.

GRADE PLACEMENT

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 purposes of grade placement.

ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

GRADUATION CREDIT REQUIREMENTS (COLLINSVILLE HIGH SCHOOL)

To graduate from high school, unless otherwise exempted, each student is responsible for: 1) Completing all State mandated graduation requirements listed below; 2) Completing all District graduation requirements that are in addition to State graduation requirements; 3) Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance; 4) Participating in the State assessment required for graduation; and (5) filing one of the following (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf. A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

REQUIRED COURSES

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

State Mandated Graduation Requirements

Four years of language arts; Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements; Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course; Two years of science; Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required; One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course

used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision. One semester of health education; Physical education classes; A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag; Nine weeks of consumer education.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following: 1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid; 2) File an ISBE waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

CREDITS

Graduating students are required to have a total of 21 credits. Half a credit per semester is awarded for each course satisfactorily completed except the following: 1) Vocational Center Programs (AVC) - 3 credits - 1 ½ credits per semester; 2) Driver Education - ¼ credit; 3) Computer Applications - ¼ credit class; 4) Cooperative Education - 1 ¼ credits per semester; and 5) Algebra IA - ¾ credit for each semester; CEO Entrepreneurship- 2 Credits- 1 credit per semester.

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

EARLY GRADUATION

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

HALL PASSES (COLLINSVILLE HIGH SCHOOL)

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

HANDBOOK RECEIPT REQUIRED

All parents/guardians must sign a receipt indicating that they agree to read and acknowledge they understand that the Student and Parent Handbook may be accessed via the Collinsville Unit 10 School District Website at <http://www.kahoks.org>. This should be completed through the Parent Portal in Skyward during the registration process. By signing the handbook receipt, parents/guardians/students acknowledge that they will read and follow the policies and procedures set in place for students by the C.U.S.D. No. 10 Board of Education. Parents/Guardians 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 students by the C.U.S.D. No. 10 Board of Education.

HEALTH SERVICES

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

Commented [29]: P.A. 102-551 adds forensic speech (speech and debate) to the course options to satisfy the graduation course requirement for one year of music, art, foreign language, American Sign Language, or vocational education. This new requirement goes into effect on January 1, 2022.

ACCIDENT REPORTS

If a student is seriously injured which requires medical attention while at school, at a school sponsored event or function, or on the bus, the nurse, the teacher, the bus driver and/or principal will complete an accident report. The student's parents will be notified as soon as practicable. In the event a child is seriously injured and the parents cannot be contacted, the school nurse will be notified and after an examination and consultation with the principal, a decision may be made to have the child transported to the Emergency Room. Every effort will be made to notify the parents of the decision.

ALLERGY MANAGEMENT - FOOD ALLERGY AND OTHER LIFE-THREATENING ALLERGIES

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

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The state requires all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums/wrestling rooms/weight training rooms/physical education classes. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillation heart. All CUSD10 school buildings/Administration building/Administrative Annex building are equipped with Heartsine AEDs. There are additional AEDs available for athletic practices and events. Several staff members have completed CPR/AED certification training. Please make your child(ren) aware that these units are housed in wall hanging cabinets in each building and should not be tampered with by students.

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

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

COMMUNICABLE DISEASE – NOTIFICATION AND EXCLUSION

The school will observe recommendations of the CDC, Illinois Department of Public Health, and local health departments regarding communicable diseases. 1. Parents are required to notify the school nurse if they suspect their child has a communicable disease. 2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The decision to allow attendance will be made by the school nurse. 3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. 4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. 5. A Susceptibility List will be kept in each building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak. If your child exhibits SYMPTOMS of the following illness(es), please follow these guidelines. A Physician's note may be required when returning to school.

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

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

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

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

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

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

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

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

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

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

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

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

PEDICULOSIS (HEAD LICE)-Exclusion from school may occur for live lice/multiple nits per the discretion of the school nurse/principal until 1) treatment with appropriate lice eliminating product, 2) removal of live lice/multiple nits, and 3) completion of a head check by the school nurse/principal.

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

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

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

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

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

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

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

CONCUSSIONS

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

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

More information can be found at www.kahoks.org/CHS/Sports/Sports_Medicine.htm, www.cdc.gov/safekid www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx, www.cdc.gov/ConcussionYouthSports

COVID-19 ANTIGEN TESTING FOR STUDENTS

Collinsville Community Unit School District 10 has been offered an opportunity to participate in a Rapid Point-Of-Care Antigen Testing for COVID-19 in schools. The rapid point-of-care antigen nasal swab test is authorized by the Food and Drug Administration (FDA) and is recommended to diagnose current COVID-19 infection. BiNaxNow is a quick nasal

swab test designed to give our trained health staff results within fifteen (15) minutes. Rapid POC antigen tests may be a useful diagnostic tool for testing students in the early stages of infection. This optional opportunity is a free COVID-19 testing option for parents/guardians and would only be used when a student is symptomatic at school or has symptoms when completing the self-certification health check. The potential benefits of the POC antigen test in schools include: rapid confirmation of suspected COVID-19, helping your child's healthcare provider to make a timely informed decision about your child's plan of care, assisting for an expedited and safe return to the classroom for students and to help to mitigate the spread of COVID-19 in school and community. In order to receive approval from the Illinois Department of Public Health to implement rapid POC antigen tests, the District has successfully completed the following prerequisites: 1) Received approval from Illinois Department of Public Health (IDPH) for the Clinical Laboratory Improvement Amendment (CLIA) Waiver to meet all requirements of testing; 2) Secured approved licensed healthcare professionals to perform the swab antigen test; 3) Arranged to have all tests be performed under the direction of a healthcare provider's order; 4) Developed training protocols for test performance and result interpretation for the test administrators as required by the FDA and require use of appropriate personal protective equipment (PPE) during testing; 5) Developed an approved plan for medical waste handling and disposal; 6) Developed a plan for reporting test results to state and local public health officials (per CDC) as well as to the parent/guardian of the student. In addition to the above prerequisites for testing, the District must obtain parent/guardian consent prior to conducting the COVID-19 Antigen Test for students.

If your child is tested at school, you will be notified of the results. If your child receives a positive result, you will be contacted immediately to pick up your child from school and will be required to follow the process of obtaining documentation to return to school in accordance with the Return to School Plan and COVID19 protocols. The potential benefits of testing include rapid confirmation of suspected COVID-19, helping your child's healthcare provider to make a timely informed decision about your child's plan of care, and helping to limit the spread of COVID-19. Detailed information regarding the Rapid Point-Of-Care Testing for COVID-19 in schools may be accessed via the [Illinois Department of Public Health](#) website.

DIABETES – CARE FOR

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

EMERGENCY EPIPEN-INJECTORS

There will be emergency undesignated EpiPen-injectors available in each school building to be used as needed following an assessment by the school nurse or trained staff member (with CPR/AED certification) of a child with a suspected allergic reaction. Students who have prescribed EpiPen-injectors at school with appropriate paperwork and pharmacy labels can be administered as needed by any trained school staff or self-administered by the student.

EMERGENCY HEALTH CONCERNS

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

EXEMPTIONS

A student will be exempted from physical/immunization/dental/eye exams for:

1. Religious Objection-a student's parent/guardian presents a Certificate of Religious Exemption to the school nurse/principal. This statement must be approved by the district superintendent or appointed designee.
2. Medical Objection-a student's parent/guardian presents to the school nurse/principal a written and signed statement from the child's physician indicating the reason for the exemption.
3. Eye exam requirement-the student's parent/guardian shows an undue burden or a lack of access to a licensed optometrist/ophthalmologist. A signed eye exam waiver must be on file.
4. Dental exam requirement-student's parent/guardian shows an undue burden or a lack of access to a dentist. A signed dental exam waiver must be on file.

HEAD LICE

Management on the Day of Diagnosis: If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Prompt treatment is recommended. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.

Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation/prompt and thorough treatment is a must.

HEALTH EXAMINATIONS AND IMMUNIZATIONS - REQUIRED

Commented [30]: Recommend to delete for 22-23.

All students are required to present appropriate proof that the student received a health examination and required immunizations against preventable communicable diseases. Students must present an up-to-date immunization record that meets all Illinois requirements or an immunization schedule from the physician. Lack of proper immunizations is subject to exclusion from school. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences. The District will also report the student as truant. If a student submits a valid waiver to be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.

SCHOOL HEALTH REQUIREMENTS

Early Childhood/Pre-Kindergarten:

Physical Exam on Illinois State Form by October 15, ~~2022-2021~~

Documented up-to-date Immunizations

Kindergarten:

Kindergarten Physical Exam on Illinois State Form by October 15, ~~2022-2021~~

Documented up-to-date Immunizations

Eye Exam on Illinois State Form by Oct 15, 2021

Kindergarten Dental Exam on Illinois State Form by May 15, ~~2023-2022~~

First Grade:

Same as Kindergarten, Kindergarten Dental Exam completed

Second Grade:

Same as Kindergarten

Second grade Dental Exam on Illinois State Form by May 15, ~~2023-2022~~

Third/Fourth/Fifth Grade:

Same as Kindergarten, Second grade Dental Exam completed

Sixth Grade:

Sixth grade Physical Exam on Illinois State Form by October 15, ~~2022-2021~~

Documented up-to-date Immunizations

Proof of at least one Tdap Booster

One dose Meningococcal Conjugate Vaccine (MCV4)

Sixth grade Dental Exam on Illinois State Form by May 15, ~~2023-2022~~

Seventh/Eighth Grades:

Same as Sixth grade, Sixth grade Dental Exam completed

Ninth Grade:

Physical Exam on Illinois State Form by October 15, ~~2022-2021~~

Documented up-to-date Immunizations

Ninth grade Dental Exam on Illinois State Form by May 15, ~~2023-2022~~

Tenth/Eleventh Grades:

Same as Ninth grade, Ninth grade Dental Exam ~~completed~~recommended

Twelfth Grade:

Proof of at least one meningococcal on or after 16th birthday, Ninth grade Dental Exam ~~completed~~recommended

Transfer Students:

District within Illinois: meet requirements of grade level within 30 days of start date

From another State: meet requirements of grade level within 30 days of start date, Eye Exam performed within one year if new to Illinois schools.

**A completed PHYSICAL EXAM includes all required fields (immunizations, examination results, system review, diabetic screening, lead risk assessment, physical education examination). It must be on the Illinois Certificate of Child Health Examination form signed by a Physician/PA/APN including the office stamp/contact information. The health history located on the back of the physical form must be completed and signed by the parent/guardian. Must be completed by October 15 of the required grade or may be subject to EXCLUSION from school.

**DENTAL EXAM - IDPH Proof of School Dental Examination form including the dentist signature and office/clinic information and completed within 18 months of May 15 of the required grade level.

** EYE EXAM - Illinois Eye Examination Report form including doctor signature and completed within one year of the required grade level or upon entry to an Illinois school.

**MEDICAL EXEMPTIONS – written documentation from the physician (ask School Nurse for form).

**RELIGIOUS EXEMPTIONS – written religious explanation from the parent/guardian, signed by a physician (ask for

Commented [BH31]: Updates to reflect current school year dates as submitted by Mrs. Lisa Sabatino, CUSD10 Head Nurse.

form).

****SPORTS PHYSICAL** - If your child will be participating in grades 7-12 sports, a sports physical is required annually (the ninth grade physical exam may be used during freshman year only) on the IHSA/IESA Physical form. Sports physicals are valid for 395 days and must be completed prior to tryouts/practice/play.

Please communicate with your building SCHOOL NURSE if you are in need of assistance finding resources, etc. We are more than willing to assist you in any way we can to prevent your child's exclusion from school.

HEALTH OFFICE

Medical facilities will be available for students that become ill during the school day. Students who feel ill during class should secure a pass from the teacher to go to the health office. If the nurse is not in the office, students should report to the school office. Injuries occurring in the classroom or during physical education class should be reported to the teacher in charge before going to the health office. The school nurse or office must make contact with a parent/guardian/emergency contact before ill students are allowed to be picked up/signed out and/or sign themselves out.

HEARING AND VISION SCREENING

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.

INSURANCE - SCHOOL

School insurance is offered at the beginning of each school year. Parents are encouraged to take advantage of this offering. Envelopes for enrolling for this insurance are available at centralized registration or in the school's office.

MEDICATION POLICY COLLINSVILLE UNIT #10 SCHOOL DISTRICT

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS. (Students may carry inhalers, Epi-pens, or Diabetic supplies if the student's parent/guardian has completed and signed a *School Medication Authorization Form* as discussed below. If it is necessary to carry these medications/supplies on the bus, an Emergency Medical Information for Students with Special Needs/Medical Concerns During Bus Transportation form may be completed.) Student medication form is available in the school health office.

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

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

An *Asthma Action Plan* should be on file for all students who keep an inhaler in the health room or self-carry and inhaler. It is recommended to keep an extra inhaler in the health room for emergency use even if the child will self-carry an inhaler.

4. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.
5. All medications administered to students during school hours must be transported to and from school by a parent or another adult acting on the parents' behalf.
6. **All requests to administer medication (prescription or non-prescription) to students must be in writing on the designated "Student Medication Authorization Form" and signed by the parent or legal guardian and the physician or appointed designee. Medication will not be administered unless a request form is properly completed and the medication is labeled properly.**
7. All medications, prescribed by the physician, must be in the original pharmacy container. **Prescription medication must have the pharmacy label on the medication bottle, box, or administration device. Non-prescription medication must come in a new sealed container.** Any change in the dosage of the medication and/or the directions for use will require a *corrected pharmacy label* indicating the changes and a *signed note from the physician*.

8. All medications given at school require a new Student Medication Authorization Form at the start of each school year.

9. **The administration of any medication containing a narcotic is discouraged during school hours.** If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.

10. **Cough drops are permitted at the elementary and intermediate levels (Pre-K to 6th) with a medication permission form or dated note signed by parent/guardian. All cough drops need to be in a new, sealed package.** Students will be asked to stay in the health room or supervised by the teacher in the classroom while the cough drop is administered. However, cough drops are discouraged at this grade level due to risk of choking.

ADMINISTRATION OF MEDICINES TO STUDENTS

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) e and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe.

~~Due to current COVID restrictions, CUSD10 is unable to administer nebulizers in the school setting.~~

Commented [32]: Recommend to delete for 22-23

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and

Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals: 1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH; b. Copies of the registry identification cards are provided to the District; c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus. 2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. 3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

The District retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

The District reserves the right to restrict or otherwise stop allowing the administration of medical cannabis to a child if the District or school would lose federal funding as a result.

Void Policy

The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication. The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors. The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists. The Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of a medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

Collinsville Unit School District No. 10 Health Services Procedural Guidelines for Undesignated Opioid Antagonist in the School Setting

PA 99-0480 Use of Undesignated Opioid Antagonist

The above legal reference allows schools to stock an antidote Naloxone (Narcan) for suspected overdose of opioid drugs of victims in the school setting.

The Illinois Department of Public Health (IDPH) has reported that deaths from opioid overdoses have increased fourfold since 1999, and is the leading cause of death in the United States for those under the age of 50. In 2018, IDPH reported EMS data indicating an increase in administrations of multiple doses of Narcan, associated to the increased toxic exposure to opioids in Illinois. Additionally, hospital emergency department (ED) information identified an elevation in ED visits associated with opioid overdose in 2018 compared to 2017. In 2015, the National Association of School Nurses (NASN) addressed the growing epidemic of opioid use and overdoses. NASN addressed the value of Naloxone in the school setting, and the necessity of anticipation such potential emergencies. IDPH defines Narcan as a prescription medication that can block or reverse the effects of an opioid overdose. **Examples of common opioids are: Heroin, Fentanyl, and certain prescribed pain medications.**

Collinsville CUSD No. 10 will stock the Undesignated Opioid Antagonist, Naloxone (Narcan) as provided by the Project Coordinator at Chestnut Health Systems through an existing Prevent Opioid Overdose Deaths Grant Program. **The Narcan will be housed at Collinsville High School and Hollywood Heights Alternative School.**

The initiation of Undesignated Opioid Antagonist in CUSD#10 will require a supply source, which at this time is Chestnut Health Systems; a plan to monitor and store the Narcan; and staff training. ISBE mandates training that must meet the requirements of the Act including the following: 1) Opioid overdose recognition and prevention; 2) Narcan administration techniques; 3) The importance of calling 911 for the care of the overdose victim after Narcan administration.

Who will administer Narcan if an overdose is suspected:

1) Nurses; 2) School Resource Officers also carry and are trained to use Narcan per their police department policies. Stock Narcan will be available for the school nurse to administer as necessary and in accordance with state law at CHS and Hollywood Heights schools. A school nurse and/or School Resource Officer may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. For questions regarding Narcan for CUSD#10, related training, or related ISBE reporting, contact Lisa Brown Sabatino, RN, MSN, IL/PEL-CSN District Lead Nurse at 618-346-6265 or Debra Welch, RN, IL/PEL-CSN at 618-346-6301.

MEDICATION – AUTHORIZED USE OF

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

The Student Medication Authorization Form (required for all prescription and non-prescription medications at school) must be completed by the student's parent(s)/guardian(s) each school year. This form must be on file in the Health Office, or in the absence of a Health Office, the School Principal's Office.

School personnel will destroy any medication that is not removed from the school at the end of the school year.

Students are not permitted to carry any type of medications while in school or riding a school bus to and from school unless the physician agrees that it is medically necessary for the student to carry his/her inhaler, EpiPen®, or Diabetic supplies. Discipline for Medication Policy violations includes all disciplinary measures in the student discipline code.

Resources: Public Act 096-1460 Recommended Guidelines for Medication Administration in Schools Illinois Department of Human Services and the Illinois State Board of Education, 9/2000

Public Act 099-0843 Asthma Episode Emergency Response Protocol and Asthma Action Plans

Public Act 98-0795 Self-Administration and Self-Carry of Medications for Asthma and Allergy

NON-EMERGENT HEALTH CONCERNS (CHS)

Situations that do not demand emergent treatment can be referred, according to the following procedure: 1) The student reports to class and requests a pass to go to the health office. Students will need a blue pass signed by the teacher to enter the health office. The student should proceed directly to the health office and remain there until released. Any student who arrives at the health office without a proper pass may be sent back to class. If the nurse is not in the office, the student should report to the Counseling Department; 2) If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home. Under no circumstances, may a student who is

ill leave school without checking with the school nurse, school administrator, or CHS attendance office. Students are discouraged from making their own arrangements to leave school by the use of cell phones or other office phones. Student initiated contact to depart campus may be considered unexcused (without school permission) or early dismissal (arranged through the attendance office); 3) Any student who has sustained a serious injury or experiences fever (100 degrees or more), diarrhea, or vomiting, may be immediately dismissed from school through the health office; 4) The nurse may contact student's parent/guardian to bring a one-time dose of medication to treat symptoms such as headache, colds, menstrual cramps, etc.; 5) Parent(s)/guardian(s) are required to notify the school nurse if they suspect their child has head lice. If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and the student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Prompt treatment is recommended. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation and procedures for the return of their child to school. Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation is a must. Parent notes requesting PE exemptions should be delivered to the CHS health office prior to first hour class. Doctor's notes (indicating time frame) are required for the following: PE exemptions greater than two days, five-minute early pass from class (related to medical reason), use of elevator (\$20.00 Fob replacement cost), special needs passes for bathroom privileges, and snacks and/or drinks during the day.

NURSE - SCHOOL

The school nurse supports student success through interventions that improve student health and impact academic achievement by providing emergent care, support of disease processes, development of individual healthcare plans, and involvement in the IEP process. School nurses also act as on-site public health investigators; in this role, school nurses work to prevent the spread of communicable disease and respond to disease outbreaks under the direction of the Health Department.

HELP AND RESPONSE TEAM

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

In the event of the death of a current student or staff member: 1) After the event is verified, the district's trauma response team (Help and Response Team - HART) will be activated and district social workers, counselors, and psychologists can be made available to assist students and staff through the grieving process; 2) Resources regarding grief and trauma response will be provided to staff and available for students and families at their request; 3) Students wishing to attend the funeral service may do so with parent permission. These students will be excused from class but will be required to make up any missing assignments. Special arrangements will be made for siblings or relatives of the deceased student or staff member; 4) Assemblies will not be scheduled; rather, students will be supported in individual and small group settings; 5) The Superintendent or their designees will be the only persons authorized to talk with representatives from the media. With permission, the media may be allowed on school property; 6) Those students or families who would like to do something in memory of a student or staff member can meet with school social workers or counselors to discuss manners in which to do so outside of the school building or grounds; 7) The Collinsville High School graduation ceremony is reserved for the celebration of scholastic achievement and the anticipation of future opportunities available to all of the graduates. In order to best acknowledge the loss, supporting those who are ready and able to commemorate those who are no longer able to celebrate with the class and those who are not or choose not to have feelings of grief overshadow their time of personal celebration, a memorial flower arrangement will be a part of the annual graduation ceremony to acknowledge all of those who are not able to celebrate the achievement with us.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving

special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

HOMELESS CHILDREN EDUCATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Director of Student Services shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: 1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

HOMEWORK

Homework is any work assigned to the student to be completed outside the classroom to measure what students have learned in the classroom. It is an integral part of the educational process and has a positive effect on educational achievement. Homework is a discipline for students to develop organizational skills, responsibility, self-confidence, and good work and study habits and helps facilitate knowledge acquisition, critical thinking, and skill development in specific subject areas. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work for equivalent academic credit within a reasonable time (this usually means one (1) day for each day of reported or documented absence). Students will not be allowed to make-up work missed due to an unexcused absence.

HONOR ROLL (COLLINSVILLE HIGH SCHOOL)

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

IDENTIFICATION CARDS (COLLINSVILLE HIGH SCHOOL)

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

IDENTIFICATION CARDS (COLLINSVILLE MIDDLE SCHOOL)

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

ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA) (COLLINSVILLE HIGH SCHOOL)

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

ELIGIBILITY RULES

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools, which are members of IHSA as part of the Association's constitution and by-laws. They

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

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

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

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

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

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

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

Amateur Status If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes. B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter. C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest. D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

Recruiting of Athletes A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy. B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation. C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete, which are not uniformly made available to all students who attend your school. D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics. E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school. F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity, which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

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

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

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

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

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.

INSURANCE - STUDENT

School insurance coverage is offered to students through the school district. It is available to those who desire this type of protection. It is a requirement that any student who participates in the school athletic program must carry some type of accident insurance. The regular policy protects you while on the way to and from school, at all school-sponsored activities, and while at school. A special policy may be purchased that protects the student 24 hours a day for the entire year. Football players are required to have special insurance coverage. This is obtained through the CHS/CMS school office. Forms that explain the policies, and their cost, may be accessed via the Collinsville Unit 10 District website at <http://www.kahoks.org>.

INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Illinois law (as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/) requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide and identify the intended date of the application of the pesticide and the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as possible. If a parent or guardian wants to be notified before a pesticide application is applied please fill out the form below and send it to the Director of Building and Grounds, 201 West Clay St, Collinsville, IL 62234. Any questions call the Director at 618-346-6350, ext. 4292. Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.

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

NOTIFICATION OF PESTICIDE APPLICATION

NOTIFICATION OF PESTICIDE APPLICATION	
Student Name _____	Parent/Guardian Name (Print): _____
School Student Attends: _____	Parent/Guardian Signature: _____
	Parent/Guardian Address: _____
	Parent/Guardian Phone: _____
<p><i>Please send this form to the: Collinsville School District # 10, Director of Buildings & Grounds, 201 West Clay Street, Collinsville, IL 62234</i></p>	

Commented [B33]: Add legal reference to Integrated Pest Management section.

INVITATIONS & GIFTS

(DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

Birthday Invitations should only be brought to school if there is one for the entire class or all the girls or all the boys. Balloons, flowers nor gifts of any kind should be sent to the school through a delivery service nor brought to school to be given to a student.

LIBRARY/MEDIA CENTER (CUSD10)

Collinsville CUSD 10 provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The school libraries of Collinsville CUSD 10 are guided by the principles set forth in the [Library Bill of Rights](#) and its interpretative statements, [Freedom to Read](#) and [Access to Library Resources and Services for Minors](#) policy statements in support of acquiring and managing collections.
Vision & Mission Statements

Commented [BH34]: Library policy proposal from Mr. Hayman and Mrs. Schmidt (CUSD10 Librarians). Policy and procedure for "School Library Reconsiderations" will be main area of focus. The Librarians used the American Library Association Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries as the template and modified certain aspects to fit the Collinsville School District.

Our vision of a school library/media center is not a warehouse of artifacts but a cognitive playground for the community we empower. Aligned with instructional and student performance objectives, our mission is to be facilitators of knowledge creation. Through easy access to virtual and physical activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

[Selection & Acquisitions](#)
[School Library Gifts and Donations](#)
[Collection Maintenance and Weeding](#)
[School Library Reconsiderations](#)

For further available resources and information about Collinsville CUSD 10 Library/Media Centers please visit kahoksread.org

"Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries", American Library Association, December 8, 2016.
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit> (Accessed December 15, 2021).
Document ID: 8e08577d-3120-4054-796c-6f93719ba584

LIBRARY/MEDIA CENTER (COLLINSVILLE HIGH SCHOOL)

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

GUIDELINES FOR LIBRARY USE

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

POLICIES FOR LIBRARY USE:

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

Fines

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

1) ~~Fine Amounts:~~

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

2) ~~Lost/Damaged Library Materials~~

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

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

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

Commented [35]: Overdue fines were removed at the start of the COVID crisis. CHS administration would like for this to be removed from the district handbook.

LIBRARY/MEDIA CENTER (COLLINSVILLE MIDDLE SCHOOL)

Ph. 618.343.2146

Michael Hayman (Library/Media Specialist)

mhayman@cUSD.kahoks.org

Websites:

Kahoksread.org

Mrhayman.com

Vision & Mission Statement

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

Aligned with instructional and student performance objectives, our mission is to be facilitators of knowledge creation. Through easy access to activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

Rules

1. 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 to read.
2. During the day, students are admitted with a pass from their subject or study hall teacher. No pass is needed if a student is visiting during lunch or before and after school.

CHECKOUT POLICY

Circulation:

1) Regular books on the circulating shelves are checked out for two weeks; Maximum 1 physical book at a time. (More books are allowed if discussed with Media Specialist first); 2) Renewals can be made at the request of the student at any time; 3) Materials checked out to a patron's number become the responsibility of the patron in all circumstances; 4) E-books and digital audio books are available through Destiny and Overdrive to all CMS students. Each allows 3 checkouts per system. So, students could have 7 library resources checked out if desired. For access, go to www.kahoksread.org, and click "Destiny." Logins are the same student chrome-book and reading counts login.

Fines & Book Loss

1. All fines forgiven once a book is returned; 2) If a student claims that they have returned the book, the librarian will check the shelves to see if a mistake was made. If the book was returned it should be on the shelves. If not, then where? By the end of the year, lockers have been cleaned out, notices and warnings have been given to students, teachers have been asked to search their shelves in their rooms and the librarian has scanned every book in the library. Whenever a student comes to the librarian and has lost a book, the librarian will offer the student the following options. If the book cannot be found then the student may: 1) Pay for the cost of the book; 2) Purchase the same hardbound book from somewhere to replace it; 3) Donate two books or one high quality (hard cover) book that we have a reading count quiz for. To check, go to <http://src.scholastic.com/ecatalog>

Book Donation

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

Behavior

1) Students are expected to act responsibly and respect the rights of others while in the Media Center; 2) An atmosphere conducive to research, reading, group work, and study will be maintained. Lunch hours are the only exception. Many students engage in chess and other games provided; 3) Destroying or defacing library materials or equipment is inappropriate and is considered destruction of school property; 4) Do NOT bring food or drinks into the Media Center.

Services & Activities:

The Media Center has a collection of over 15,000 physical volumes and over 8,000 ebooks and digital audio books for all interests and reading abilities. A copy machine, 3D printer, LEGO Mindstorms, Tetrix Robot, Chess, Audio recording devices, Poster printer, 30 iPads, and Cloud-based Video editing software are available for student and staff use.

LIBRARY/MEDIA CENTER (DORRIS INTERMEDIATE SCHOOL)

A school/library media center is not a warehouse of artifacts but a cognitive playground for the community we empower. Our mission is to be facilitators of knowledge creation. Through easy access to activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

Checkout Policy

Circulation

1) Students are encouraged to request books through Destiny (<http://kahoksread.org>). Once requested they will be delivered to your student's classroom teacher; 2) 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); 3) Renewals can be made at the request of the student at any time (Maximum 3 renewals); 4) If there is a hold placed on the book, then it cannot be renewed and must be returned; 5) Materials checked out to a patron's number become the responsibility of the patron in all circumstances.

Fines

1. All fines forgiven once a book is returned; 2) If a student claims that they have returned the book, the librarian will check the shelves to see if a mistake was made. If the book was returned it should be on the shelves. If not, then where? By the end of the year, lockers have been cleaned out, notices and warnings have been given to students, teachers have been asked to search their shelves in their rooms and the librarian has scanned every book in the library. Whenever a student comes to the librarian and has lost a book, the librarian will offer the student the following options.

If the book cannot be found then the student may: 1) Pay for the cost of the book; 2) Purchase the same hardbound book from somewhere to replace it; 3) Donate two books or one high quality (hard cover) book that we have a reading count quiz for. To check, go to <http://src.scholastic.com/ecatalog>

Book Donation

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

Behavior

1) Students are expected to act responsibly and respect the rights of others while in the Media Center; 2) An atmosphere conducive to research, reading, group work, and study will be maintained; 3) Destroying or defacing library materials or equipment is inappropriate and is considered destruction of school property; 4) Do NOT bring food or drink into the Media Center.

Services

The Media Center has a collection of over 10,000 volumes for all interests and reading abilities. A copy machine is available for student, staff, and public use. Programs and presentations are delivered to classrooms upon request.

We Read A Lot!

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

LOCKERS

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

Students will receive a locker assignment by the school office during registration. Students must keep their assigned lockers. Students may not switch lockers without administrative approval for a valid and appropriate reason. Students may be subject to disciplinary consequences if they violate this policy. Students must provide locks for their locker or a school lock may be put on it. It is required that students keep their assigned locker securely locked. Students are responsible for the contents of their assigned locker. Lockers are to be cleaned out before leaving school for the summer. The school will not be responsible for lost or stolen items. PE locks and lockers will be assigned in PE classes by the teachers. There will be a \$2.00 replacement fee charged for the loss or damage of PE class locks.

LOST AND FOUND

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

MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

NATIONAL HONOR SOCIETY (NHS) (COLLINSVILLE HIGH SCHOOL)

The National Honor Society chapter of Collinsville High School is a duly chartered and affiliated chapter of this prestigious organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of N.H.S. and have been revised to meet our local chapter needs. Students in the eleventh and twelfth grades who have completed at least one semester at C.H.S. are eligible for membership. A student must maintain a minimum cumulative

grade point average of 3.5. Those students who meet this criterion are evaluated by the faculty in regards to character. The faculty takes into consideration their professional reflections on a candidate's character and leadership as well as reviewing school disciplinary records. Pledges must: 1) be active members in at least three sponsor-approved school activities; 2) perform thirty five (35) hours of sponsor-approved community service; 3) maintain a minimum cumulative grade point average of 3.5 at the end of semester one and a grade point average of 3.5 for the third academic quarter; 4) attend five (5) N.H.S. meetings; and 5) exemplify the qualities of outstanding character and leadership. A formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria that led to their selection.

NATIONAL JUNIOR HONOR SOCIETY (NJHS) (COLLINSVILLE MIDDLE SCHOOL)

Eligibility for NJHS is based on the student's academic performance and must meet the GPA for chapter selection standards; Selection is based on the submission of a candidate form, which reflects the candidate's service to the community and excellence in the areas of leadership, citizenship, and character. School faculty will also evaluate candidates these requirements; The NJHS Faculty Council will score candidates based on a rubric, which considers the above criteria. The decisions of the Faculty Council for selection or non-selection are final; NJHS members are held to the highest standard of character and citizenship; NJHS morning meetings and study hall meetings are held once per month, unless otherwise explained by the adviser; Students transferring into CMS their 8th grade year will gain automatic admission if they have been inducted from their sending school; Members are expected to attend ALL meetings and activities; the adviser must be given advanced written notice of absences and members must make up the missed time with individual service hours; Each month, NJHS members will participate in a service project as a group, which may take place within or outside of the school building; Members will need to complete a minimum of 15 hours of service during the school year in which he or she is a member; Any member displaying poor character or citizenship in CMS classrooms or hallways can receive a NJHS character violation from any teacher or staff member at CMS; At the end of each grading period, the adviser will check the GPA for each member to ensure in remains at or above chapter standards; if not he or she will be given written notice that he/she has been put on academic probation until the next grading period; At the end of each grading period (or more often if needed) the adviser will check the discipline records for each member. If these reflect a standard of behavior below chapter standards, the Faculty Council will convene to determine the student's status as a member; Students who do not comply with the principles and rules of membership will be dismissed after a (3/5 majority) vote of the Faculty Council; For particularly flagrant violations (per Article X, Section 2 of the NJHS Constitution), the adviser will meet with the Principal and exercise their prerogative to dismiss the member without convening the Faculty Council; For more information about the National Junior Honor Society, check out the national organization's website: <https://www.njhs.us/>

NATIONAL TECHNICAL HONOR SOCIETY (NTHS) (COLLINSVILLE HIGH SCHOOL)

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

NCAA CLEARINGHOUSE (COLLINSVILLE HIGH SCHOOL)

Students wishing to participate in Division I or Division II athletics must first be certified by the NCAA Clearinghouse. Student athletes should start the certification process early, usually by the end of their junior year. The documents that the Clearinghouse requires are as follows: 1) A completed and signed Student Release Form; 2) Initial eligibility certification fee payment; 3) An official high school transcript; and 4) ACT and/or SAT scores. Parents/Guardians are responsible for verifying that all NCAA requirements are met and are encouraged to order a free copy of the NCAA 'A Guide for College Bound Student-Athlete' by calling 1-877-262-1492. Detailed information regarding the academic course requirements for NCAA Division I and Division II athletics may be obtained at the NCAA Clearinghouse website: <http://www.ncaa.org/student-athletes/future/eligibility-center>.

NONPUBLIC SCHOOL STUDENTS

PART-TIME ATTENDANCE

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1. A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, prorated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

STUDENTS WITH A DISABILITY

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

EXTRACURRICULAR ACTIVITIES, INCLUDING INTERSCHOLASTIC COMPETITION

Nonpublic students, regardless of whether they attend a District school part-time, will not be allowed to participate in extracurricular activities.

ASSIGNMENT WHEN ENROLLING FULL-TIME IN A DISTRICT SCHOOL

Grade placement by, and academic credits earned at a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education. A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank. Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to School Board policy 7:30, Student Assignment, as well as administrative procedures implementing this policy.

PANDEMIC (INSTRUCTION DURING PANDEMIC)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Homebound Instruction Notification

On July 9, 2021, the Illinois State Superintendent of Education Dr. Carmen I. Ayala made the following declaration mandating in-person learning for the 2021-2022 academic school year, with limited exceptions: all schools must resume fully in-person learning for all student attendance days, provided that, pursuant to 105 ILCS 5/10-30 and 105 ILCS 5/34-18.66, remote instruction be made available for students who have not received a COVID-19 vaccine or who are not eligible for a COVID-19 vaccine, only while they are under quarantine consistent with guidance or requirements from a local public health department or the Illinois Department of Public Health. Students with disabilities or medical conditions that prevent them from attending school due to the potential increased risk of severe illness if exposed to COVID-19 may qualify for home/hospital instruction. Pursuant to the Illinois School Code (105 ILCS 5/14-13.01(a)) and Illinois Administrative Code (Ill. Admin. Code 226.300), students may qualify for home or hospital instruction if it is anticipated that, due to a medical condition (physical or mental), the student will be unable to attend school, and instead must be instructed at home or in the hospital setting for a period of two (2) or more consecutive weeks or on an ongoing intermittent basis. The District will evaluate requests for remote instruction according to Section 504 evaluation procedures, state and federal law and Illinois State Board of Education rules. Families will be required to provide a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse stating the existence of such medical condition, the impact on the child's ability to participate in education, and the anticipated duration or nature of the child's absence from school. Appropriate educational services from qualified staff will begin no later than five school days after District approval of the remote learning plan request. Periodic conferences may be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate a student's return to an in-person learning plan at school. Students who qualify for homebound learning may be offered access to the instruction and curriculum via remote learning through the school district, including virtual classroom sessions and individual meetings and conferences with their teacher(s). During an approved homebound learning plan, online instruction may be in the form of synchronous and/or asynchronous video and/or audio recordings and/or may involve use of third-party virtual platforms (i.e. Edgenuity). Students who do not attend and engage in virtual classroom sessions at the scheduled time without a valid excuse will be considered absent. The Collinsville School District attendance plan for In-Person and Remote Learners complies with the Illinois School Code Section 105 ILCS 5/26-2A. Questions and comments asked and spoken by students will be part of the recording. These recordings will not be made public by the District. Students receiving homebound instruction are not eligible to participate in or attend extra-curricular activities as defined in the Student Handbook.

Commented [36]: Recommend keeping this language for 22-23

PARENT AND TEACHER CONFERENCES

Communication between home and school is essential in order to provide the best opportunities for the children in our district. Conferences are scheduled throughout the school year, but please do not feel these are the only times you may confer with your child's teacher. When the need arises, please call the school in advance to schedule a meeting with the teacher. Most problems that students experience in school can be resolved easily when parents and teachers communicate at the first sign of a problem. The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

**PARENTAL NOTIFICATION
(EDUCATION TECHNOLOGY VENDORS UNDER THE
STUDENT ONLINE PERSONAL PROTECTION ACT)**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational

technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as: Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number; Demographic information; Enrollment information; Assessment data, grades, and transcripts; Attendance and class schedule; Academic/extracurricular activities; Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status); Conduct/behavioral data; Health information; Food purchases; Transportation information; In-application performance data; Student-generated work; Online communications; Application metadata and application use statistics; Permanent and temporary school student record information.

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as: Instruction in the classroom or at home (including remote learning); Administrative activities; Collaboration between students, school personnel, and/or parents/guardians; Other activities that are for the use and benefit of the school district.

PARENTAL NOTIFICATION (ESSA)

NOTICE TO PARENTS REQUIRED BY ELEMENTARY AND SECONDARY EDUCATION ACT, MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, AND PROTECTION OF PUPIL RIGHTS ACT

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

· ISBE's *Frequently Asked Questions regarding the Every Student Succeeds Act (ESSA)*, published 8-12-16, at: www.isbe.net/Documents/ESSA-faq.pdf.

· U.S. Department of Education's *Frequently Asked Questions regarding Transitioning to the Every Student Succeeds Act (ESSA)*, updated 6-29-16, at:

www2.ed.gov/policy/elsec/leg/essa/essafaqstransition62916.pdf.

I. Improving Basic Programs Operated by Local Educational Agencies

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

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

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

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

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

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

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

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

II. English Learners

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

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

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

III. Parent and Family Engagement

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

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

IV. Voluntary Public School Choice Program

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

V. Education of Homeless Children and Youths

1. Notice of rights. The district shall provide written notice, at the time any homeless child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent/guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that: a) Shall be signed by the parent/guardian (or, in the case of an unaccompanied youth, the youth); b) Sets the general rights provided under this subtitle; c) Specifically states: 1) The choice of schools homeless children and youths are eligible to attend, 2) That no homeless child or youth is required to attend a separate school for homeless children or youths, 3) That homeless children and youths shall be

provided comparable services including transportation services, educational services, and meals through school meals programs; 4) That homeless children and youths should not be stigmatized by school personnel; and 5) Includes contact information for the local liaison for homeless children and youths.

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

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

VI. Student Privacy

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

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

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

PARKING PERMIT POLICY (COLLINSVILLE HIGH SCHOOL)

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

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

Any vacant parking assignments may be assigned to sophomore students (must have 5.00 – 9.5 credits) in January of the second semester of the school year based on the following criteria: Sophomore students may have no more than three (3) absences (ie., unexcused-partial and full day absences), in the first semester of their sophomore year & sophomore students may have no more than fourteen (14) tardies (cumulative) to ANY class during the course of an academic quarter of the current school year. If the criteria listed above are met, stickers will be available based on class rank determined at the end of the student's first semester of their sophomore year. Sophomore students will be charged half of the current year's price for a permit and will be subject to all rules and regulations stated in the parking policy of the handbook.

In order to provide incentives for students to strive for academic excellence, eligible Juniors (must have 10.0 – 14.75 credits) and eligible Seniors (must have 15.0 or more credits) will have the opportunity to choose their parking spot for the following year. Prior to the end of the school year, students will be asked to complete a parking spot request form and submit this form to the high school office. On the form, students will be asked to identify their top three (3) parking spot choices. During the summer months, requests will be fulfilled in an order based upon student classification and students unweighted class rank (calculated at the end of the fourth quarter). Parking requests for senior students will be filled first, followed by junior students. Students (in the same class) who have equivalent unweighted class rank will have their parking spot request order completed through random draw. In the event the requested spots are not available, the student will receive the closest available spot relative to their requests. For example: The student ranked number one (1) in the senior class will have his/her parking spot request fulfilled first, the student ranked number two (2) in the senior class will have his/her parking spot request fulfilled second, etc. After the submitted request forms for the senior class have been fulfilled, the student ranked number one (1) in the junior class will have his/her parking spot request fulfilled, followed by the student ranked number two (2) in the junior class, etc. All parking spot assignments must be claimed during registration in the fall. Any student who does not claim their parking spot at registration will forfeit that parking spot and may reserve a parking spot from the parking spots available.

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

Students are expected to be punctual to all classes and instructional programs. Students who receive 15 tardies (cumulative) to ANY class during the course of an academic quarter will have their parking privileges revoked for the duration of the school year. Students who receive ten (10) tardies and/or unexcused absences (cumulative) to FIRST HOUR class during the course of an academic semester will have their parking privileges revoked for the duration of the school year.

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

DRIVING AND PARKING REGULATIONS

The driving and parking regulations that follow apply to all students who commit a vehicular infraction or violate parking policy. 1) Students are responsible for the vehicle registered in their name and should drive only that vehicle. In an emergency situation, an "authorized student-driver" may drive another "family-owned" vehicle (i.e., a vehicle registered to the parent/guardian of the student). This "authorized student-driver" must register the "family-owned" vehicle on a form in the Main Office, upon arrival to school each day this vehicle is in use. On this form, students must provide their name, decal number, license number, and the make/model of the "family-owned" vehicle. Students may not register the vehicle of another student. Failure to abide by this registration process may result in disciplinary action; 2) Students may only park in the parking space assigned to them. Designated spaces are available for staff and visitors; 3) Students may not park on the back road. Students should not park their vehicles in fire lanes, bus loading zones, driveways, campus thoroughfares, faculty/visitors parking areas, or in handicap parking areas; 4) Students operating motor vehicles must observe all signs present on CHS parking lots and on school grounds; 5) Students are authorized to drive their registered vehicles during the following situations: arrival to school, early dismissal, and open campus (which occurs when school is dismissed). In the event of an early dismissal, authorized student-drivers must receive a release from the Main Office before exiting the school; 6) All vehicles must be operated in compliance with the Illinois Rules of the Road, including proof of state-mandated, insurance coverage (insurance card), vehicle registration information, and a driver's license; 7) The speed of vehicles must not exceed 10 M.P.H.; 8) All vehicles must be operated on proper roadways within the CHS campus. Driving/parking privileges at CHS may be revoked if a student drives over sidewalks, on grassy areas, or over/through barricades meant to limit/prevent vehicular traffic, drives recklessly, leaves campus without permission or takes another student(s) off campus without permission; 9) Unnecessary and disruptive conduct while driving/parking is prohibited. Such acts include the revving of engines, rapid acceleration, and other dangerous acts (including unexpected braking, performing wheelies, and playing loud music); 10) Transferring parking decals to another student(s) or permitting an unauthorized student(s) to park is not allowed (during any part of the school year). Only the registered student is authorized to use his/her assigned space and vehicle; 11) Always secure your parked vehicle and leave it immediately. Students should vacate their vehicles and clear the parking lot, immediately. Vehicles are to be parked and are to remain parked from arrival to dismissal, unless a student has administrative permission to move the vehicle during the school day – Students will not be issued passes to their vehicle during the school day (except for emergent situations); 12) Registration Conditions: a) Juniors and Seniors must register vehicles for parking according to the policies established by the administration; b) Students who receive parking decals may have their parking decals removed and their driving/parking privileges revoked if it is discovered that he/she does not meet one or more terms of the CHS Student Parking Permit Policy; c) The administration reserves the right to limit the number of parking spaces available or to restrict student parking privileges; d) The cost for an initial, student-parking decal before/during the first semester has been set by the Board of Education. The cost for an initial, student-parking decal during the second semester has been set by the Board of Education. Replacement decals may be provided at an additional expense; 13) Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school; 14) Collinsville Community Unit School District #10 assumes no responsibility/liability for damages to student vehicles, any possessions left in them, or anything attached to the vehicles on school property. Students park their vehicles on or near school property at their own risk. Students should be aware that their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended; 15) Any violation of school/parking policy may result in a conference, a suspension(s), and/or removal of driving/parking privileges for the school year (in addition to any other penalty imposed by administration); 16) CHS will NOT refund parking fees; 17) Inappropriately parked vehicles or vehicles without an authorized parking sticker may be towed at the owner's expense.

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

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

Commented [BH37]: Recommended addition to Parking Policy language as recommended by the CHS Administration.

Optional fees such as parking passes will not be waived under the Fee Waiver Policy as they are not included in the definition of "School Fees" by Illinois School Code.

PHYSICAL EDUCATION

GRADES (COLLINSVILLE HIGH SCHOOL)

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

EXEMPTIONS

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

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

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

UNIFORM GUIDELINES (CHS/CMS)

All students shall wear gray, purple or black shirts with sleeves gray, purple or black shorts, socks and athletic shoes during physical education classes. For the safety of students, the following will not be permitted to be worn during physical education class: jewelry, flip-flops, open backed and/or open toed shoes, boots, jeans, pajamas, etc. (Yoga shorts/ pants and tights may be worn with shorts on over them). Sweatshirts and sweatpants may be worn over the physical education uniform with teacher permission prior to dressing. Sweatshirts may not have a hood or pockets, and sweatpants may not have pockets. Students not dressing for physical education may be subject to disciplinary action as determined on a case-by-case basis by school administration.

PHYSICAL EXAMS

SCHOOL PHYSICALS

Commented [38]: P.A. 102-405 provides that a student shall be excused from engaging in any physical activity components of a PE course during a period of religious fasting.

Commented [39]: The high school has done away with this disciplinary action, but I did not want to strike it in case CMS still enforces this.

Commented [40R39]: Recommendation language revision from CHS Administration for revision as the high school no longer assigns discipline as a practice for not dressing for PE. Revised language from "are" to "may be"

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

SPORTS/ATHLETICS PHYSICALS

Students who participate in interscholastic athletics at Collinsville Middle School and Collinsville High School must have a current sports physical on file with the athletic trainer. Physicals may be completed on the Illinois DHS form or the IHSA sports physical form. Physicals are valid for 13 months from the date of the exam. Ninth grade physicals must be completed on the Illinois DHS physical form and will also be adequate to meet the IHSA sports physical requirement. Physicals may be submitted to the athletic director, the athletic coach or athletic trainer.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

Collinsville Unit 10 School District is a proud participant of Positive Behavioral Interventions and Supports (PBIS). PBIS stands for Positive Behavioral Interventions & Supports. It is an evidence-based framework used by schools to improve school culture and student behavior, promoting a safe environment for learning. PBIS is based on several decades of research by major universities across the country. A key aspect of PBIS is focusing on more **positive behaviors** and less on negative behaviors. The way schools operate are their foundational systems. In PBIS, these systems support accurate, durable implementation of practices and the effective use of data to achieve better outcomes. Schools generate multiple pieces of data about students every day. Within the PBIS framework, schools use data to select, monitor and evaluate outcomes, practices, and systems across all three tiers. Key to improving outcomes are the strategies to support students at every level. In PBIS, these interventions and strategies are backed by research to target the outcomes schools want to see. The outcomes from PBIS are what schools achieve through the data, systems, and practices they put in place. Families, students, and school personnel set goals and work together to see them through. In PBIS, outcomes might be improved student behavior, or fewer office discipline referrals.

POSTERS

All signs or posters affixed in the school building(s) must be approved by a club or activity sponsor (when applicable) as well as the Activity Director and/or Building Principal.

PUBLICITY RELEASE

At times, the Collinsville School District has the opportunity to publish the achievements of students at school. Examples include everyday classroom activities, awards, special projects, sporting events, etc. Publications may occur through school or district web pages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury.

PICTURES OF UNNAMED STUDENTS

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the building principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

PICTURES OF NAMED STUDENTS

Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. If you **DO NOT** wish to have your child's named picture, named videotape, interview by the media, or named student-produced materials used for this purpose for the current school year, or if you wish to have your child's name omitted for the current school year, please send a letter outlining your request to the Director of Technology, Collinsville Community Unit School District No. 10, 201 West Clay Street, Collinsville, Illinois 62234. Notification should be made to the District annually if you **DO NOT** wish to have your child's named picture, named videotape, named interview by the media, or named student-produced materials used for this purpose, or if you wish to have your child's name omitted.

PICTURES OF STUDENTS TAKEN BY NON-SCHOOL AGENCIES

While the school limits access to school buildings by outside photographers, it has no control over the news media or other entities that may publish a picture of a named student. School staff members will not, however, identify a student for an outside photographer.

TEACHER PERFORMANCE ASSESSMENT

Illinois has launched a new performance assessment initiative to insure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment, pre-service teachers must video their performances and the impact the instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents

submitted to the team of evaluators of teaching performances. Parents who do not want their children recorded or their children's work samples scanned, should contact the principal in writing annually stating so.

REGISTRATION REQUIREMENT

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

REPORT TO PARENTS

Parents/Guardians are encouraged to frequently check their child's progress throughout the year on the CHS FAMILY Access website: www.kahoks.org - Parents/Students > *Family Access*.

RESIDENCE VERIFICATION (ANNUAL)

Collinsville Community Unit School District No. 10 is happy to share that we are updating our district practice for annual student residence verification for compliance with District Policy and Illinois School Code. In an effort to honor parent and staff time, Collinsville CUSD10 will be working with a third-party vendor who uses a system called CLEAR Batch to automatically verify parent/guardian residency within the Collinsville CUSD10 boundaries. The CLEAR Batch system reviews public records to verify the parent/guardian name and address. In the past, all households were required to verify residency at the initial time of student enrollment for continued enrollment in the District. This new process will allow the Collinsville School District to annually verify parent/guardian residence within the boundaries of the Collinsville CUSD10. The software will allow staff to conduct electronic residency verification for the district. The intent of the software is to 1) Conduct annual residence verification in an efficient manner; 2) Significantly reduce parent time needed to satisfy annual residence verification; 3) Significantly decrease staff time taken for the annual residency verification process.

RESTRICTED AREA POLICY (COLLINSVILLE HIGH SCHOOL)

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

RESTRICTED AREA POLICY (COLLINSVILLE MIDDLE SCHOOL)

A restricted area is any area of the campus where a student's presence is not required as a result of his/her instructional program. This includes, but is not limited to, the Commons Area (at any other time other than assigned lunch periods). Students may use the hallways, restrooms, and their lockers between classes (Administration reserves the right to limit access to school facilities during any time of the school day). Movement throughout the building (other than passing periods) will require a hall pass signed by a staff member. Such movement must be done promptly and by the most direct means. Attendance in a restricted area may result in disciplinary actions by administration.

Campus Arrival/Departure

Upon arriving at school, students are to report to the commons area for breakfast or gymnasium where they will be dismissed to first period class. 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 extracurricular or teacher-supervised activities.

SALE OF FOOD PRODUCTS AT SCHOOL

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

SCHEDULE CHANGES (COLLINSVILLE HIGH SCHOOL)

Collinsville High School creates a new Master Schedule to accommodate the students' course requests during the registration process. Students may see their counselor regarding schedule changes during the first five (5) days of the

First Semester and the first five (5) days of the Second Semester. Changes in courses may be honored if the request is related to: 1) Graduation requirements; 2) First semester failures; 3) Failed prerequisite courses; 4) Computer errors; 5) College entrance requirement; and/or 6) A grade of 'D' or 'F' in a class.

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

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

SCHOOL HOURS

Collinsville schools operate with staggered start times to facilitate the efficient transportation of students. A modified schedule is followed for the first and last day of each school year as well as for staff in-service days. Students are dismissed ½ hour early EVERY Wednesday during the school year so staff can participate in Professional Learning Communities (PLC).

Commented [BH41]: Revised to reflect revised bell schedules to accommodate 15 minutes between Bus Tier I and Bus Tier II as required for student transportation by First Student Bus Company.

SCHOOL HOURS

School	Full Day Schedule	Wednesday Schedule	Half Day Schedule
Elementary Schools <i>(except Webster)</i>	7:55AM – 2:40PM	7:55AM – 2:10PM	7:55AM – 11:20AM
Elementary School <i>(Webster)</i>	7:55AM – 2:25PM	7:55AM – 1:55PM	7:55AM – 11:05AM
Dorris Intermediate School	9:00AM – 3:45PM	9:00AM – 3:15PM	9:00AM – 12:25PM
Collinsville Middle School	8:45AM – 3:40PM	8:45AM – 3:10PM	8:45AM – 12:15PM
Collinsville High School	7:50AM – 2:50PM	7:50AM – 2:20PM	7:50AM – 11:20AM
Hollywood Heights School	7:30AM – 1:30PM	7:30AM – 1:30PM	

NOTE: Subject to change as per Board of Education approved Return to Learning Plan

SCHOOL MESSENGER

In our efforts to improve communication between parents and school, schools in Collinsville Unit 10 institute a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general school announcements or reminders. This service is provided by School Messenger, which specializes in school-to-home communications. This program requires NO registration. The primary contact phone number in our student information system database will be used as the contact number. In order to receive important messages via the School Messenger program, it is imperative that parents/guardians report any changes in the student's primary phone number as promptly as possible.

SCHOOL REPORT CARD

The school report card is a document that is produced by the Illinois State Board of Education for each public school and school district in compliance with the Illinois School Code. The report card describes the performance of students by school attendance centers and by district. The report card also describes the district's use of financial resources. The final page of the school report card indicates whether Adequate Yearly Progress (AYP) is being made as required by the No Child Left Behind Act (NCLB). This page provides a breakdown of students meeting/exceeding state standards, the percent of students tested, and the graduation and/or attendance rates. NCLB requires that this information be reported

in the areas of mathematics and reading for all students. Student achievement in these areas is also reported by "subgroup." The federal government mandates that test results for the following subgroups be calculated: gender, race/ethnicity, limited English proficiency, migrant, students with Individualized Education Plans and students receiving free or reduced lunch. The report cards for C.U.S.D. No. 10 may be accessed via the Illinois State Board of Education website at: <http://webprod1.isbe.net/ereportcard/publicsite/getSearchCriteria.aspx>

SCHOOL RESOURCE OFFICER/DISTRICT SECURITY OFFICER

The Collinsville CUSD10 has two (2) full-time School Resource Officers (SRO) and a District Security Officer (DSO) to serve as a resource to administrators, classroom teachers, parents and students. The SRO and DSO also assist school officials with supervision and security on our campus, as well as many other services for our entire school community. The SRO and DSO act as an agent of the school and will assist the school administration with daily obligations of the school.

SCHOOL SONG (COLLINSVILLE HIGH SCHOOL)

FIGHT, FIGHT

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

SCHOOL SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES

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

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

SEAL OF BILITERACY PROGRAM (COLLINSVILLE HIGH SCHOOL)

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

Two honors are available: the Seal of Biliteracy and the Commendation Toward Biliteracy. The Seal of Biliteracy is awarded to those whose proficiency level is equivalent to the Intermediate High scale set by the American Council on

the Teaching of Foreign Languages. The Commendation of Bilingualism is awarded to students whose proficiency level is rated at Intermediate Low or Intermediate Mid in a second language.

To qualify for the Seal of Bilingualism, seniors must: 1) Earn a minimum composite score of 21 on an official administration of the ACT, **OR** a score of 540 on the SAT English Language Arts **OR** 2) Earn a minimum overall score of 4.8 on the ACCESS for ELLs exam, **OR** a minimum score of I-5 on the ACTFL ESL Assessment **AND** Earn a minimum score of I-5 on the ACTFL's Assessment of Performance toward Proficiency in Languages (AAPPL) exam. The following languages can be assessed with the AAPPL exam: Arabic, Chinese (Mandarin), French, German, Latin, Portuguese, Russian, and Spanish.

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

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

SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his/her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SEX OFFENDER & VIOLENT OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1) To attend a conference at the school with school personnel to discuss the progress of their child; 2) To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services; 3) To attend conferences to discuss issues concerning their child, such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony. State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

SKYWARD FAMILY ACCESS (PARENT & STUDENT PORTAL)

Family Access is a real time district-sponsored tool for students and parents to track progress and keep current on assignments, attendance, tests and other academic activities. It may be accessed through the school district website www.kahoks.org - Parents/Students>Family Access. Activation codes will be mailed to parents and students when they enroll in the district. The activation code is designed to protect the privacy of data. Information, which may be obtained through the Family Access website, includes: On-line Registration, daily announcements, class schedules, updated grades, report cards, attendance reports and the ability to update their School Messenger information. Collinsville Unit 10 School District believes that communication between parents and school is critical for the success of students.

SPECIAL EDUCATION SERVICES

Collinsville CUSD No. 10 makes special education services available to all children ages three to twenty-two one that reside within our district boundaries. It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the general education classroom teacher to full-day instructional programming for the student in the special education setting. Collinsville CUSD No. 10 ensures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities and physical, learning or emotional disabilities. If necessary, students may be placed in private education facilities if services cannot be provided within the District. Related services, such as speech and language therapy, physical therapy, occupational therapy, adaptive physical education and social work are also available to students who meet certain criteria and for whom a program has been developed. If you feel your child may need special education programming, please contact your building principal or school counselor.

REFERRALS FOR SPECIAL EDUCATION

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

CHILD FIND/SPECIAL EDUCATION REFERRAL

The school district attempts to identify, locate and evaluate all children age 3 through 21 except those children with disabilities who turn 22 years of age during the school year who are suspected of having a disability, which adversely affects educational performance. Additionally, the district refers families who are expecting a child or have children up to three years of age to our community partner, Children's Home and Aid, for home visiting and other services. Children with disabilities up to age three and in need of specialized services are referred to Child and Family Connections; an agency that coordinates needed services for the student and their families. Further child find activities include, early

Commented [42]: Public Act 102-172 allows students with an IEP who turned 22 years old during the school year to remain enrolled and receive services through the end of the school year.

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4:58 PM Mar 24
For statutory compliance, special education services are for children between 3 and 21, but may continue through age 22 only if turning 22 during the school year.

Commented [44]: Public Act 102-172 allows students with an IEP who turned 22 years old during the school year to remain enrolled and receive services through the end of the school year.

childhood screenings and teacher and/or parent referrals for case study evaluations. Screening dates for early childhood children (those children who will be three by the start of the school year up to kindergarten age) can be accessed on the district web site and the local newspapers. The early childhood screening is a free developmental check that includes gross and fine motor, cognitive, vision, hearing and speech/language screening. Children who show delays in two developmental areas may be referred for full case study evaluation for special education services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Inquiries regarding the identification, assessment and placement of students may be directed to the Collinsville CUSD10 Special Education Department (Hollywood Heights School, 6 Oakland, Caseyville, Illinois 62232, Phone: (618-343-2762).

RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

MAINTENANCE AND DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records (case study components, IEP's and correspondence with educational and diagnostic centers) are considered temporary records and are housed at the Special Education Offices, 6 Oakland, Caseyville, IL 62232. Parents of students, or students, if they have succeeded to the rights of the parents, may view or request copies of these records by contacting the Director of Special Education & Related Services at 618-343-2762. Upon graduation or permanent withdrawal of a handicapped student, as defined in the School Code [105 ILCS 5/Art.14] and 23 Ill. Adm. Code 226, Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. Temporary records of those students who have permanently withdrawn or graduated from Collinsville Community Unit 10 will be destroyed after five years from the date of graduation or permanent withdrawal beginning the second week of June each year. Parents or students, if they have succeeded to the rights of the parent, are encouraged to claim these records because they may be of medical or educational benefit in the student's future. For those parents of students or students, if they have succeeded to the rights of the parents, who may wish to acquire any of these temporary records before they are to be destroyed, please contact the Director of Special Education & Related Services at 618-343-2762.

REQUESTING TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

STANDARDIZED TESTS

Students and parents/guardians should be aware that the State and District require students in grades K-12 to take standardized tests throughout the school year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following: 1) Encourage students to work hard and study throughout the year; 2) Ensure students get a good night's sleep the night before exams; 3) Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; 4) Remind and emphasize for students the importance of good performance on standardized testing; 5) Ensure students are on time and prepared for tests, with appropriate materials; 6) Teach students the importance of honesty and ethics during the performance of these and other tests; 7) Encourage students to relax on testing day. *A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.*

STUDENT ATTENDANCE AREAS

The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*. Building principals (or their designee) shall assign students to classes.

STUDENT BEHAVIOR

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

GENERAL DISCIPLINARY AUTHORITY

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

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

GENERAL PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

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

RESPONSIBILITIES IN BEHAVIOR INTERVENTIONS

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

Students

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

Parents

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

Teachers

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

Administrators

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

Board of Education

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

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

DISCIPLINE PROGRAMS

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Disciplinary actions apply equally to all students. All discipline will be imposed on a case-by-case basis. Potential disciplinary measures include, without limitation, any of the following measures: Oral correction; Disciplinary conference, phone call, letter, and/or e-mail; Parent/guardian notification; Temporary removal from the classroom; Restitution for lost or stolen goods or property; Community Service; After-school study or Before-school study provided the student's parent/guardian has been notified; Restitution or restoration, as applicable, from vandalism; Seizure of contraband, confiscation and temporary retention of the personal property that was used to violate school rules; Exclusion from extracurricular activities such as field-trips, commencement exercises/awards ceremonies; Suspension of bus riding privileges; Restriction or removal of computer-use privileges for up to one school year; Suspension from school (and all school activities) for up to ten (10) days; Expulsion from school and all school activities for a definite time period not to exceed two (2) years; Notification to juvenile authorities or other law enforcement in circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies; Transfer to the Center for Educational Opportunities (Madison County Regional Safe School Program) or other Alternative Education Program(s) if a student is expelled or otherwise qualifies for transfer under State Law; Any other appropriate disciplinary actions determined by the administration. The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Potential disciplinary measures also include, without limitation, the following measures:

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

Detention (CHS): The detention program is primarily a supervised study time for students. Students assigned detentions shall not be penalized academically. The program will run from 7:00AM – 7:45AM Monday through Friday and from 3:00PM to 4:00PM Monday, Tuesday, Thursday, and Friday. Parents may request that their child be given the next level of consequence in place of detention (In School Supervision). This request must be made prior to the scheduled detention assignment. Any student who refuses to serve, misbehaves, skips or intentionally misses an assigned detention will be assigned to In School Supervision on the following day. Students not reporting to detention on the day assigned may be reassigned to ISS the following day. Any changes to detentions must be made by a parent/guardian ONLY by contacting the appropriate administrator. For morning detention, the change must be made before 3 p.m. the day prior to the assigned detention. For afternoon detention, the change must be made by 12 p.m. on the day of the assigned detention.

Detention (CMS):

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

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

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

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

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

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

Tardy Detention: Tardy detentions will be assigned by the 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).

In School Supervision (ISS) – (CHS): Students will serve In School Supervision (ISS) at school during the school day for as many days as their disciplinary consequences stipulate. During this time, students should work on the assignments being covered in their classes. Students serving ISS will be counted present and receive full credit for academic work completed. Teachers must provide assignments for credit at the student's request. If a student has an unexcused absence in conjunction with serving an ISS, then make-up work will not be permitted. Students are responsible for obtaining assignments from their teachers prior to reporting to ISS. ISS is the last opportunity a student has for remaining in school following disciplinary infractions. If a student chooses not to follow proper ISS procedure, he/she will be suspended out of school, and may reserve an additional day in ISS and/or STOP program assignment. Abuse of an ISS assignment or continued violation of ISS rules may result in the loss of the ISS option. Students or their parent/guardian MUST provide transportation home should the ISS assignment not be completed successfully. In order to change an ISS, the request must be made by 12 p.m. the day before the assigned ISS. An OSS may be requested in lieu of an ISS ONLY by a parent/guardian. Note: School work may not be made up when a parent opts for OSS instead of ISS.

The following are rules, regulations, and procedures for the Collinsville High School ISS assignment: 1) Students must be in their seats when the 7:55 a.m. bell rings; 2) Students may not talk or cause any type of disruption or distraction to the "Absolute Quiet" atmosphere of the ISS; 3) No sleeping is permitted; 4) Students are to be studying, reading, and completing academic assignments quietly. Students must come prepared with pen, pencil, etc. to work in ISS; 5) Students are responsible to acquire and return make-up work for missed classes; 6) Lunch is spent in ISS. Students may bring a lunch from home or order a lunch. All drinks must be sealed. No soda is permitted in the ISS room; 7) A type "A" lunch is the only purchasable option. No other eating or drinking is permitted. Gum and cough drops are not permitted at any time; 8) Once the lunch orders have been placed, no additions will be made; 9) There will be three breaks during the day. There will be no other breaks, trips to the lockers, or use of the phones except for medical reasons or emergencies; 10) Students who leave ISS early on will not receive credit for the day and would therefore serve the ISS on the next day of attendance. The student will still receive academic credit for all work completed; 11) Students who are absent from school on days to be spent in ISS must make up the days absent when they return to school; 12) In the event that school is canceled for any reason on the day of an ISS assignment, the student should report to ISS on the first day that school resumes; In the event that a student is absent on the day of an ISS assignment, the student should report to ISS on the first day that the student returns to school; 13) Dismissal is at 2:55 P.M. Students are to take all of their books and materials with them each day of an ISS assignment. Nothing is to be left in the ISS room. Anything left in the room will be taken to the Lost and Found; 14) Students who fail to successfully complete an ISS assignment may be sent home. For a failure to complete ISS assignment: 1) the office will contact the parent; 2) the parent must arrange for student transportation home, and; 3) the day may be recorded as an Out of School Suspension. Additional failures of ISS may result in out of school suspension for the number of days remaining for the ISS assignment.

If a parent/guardian is not able to arrange for transportation home: 1) the student will be sent to the library testing center; 2) the day attendance will be recorded as an in-building absence (IA) and; 3) the student must serve a STOP assignment on the next day of student attendance.

In-School Supervision (ISS) (CMS)

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

Students assigned to In-School Supervision (ISS) must first report to first period class and then proceed to the ISS room. 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. Any student who refuses to report to ISS will be subject to STOP or out-of-school suspension. The rules of ISS are posted in the ISS room and are available to parents/guardians upon request. Failure of In-School Supervision (ISS); Students must pass a full day of ISS to fulfill their ISS obligation. The ISS Supervisor will determine whether a student passes or fails based on the compliance of the student to the rules of ISS. If a student chooses not to follow proper ISS procedures, s/he may be suspended out of school for the day s/he failed. Based on the reason for ISS failure, the remaining ISS days may be turned into STOP or Out-of-School Suspensions. Parents are encouraged to avoid scheduling appointments or requesting early dismissal(s) of students on an assigned ISS day(s). Changes to the ISS date(s) selected by administration may only occur when the parent/guardian of the assigned student contacts the administrator who made the assignment to request an alternative ISS date(s). CMS encourages all students to serve ISS assignments; parent(s)/guardian(s) may opt for their child to serve one day of Out-of-school suspension for every ISS assigned to their child, but it is highly discouraged. 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. 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. All students in ISS will have a lunch provided to them (based on their recorded lunch status) during a common ISS lunch period. 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.

Short-Term Option Program (STOP) (DIS/CMS/CHS): The Short-Term Option Program (STOP) is designed to keep suspended students in school. Students assigned to the STOP program report directly to the school office upon arrival to the school campus and are then transported to the Center for Educational Opportunities (CEO) Madison County (IL) Regional Safe School located in Troy, Illinois. Teachers at the Regional Safe School STOP Program work with students to complete assigned academic work from Collinsville High School.

Out of School Suspension (OSS): A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. *The level of consequences imposed will be consistent with the Illinois School Code.* Students assigned to Out of School Suspension (OSS) will not be allowed on school district property at any time during their Out of School Suspension. Out of School Suspensions are assigned only for days when school is in session. In the event that school is canceled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

Out of School Suspension Procedures (OSS)

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

NOTE: *Parents/Guardians who elect not to send their child to school on a day of assigned In-School suspension and/or Short-Term Option Program (STOP) will be considered as unexcused absences from school. Students will not be allowed to make up work missed due to these days of unexcused absence.*

Expulsion

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community. Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

Expulsion Procedures

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

Readmission to school after an expulsion

In order for a student to be readmitted to the school after completing an expulsion, the student and/or parent/legal guardian must complete the following (consecutively): 1) Meet all standards of passing the Alternative School-CEO/ETC and or the terms of the expulsion specified by the C.U.S.D. No. 10 Board of Education (school and/or the CUSD10 District Office should receive documentation verifying completion of the Alternative School within the allotted time frame of enrollment); 2) The student and/or parent/legal guardian must call the C.U.S.D. No. 10 Administrative Office to arrange a time to show proof of residency in the school district; 3) High School and Middle School students and/or parent/legal

guardian must call the school to meet with his/her counselor/building Principal in order to arrange for class registration for the upcoming semester.

Re-Engagement of Returning Students

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

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

Academic dishonesty (including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores); Any threatening, harassing, or intimidating behavior; Attendance in restricted areas; Bus misconduct; Cafeteria misconduct; (In the absence of a reasonable belief that an emergency exists) Calling emergency responders (calling 911), signaling or setting off alarms or signals indicating the presence of an emergency or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity; Computer (inappropriate use); Conduct that includes public lewdness or indecent exposure, defined to include offenses against chastity, common decency, morals, and the like; Disobeying rules of student conduct or directives from staff members or school officials (Examples of disobeying staff directives include refusing a staff member's request to stop or submit to a search); Disrespect (behaviors verbal or in writing that are abusive or derogatory in nature); Dress/grooming (inappropriate displays); Endangerment of the physical or psychological well-being of school personnel or students by conduct or actions (including engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to be a threat or an attempted intimidation of a staff member; or endanger the health or safety of students, staff, or school property); Engaging in Bullying, Hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other student to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct); Engaging in the offense of retaliation against a staff member for that person's performance of upholding the rules and regulation of the school; Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault; Engaging in teen dating violence; Failure to abide by rules and regulation at extracurricular activities or at co-curricular activities such as field trips; Falsifying information; Fighting (with or without assault of another student or staff member – this includes any intentional physical contact such as hitting, slapping, punching, shoving, etc.); Gambling; Gang Activity or Gang-like activity; Horseplay (pushing, shoving, etc.); Inappropriate displays of affection; Insubordination (willful failure to respond and carry out the directions of an administrator or school personnel); Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report; Loitering; Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studies within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school; Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal; Participation in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law; Profanity and Vulgarity (language, objects or gestures that may be found to be offensive to the commonly accepted standards of decency); Repeated violation of classroom or transportation rules; Selling or soliciting for sale any merchandise without proper administrative permission; Setting off the fire alarm and/or tampering with fire extinguishers and/or automated external defibrillators (AEDs); Tardiness/Truancy; The possession and/or use of any object/material which reasonably could be considered to be distracting to the educational setting of the school (including, but not limited to, guitars, guitar cases, flowers, balloons, skateboards, hoverboards, unarmed aircraft systems, drones); The possession of matches or other flammable materials; The possession and use of cellular and wireless telephones, laser pointers, IPODs, and electronic viewing or listening devices (including, but not limited to: pagers, text messaging devices, two-way radios, personal digital assistants [PDAs], audio, video, photographic or similar digital devices capable of storing, sharing, and/or transmitting information on campus or at functions during school hours or at any other time in a manner that disrupts the educational process or violates the rights of others, including using the device to take photographs in the locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending,

sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”); The throwing of snowballs; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, of any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of alcohol; The use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of any tobacco or nicotine products (including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products); The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law and board policy); The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use, possession, distribution (including attempt to use, obtain or distribute), sale, or purchase of medical cannabis, unless authorized under Ashley’s Law and board policy, is prohibited; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale), purchase, or being under the influence of harmful, illegal or across the counter drug; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale), or purchase of any performance enhancing substance on the Illinois High School Association’s most current banned substance list (unless administered in accordance with a prescription); The use, possession, distribution (including attempt to use, obtain or distribute) sale (or offering for sale), or purchase of any inhalant (or paraphernalia for an inhalant), regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system (The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications); The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances unless authorized under board policy and Ashley’s Law; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of “look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of any weapons (including guns and knives and/or look alike weapons) or violating the procedures listed in the Weapons Policy of this handbook; The use, possession, control, or transfer of a firearm, a look alike, knife, brass knuckle or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm; Theft (including possession, distribution or attempt to obtain or distribute stolen items) and/or damage to property; Trespassing (entering school property or a school facility without proper authorization. NOTE: any student suspended out of school may not enter the school grounds, attend any school sporting events, or school-related activity or building at any time during the suspension); Unprepared for class (ie. not dressing for physical education class); Vandalism; Vehicle Infractions (including driving and parking without a sticker); Verbal confrontation; Violation of the cell phone/electronic device policy, including, not limited to: harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent (ie. taking still photos or videos of other students engaged in a physical or verbal confrontation), recording an individual’s voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent; Violation of the CHS Parking Permit Policy; Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing; Violations of rules or procedures established by the classroom teacher; Any other acts that interfere with the orderly educational process in the classroom or the school.

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

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

DISCIPLINARY INFRACTIONS & CONSEQUENCES

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

CORPORAL PUNISHMENT

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

ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines: 1) The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required; 2) The material may be distributed at times and locations selected by the building principal—such as before the beginning or ending of classes at a central location inside the building; 3) The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed; 4) Distribution must be done in an orderly and peaceful manner, and may not be coercive; 5) The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds; 6) Students must not distribute material that: a) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; b) Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright; c) Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook; d) Is reasonably viewed as promoting illegal drug use; or e) Is primarily prepared by non-students and distributed in elementary and/or middle schools; 7) A student may use the School District's Uniform Grievance Procedure to resolve a complaint; 8) Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that: 1) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; 2) Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; 3) Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; 4) Is primarily intended for the immediate solicitation of funds; or 5) Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students. The distribution of non-school-sponsored

written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

STUDENT PERSONNEL SERVICES

The CUSD10 Student Personnel Services is made available to the students by a variety of professionals and specialists (school counselors, qualified school nurse, school social workers, school psychologist) for the health, education, and welfare of every student attending schools in the Collinsville Unit 10 School District. There are a limited number of services provided on campus, but many more services are made available through the referral process. The District assumes no liability for preventing, identifying, or treating such problems for responding to students with social, emotional, or mental health problems that impact learning ability. Services shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

STUDENT PRIVACY PROTECTIONS

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

SURVEYS

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

SURVEYS BY THIRD PARTIES

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

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

SURVEYS REQUESTING PERSONAL INFORMATION

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

PHYSICAL EXAMINATIONS

Parents have the right to notification of any physical examinations or screenings, which the district may administer to the student.

STUDENT TEACHER VIDEO AND AUDIO RECORDINGS

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

Confidentiality

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

Consent

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

STUDENT RECORDS

~~A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. School student records are confidential. Information from them shall not be released other than as provided by law.~~

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

"Student Temporary Record" means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: A record of release of temporary record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64a-5); The completed home language survey form (see 23 Ill. Adm. Code 228.15 (Identification of Eligible Students)); *Information regarding serious disciplinary infractions* (i.e., those involving drugs, weapons, or bodily harm to another) *that resulted in expulsion, suspension or the imposition of punishment or sanction; Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]; Health-related information; Accident Reports; and May also consist of: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.); and Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student. Student's written records are kept on file in the school office/counseling office and are available to students, parents and/or legal guardians for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than ten (10) business days after receiving the request. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record.

Commented [45]: Modified to align with changes to PRESS policy service.

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

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

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

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

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

RELEASE OF INFORMATION

The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for transmission to the parents. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parents make no objection, the records may be transferred to the requesting school.

No individual or agency can force an individual to release his/her records. A release of students' written records will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information will be given to the parents. . Directory information is limited to: a student's name, grade level; photographs, media interviews, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school.

Directory information is limited to: a student's name, grade level; photographs, media interviews, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

Commented [46]: Replace definition of Directory information as recommended by legal counsel.

Commented [47]: Revised language regarding student directory information as advised by CUSD10 legal counsel.

RULES REGULATING THE INSPECTION OF STUDENT'S WRITTEN RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are: 1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.; 2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student

stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.;

3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.;

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.;

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.;

6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers, Photographs, videos, or digital images used for informational or news related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal by September 15 of each school year.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.;

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply

~~with the requirements of FERPA. The name and address of the Office that administers FERPA is: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW, Washington DC 20202-8520~~

Commented [48]: Modified to align with changes to PRESS policy service as per IPA Legal Counsel.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are: **1. The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student; **2. The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included; **3. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing. **4. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student’s records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district; [2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student. **5. The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student’s change in attendance centers, whichever occurs first. **6. The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: a student’s name, grade level; photographs, media interviews, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and

period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal by September 15 of each school year.

Commented [49]: Replace definition of Directory information as recommended by legal counsel.

Commented [50]: Revised language regarding student directory information as advised by CUSD10 legal counsel.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal. **8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.** **9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW, Washington DC 20202-8520

STUDENT BIOMETRIC INFORMATION

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

STUDENT RIGHTS AND RESPONSIBILITIES

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

STUDENT RESPONSIBILITIES

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

STUDENT RIGHTS

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

STUDENT SUCCESS STRATEGIES

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

STUDENT RIGHTS PROCEDURES

GRIEVANCE

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

DUE PROCESS FOR STUDENT GRIEVANCE PROCEDURES

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

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

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

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

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

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

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

Time limits refer to days when school is in session unless other agreed to limits by both parties.

STEP I. The student(s) and/or parent(s) should discuss the matter with the building principal within ten (10) days of the time when a reasonable alert person should have been made aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

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

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

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

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

STUDENT SAFETY SECURITY PLAN

THREAT OF VIOLENCE

Purpose

Collinsville Community Unit School District No. 10 is committed to providing and maintaining a healthy and safe environment for its students and staff. The purpose of the CUSD10 Safety Plan is to help ensure the care, welfare, safety, and security of students and staff members. This plan is a guide and is only used when a student has made a threat. The plan is intended to classify the level of a threat and give guidance for responding to the threat.

Threat Defined

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

Threat Assessment Team

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

Procedure

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

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

Discipline

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

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

Police, Fire, & Emergency Services: 911
Collinsville Unit 10 Safe and Secure Hotline: 618-979-6406 (anonymous)
Suicide Prevention Lifeline: 800-273-8255
Child Abuse Hotline: 800/25-ABUSE

Commented [51]: This number does not appear to be active.

STUDENTS WITH DISABILITIES

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

Pursuant to Illinois Public Act 095-0017, 100-1112 (effective August 28, 2018), the Collinsville Board of Education is providing notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the federal Rehabilitation Act if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

National Suicide Prevention Lifeline: Text 988 or Call 800-273-8255

Crisis Text Line: Text "HOME" to 741741

Safe2Help Illinois Helpline: Text SAFE2 (72332) or Call 844-4-SAFEIL

Commented [52]: Added language as per Public Act 102-0416

TELEPHONE CALLS & REQUEST

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

TEXTBOOKS AND TECHNOLOGY DEVICES ISSUED TO STUDENTS

The textbooks used in each school are the property of the Collinsville School District. The textbooks and technology devices issued to a student become his/her responsibility until returned to the teacher/school. Collinsville Community Unit School District Ten (10) is a participant in the State Free Textbook Loan Program. When parents or students have requested participation in writing, no rental fees are assessed on the books supplied through the Free Textbook Loan Program. If a textbook or technology device issued to a student is lost or damaged (regardless of the reason), the student has the financial responsibility to pay the appraised price for a replacement of the lost textbook or for the repair of the damaged textbook.

TOBACCO/SMOKING

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. The possession, use, distribution of (or any attempt to use, obtain or distribute), sale or purchase of any tobacco products (or look-alike tobacco products such as electronic cigarettes, vapes, vape pens or other vaping related products-(vaping with and without nicotine) 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.

All discipline imposed will be determined on a case-by-case basis and referred to the School Resource Officer.

The Illinois General Assembly finds that tobacco smoke is a harmful and dangerous carcinogen to human beings and a hazard to public health. Pursuant to Illinois Public Act 095-0017, no person may smoke in a public place or in any place of employment. To 'smoke' means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment. CUSD10 school administrators will work cooperatively with local law enforcement to enforce provisions of the Smoke Free Illinois Act and fines may be assessed pursuant to this Act.

TRANSCRIPTS (COLLINSVILLE HIGH SCHOOL)

Students requesting official transcripts must have all fees paid in full (including previous year's fees, lost textbooks or library books). If all fees are not paid in full, only unofficial transcripts will be available upon request.

Transcript Requests: If you are a current Collinsville High School student, please submit transcript requests by visiting: <https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/transcript-requests>. This link is only accessible to students while using their CHS Google Account (if you are logged in under a different account you will not be able to complete this document). If you require a fee waiver, you MUST also schedule an appointment to meet with your counselor by visiting <https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/appointments>.

Adding Test Scores to Transcripts

State required SAT test scores are automatically included on transcripts. Other test scores from National SAT and ACT test dates may not automatically be included. Students should review their transcript to determine if all needed test scores

are included prior to sending transcripts to colleges and scholarship programs. If you determine that a score is not on your transcript, please contact the school's registrar at 618-346-6320x1129.

TRANSFER OF GRADES (COLLINSVILLE HIGH SCHOOL)

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

TRAVEL TO SCHOOL SPONSORED EVENTS

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

TREATS AND SNACKS

(DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

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

VALUABLES

The teachers and staff cannot be responsible for valuable items brought to school by students. Students should be encouraged to leave all valuable personal items at home. Students are not allowed to trade, buy or sell personal belongings at school.

VANDALISM

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

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement

personnel. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property. Videotape recording maintained by Collinsville CUSD10 on school buses and public areas of the school building meets the two-part definition of an educational record as defined by the *Family Educational Rights and Privacy Act* (20 U.S.C. § 1232g; 34 CFR Part 99) and the *Illinois School Student Records Act*, 105 ILCS 10/2(d). First, the videotape contains information directly related to students as it indicates the identity, conduct and activities of those students being recorded. Second, the videotape is maintained by an educational institution, *i.e.*, Collinsville CUSD No. 10. The videotape, therefore, to the extent it contains personally identifiable information of the students being recorded and school officials use and maintain the content for a particular reason (e.g., disciplinary action, compliance with a student's Individualized Education Program, etc.), constitutes an educational record. As such, the record is exempt from disclosure.

VISITORS

The following definitions apply to this policy: **School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. **Visitor** - Any person other than an enrolled student or District employee

VISITORS - BADGE SYSTEM/SIGN IN – SIGN OUT

Visitors are welcome to schools in our school District. To ensure the safety of our students, staff and faculty, all visitors must report to the attendance office of the school building. This prevents any misunderstandings, gives the office an opportunity to assist visitors and to inform the office who is in the building. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors must sign in, identify the date and time of arrival, inform office personnel of their reason for being at school and the classroom or location they are visiting, and present an appropriate state or government issued photo identification to be scanned by the Raptor Visitor Registration System. RAPTOR will provide a consistent system to track visitors and volunteers while protecting our children from people who present a danger to students and staff members. All school RAPTOR administrators have received training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's photo badge visible. This training is conducted by the District Security Manager and Officer for Collinsville Community Unit School District. When the visitor arrives at the attendance office, he/she will be greeted and asked for photo identification. The designated staff member will scan the visitor's identification and issue a photo badge with the visitor's destination if there is no alert indicated on the database. Accepted forms of photo identification will include: driver's license, consular identification card, green card, U.S. passport card (not full passport), and military identification card. The staff member will keep the individual's identification in plain view, to reduce concerns that anyone might be copying personal information. This photo ID is scanned into the RAPTOR system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by RAPTOR Technologies, Inc. Within moments, the RAPTOR administrator will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the system will print a visitor's pass, which includes the person's name, photo, date of visit, and destination within the building. RAPTOR is only scanning the identifying information from the document, such as the visitor's name, date of birth, address and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. If the visitor does not have acceptable photo identification available, the campus administrator on duty (or designee) will be called to assess the situation. If he/she determines the visitor is known, the visitor's information can be manually entered by the campus RAPTOR administrator. Approved visitors without acceptable photo identification may be allowed access to areas of school business requested through escort by the campus administrator (or designee). The visitor will return to the attendance office to checkout when departing the campus. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge will be torn thoroughly so it cannot be reused. Visitors are required to proceed immediately to their location in a quiet manner. If parents/guardians wish to visit a classroom or talk to a teacher, arrangements should be made beforehand to assure that there is no disruption to the educational services to students. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. Any person who engages in conduct prohibited by this policy may be ejected from school property. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. No person on school property or at a school event shall perform any of the following acts: 1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person. 2. Behave in an unsportsmanlike manner or use vulgar or obscene language. 3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. 4. Damage or threaten to damage another's property. 5. Damage or deface school property. 6. Violate any Illinois law or municipal, local or county ordinance. 7. Smoke or otherwise use tobacco products. 8. Distribute, consume, use, possess, or be impaired by or under

the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug unless authorized under board policy and Ashley's Law. 9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred. 10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies. 11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). 12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board. 13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive. 14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding. 15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee. 16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function. The person is also subject to being denied admission to school events or meetings for up to one calendar year in accordance with Illinois School Code. In order to limit interruption to the educational process of our students, student visitors from other schools will not be permitted. Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year. Students who need to be picked up from school by a parent during school hours are to wait in the attendance office. The parent/guardian should come into the office to sign out their child on a list used by the school. If the student will return to school that day, he/she will be required to sign in.

VOLUNTEERS

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

WEAPONS PROHIBITION

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

Violators of this policy will be suspended for a period up to ten (10) days and may be referred to the Board of Education for a hearing and possible expulsion from school for up to two (2) calendar years. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to local authorities for possible prosecution, in all criminal cases. This policy shall not restrict the authority of the Superintendent of Schools or designee to seek prosecution of violators to the maximum extent of the law. Strict and consistent consequences on all weapons violations will be enforced. Therefore, the building principal will review the case and facts with the Superintendent of Schools or designee in order to determine the full extent of the penalty to be imposed. Such factors as the nature of the infraction, the severity of the offense, the age of the students, and other extenuating circumstances might reasonably be considered. Pursuant to the federal *Gun-free Schools Act* and Section 10.22.6 of the *School Code*, any student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code of 1961, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or other knuckle weapon regardless of its composition, billy-clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

WEATHER CLOSURE, DELAYED STARTS & EARLY RELEASE

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

HOW THE CALL IS MADE

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

CLOSURES, DELAYED STARTS & EARLY RELEASE

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

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

E-LEARNING PLAN

E-Learning Days are designed to serve as official attendance days of school when the students and teachers stay at home due to emergency situations, yet learning continues as students remotely leverage digital tools and engage in teacher-prepared lessons. The Collinsville School District E-Learning Plan also includes teachers available remotely to assist students by email with their assignments during the hours of the E-Learning school day. If an E-Learning Day is implemented, everyone will be notified in the same manner as when school is canceled. Students will be expected to utilize the day to meet with their teachers virtually and work on their required assignments/activities as described below in the Student Assignments/Activities section. Click [HERE](#) to access a complete copy of the CUSD10 E-Learning Plan. **Teacher Availability:** Teachers are expected to be available to students/parents ~~from 8:00 am to 1:00pm~~ during their regular work hours by email. For many teachers, other systems may work better than email (Telephone, ClassDojo, Google Classroom, etc.) and staff are encouraged to utilize these other communication tools as the situation dictates. However, all teachers will check their email at least once per hour and provide feedback and guidance to students/parents on an as needed basis. The District understands that many teachers have their own responsibilities that may arise with these days (supervising their own children, shoveling snow, etc.). The District also understands that there will be time spent in follow up activities after the E-Learning Day (reviewing completed assignments, providing support for students without internet access, encouraging students to complete assignments, etc.). Staff will respond to all communication requests in a timely manner (within 24 hours) during scheduled hours. Teachers may communicate outside of office hours as needed.

Live Video Conferencing Sessions: Google Meet will be one of the primary video conferencing tools used to host live class sessions in communication with students during E-Learning Days for online learners. If your child is unable to attend a live session, the classroom teachers may provide either notes or a recorded version of the session. Elementary teachers with students in grade PreK-6 will include in their morning announcement the times students are to log in for live instruction. At grade levels 7- 12, staff will use the abbreviated class times when scheduling synchronous (live) sessions.

Student Assignments/Activities: Expectations for student assignments/activities are going to vary greatly based on grade levels and subject matter. Learning materials will be designed for engagement time per day.

Student Attendance: During E- Learning, attendance will be taken. The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and the student. However, we recognize that this method is not available or practical for all student scenarios under an E-Learning situation. We encourage and suggest several ideas for how classroom teachers can collect and count a student as present during an E-Learning Day. • Video conference "check-ins." • Wellness checks coupled with a question on student engagement/participation in lessons. • Phone calls

Commented [53]: Recommended revision by HR

coupled with a question on student engagement/participation in lessons. • Text messages or email communications coupled with a question on student engagement/participation in lessons. • Packet collections by school personnel.

Grading: Students will be accountable for completing the assigned tasks either online or by printed materials in the same manner as any other school day. Students will only receive a “present” for attendance once work is completed. Incomplete work will be considered incomplete. Teachers are encouraged to hold students accountable for completing work as they would with any missing assignments. Completed work can either be turned in online or on an upcoming school day.

Student/Parent Technical Support: In the event of an issue with a student’s District assigned device, please call or email the technology support person at your child’s school. A list is posted on the district website under Chromebooks & Technology.

WITHDRAWAL FROM SCHOOL (CHS)

We at CUSD10 believe it is in the best interest of all students to complete their high school education and receive a diploma. Before a student may apply for permanent withdrawal, he/she must be of legal withdrawal age and have approval of parent or guardian. A parent or legal guardian must accompany a student withdrawing from school to meet with the assigned Counselor, and to sign proper withdrawal forms in the Counseling Department. This form must be presented to each of the following: 1) The secretary for textbook distribution (to make proper financial settlement for textbooks not returned, textbook rental fees not paid, or receive a partial refund on textbook rental fees if they have been paid and to record if all books have been returned; 2) The Librarian (to make proper financial settlement for lost or overdue library books); 3) The Main Office and Assistant Principal’s Office (to make proper financial settlement for textbooks not returned, textbook rental fees not paid, or receive a partial refund on textbook rental fees if they have been paid and all books have been returned; 4) The Attendance Secretary and 5) The Registrar (for record keeping purposes). Students withdrawing from Collinsville High School will receive grades of ‘W’ on the mark history; quarter and transfer grades will be sent to the receiving school, unless fees are owed or they do not transfer to another accredited secondary school program. After all signatures have been obtained, the withdrawal form is to be returned to the Counseling Department.

YMCA ENRICHMENT PROGRAM

The YMCA Y Club Before and After School Enrichment Program is a cooperative effort between local schools and the Gateway Region YMCA. The program provides children, grades K-6, with a safe, well-supervised environment when an adult is not home before and/or after school. Participating schools in the Collinsville Unit 10 School District include: Caseyville Elementary, Dorris Intermediate School, Jefferson Elementary (after school only), Maryville Elementary, Renfro Elementary, Twin Echo Elementary, Webster Elementary Children can attend the Y Club program at their school beginning at 6:30 a.m. until the beginning of the school day; and after school from dismissal until 6:00 p.m. Safe, fun, and constructive activities are offered, such as arts and crafts, sports, games, and academic support. All sites are directed by competent, experienced YMCA staff. Policies have been created with the child’s safety as the top priority. For more information, call the CMT YMCA at 618-346-5600 or visit their website.

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

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

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

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



Student and Parent Handbook



Collinsville Unit 10 School District
Grades K - 12
2022-2023

*Collinsville Community Unit School District No. 10
Student and Parent Handbook
Grades K - 12*



COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT 10 STUDENT AND PARENT HANDBOOK

The Collinsville CUSD10 Student and Parent Handbook is published for the students and parents of Collinsville Community Unit School District No. 10.. It is intended to provide information that will be helpful in the pursuit of educational goals and general adjustment to the policies and procedures of the Unit 10 School District. This handbook does not equate to an irrevocable contract between students, parents and staff members of Collinsville Unit School District 10.. It is however, a reflection of the rules and policies established by the Board of Education in order to guarantee a safe environment for all students, faculty and staff.

Collinsville Unit School District Number Ten (10) is governed by Board policies. Board action may change the current policies at any time during the year without notice, therefore, changing the provisions listed in this handbook. A complete copy of the updated Board policy is available on our District website at: www.kahoks.org. Should you or your child have any questions about this handbook, please contact your child's school.



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Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-3673

COLLINSVILLE UNIT SCHOOL DISTRICT BOARD OF EDUCATION

Mr. Gary Peccola <i>President</i>	Mr. Tim Hasamear <i>Vice President</i>	Dr. Dennis Craft <i>Treasurer</i>	Mrs. Jane Soehlke <i>Secretary</i>
Mrs. Jeree Bronnbauer	Mrs. Vicki Reulecke	Ms. Michele Stutts	

August 2022

Dear Parents and Students:

WELCOME TO COLLINSVILLE CUSD10 AND THE START OF A NEW SCHOOL YEAR!

Get ready for the most exciting year of your life!

As your Superintendent, I would like to welcome you back to Unit 10 or to welcome you for the first time to our schools. The faculty, staff and administrators are all committed to providing the best possible experiences for you in all facets of school life. The Unit 10 School District is the place to experience a wide variety of academic, athletic, and extracurricular opportunities. A student who actively participates in all walks of school life will find his/her experience rewarding. The more a student puts into the experience, the more future success the student will have.

The Collinsville Unit 10 School District has a tradition of excellent academic and extracurricular accomplishments. We expect you to meet the goals, which have been set: to carry on the **Kahok** tradition, and to make our learning institution a better place. Welcome to Collinsville Unit 10!

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

Dr. Brad Skertich

Superintendent, Collinsville CUSD10

CUSD10 CENTRAL OFFICE ADMINISTRATION	
Dr. Brad Skertich, Superintendent of Schools	
Mr. Bradley Hyre, Assistant Superintendent - Student Services	Mrs. Jamie Hadjan, Chief School Business Official
Ms. LaToya Coleman, Director of Curriculum	Mr. Kevin Robinson, Director of Human Resources
Mrs. Kimberly Collins, Director of Communications	Mr. Derek Turner, Director of Technology
Mr. Josh DeWitte, Director of Building and Grounds	Mrs. Ali Underwood, Director of Special Education

COLLINSVILLE UNIT 10 SCHOOLS – ELEMENTARY (GRADES K-4)

<p>CASEYVILLE ELEMENTARY SCHOOL 433 South Second Street Caseyville, IL 62232 618-346-6205 Principal: Mrs. Chelsea Clark</p>	<p>JOHN A RENFRO ELEMENTARY SCHOOL 311 Camelot Drive Collinsville, IL 62234 618-346-6266 Principal: Mrs. Laura Bauer Assistant Principal: Mrs. Valerie Burgess</p>
<p>HOLLYWOOD HEIGHTS SCHOOL 6 South Oakland Caseyville, IL 62232 618-343-2740 Principal: Mrs. Tara Glynn</p>	<p>SUMMIT ELEMENTARY SCHOOL 408 Willoughby Collinsville, IL 62234 618-346-6221 Principal: Mrs. Stephanie Pulse</p>
<p>JEFFERSON ELEMENTARY SCHOOL 152 Boskydells Street Collinsville, IL 62234 618-346-6214 Principal: Mrs. Stephanie Pulse</p>	<p>TWIN ECHO ELEMENTARY SCHOOL 1937 S. Morrison Collinsville, IL 62234 618-346-6228 Principal: Dr. Julie Haake</p>
<p>KREITNER ELEMENTARY SCHOOL 9000 College Collinsville, IL 62234 618-346-6213 Principal: Dr. Kari Daugherty</p>	<p>WEBSTER ELEMENTARY SCHOOL 108 W Church Street Collinsville, IL 62234 618-346-6301 Principal: Mrs. Alison Schumacher</p>
<p>MARYVILLE ELEMENTARY SCHOOL 6900 W. Main street Maryville, IL 62062 618-346-6261 Principal: Mrs. Carmen Loemker</p>	

COLLINSVILLE UNIT 10 SCHOOLS – GRADES 5-12

<p>DORRIS INTERMEDIATE SCHOOL 1841 Vandalia Street Collinsville, IL 62234 618-346-6311 Principal: Mr. Kevin Stirnaman Assistant Principal: Ms. Sara Soehlke Assistant Principal: Mr. Doug Kirk</p>	<p>COLLINSVILLE HIGH SCHOOL 2201 South Morrison Avenue Collinsville, IL 62234 618-346-6320 Principal: Mr. Daniel Toberman Assistant Principal: Ms. Charlotte Fisher Assistant Principal: Mr. TaRael Kee Assistant Principal: Mr. Joe McGinnis Assistant Principal: Dr. Tesha Robinson Assistant Principal: Mr. Bobby Wright</p>
<p>COLLINSVILLE MIDDLE SCHOOL 9649 Collinsville Road Collinsville, IL 62234 618-343-2100 Principal: Mr. Brad Snow Assistant Principal: Mrs. Madonna Harris Assistant Principal: Mr. Kevin Moore</p>	<p>Asst. Principal/Athletic Director: Mr. Clay Smith Asst. Principal/CAVC Director: Mr. Joe McGinnis</p>

CUSD10 GENERAL INFORMATION

ACADEMIC CREDIT (COLLINSVILLE HIGH SCHOOL)

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

ACADEMIC ETHICS

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

ACCREDITATION (COLLINSVILLE HIGH SCHOOL)

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

ADMISSION

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present: 1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. 2. Proof of residence, as required by Board policy 7:60, Residence. 3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

READMISSION AND TRANSFER

Students who have withdrawn or dropped out of school in Collinsville Unit 10, and want to re-enroll must complete the following steps: 1) A parent or legal guardian must enroll a student transferring to school in Unit 10 from another school at the Collinsville Community Unit School District No. 10 Administration Building; 2) The student must provide acceptable proof of residency, an official transcript, and a certified copy of the student's birth certificate. If applicable, an Illinois transfer form must also be provided; 3) High School students and or parent/legal guardian must contact the Counseling Department; 4) A parent or legal guardian of the returning student must accompany the student to the office to meet with the counselor/principal to register for classes; 5) Students transferring from out-of-state must present a current physical. Re-enrollment shall be denied to any individual above the age of eighteen (18) years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday (exception: students with disabilities covered under the federal law, IDEA-97).

ADVANCED PLACEMENT PROGRAM (COLLINSVILLE HIGH SCHOOL)

AP courses and AP Exams are available to juniors and seniors who have teacher recommendations to take these courses. They entail college-level work in a given discipline in a secondary school setting. Rigorously developed by committees of college and AP high school faculty, the AP Exams test students' ability to perform at a college level. Some universities

award college credit to students who have earned high AP Exam scores. Students may receive credit at both the college and high school level.

ALCOHOL AND TOBACCO REGULATIONS

Alcoholic beverages are strictly prohibited from all school sponsored functions whether held on or off school property. Smoking or the use of tobacco products (or look-alike tobacco products such as electronic cigarettes, vapes, vape pens or other vaping related products) vaping with and without nicotine is strictly prohibited from all school sponsored functions whether held on or off school property.

ALTERNATIVE LEARNING OPPORTUNITIES (COLLINSVILLE HIGH SCHOOL)

CORRESPONDENCE COURSES (JUNIORS & SENIORS ONLY)

Seniors who need an additional one-half credit or one credit to graduate with their class (not for early graduation) may use correspondence courses to a maximum of one credit if approved by the Counseling Department in advance of registering for such courses. A student enrolled in a correspondence course may receive high school credit for work completed, provided: 1) The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools; 2) The student is classified a junior or senior in at least his/her third year of high school; 3) The student assumes responsibility for all fees. All correspondence course work must be completed by April 30 to be eligible to participate in the graduation ceremony and/or receive a diploma on the date of graduation. Seniors intending to use correspondence for summer graduation must have transcripts and grades to the Counseling Department by June 27 to receive a diploma with that year's graduation date. Diplomas will be issued the following year for courses completed after June 27. Information about correspondence courses is available in the Counseling Office. Correspondence courses will be approved only for similar courses offered in the CHS Course Offering Guide. The principal may approve exceptions to this policy.

DUAL CREDIT

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

RUNNING START

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

<https://docs.google.com/document/d/1dzoaREOPmYt03rbJHCRO1ZeRTz9QleBiBatO6lPjONY/edit?usp=sharing>

SUCCESS CENTER

Collinsville High School's Success Center is an alternative academic program located in Room 609. The program serves as a tool to encourage students to stay in school and ultimately graduate from high school. The Success Center is designed to identify and assist "at-risk" students who need a non-traditional learning environment. Using an evidence-based approach to maximize resources on research-proven and effective strategies, students continue their regular school curriculum with two critical advantages: 1) a learning environment that supports their social and emotional needs and 2) an academic program customized to provide individualized and small group instruction and to increase their likelihood of improved regular school attendance, behavior, and academic success.

KAHOK ACADEMY

Collinsville CUSD10 provides a Grant Funded TAOEP titled Kahok Academy as a holistic program to help engage and empower students in their pursuit of a high school diploma. Using an evidence-based approach, an academic program is developed to address the student's academic needs. Based on individual needs and interests, the academic program incorporates on-site core classes, elective courses and experiential courses through the school's vocational center as well as cooperative work experience. Individual services are offered for regular and special education academic advisement, physical and mental health, attendance support, substance abuse, bilingual, and speech therapy. Student services are determined through a needs assessment conducted upon intake into the program with input from student and parent/guardian. These are included in the student's IOEP, which outlines the student's needs, goals and objectives for academic, social-emotional and career development. For more information visit:

<https://sites.google.com/cusd.kahoks.org/kahok-academy/home>

ANIMALS ON SCHOOL PROPERTY

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

ASBESTOS MANAGEMENT PLAN

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

Per U.S. Environmental Protection Agency (U.S. EPA) regulations regarding asbestos-containing materials in schools, surveys have been conducted to identify the presence of asbestos in CUSD #10 buildings. All parents, guardians, faculty and staff are to be informed annually of the presence of asbestos-containing building materials (ACBM) at our facility. Site specific asbestos management plans were developed, reviewed by the Principal, Building and Grounds Department and the District Asbestos Designated Person, and have been implemented. These plans describe in detail how any asbestos exposures will be minimized. All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's office.

ASSEMBLIES

The assembly program is an integral part of the total Collinsville Unit 10 School District educational program. The assemblies are conducted to complement and enhance the value of the academic program. The expectations for student behavior and conduct at assemblies are the same as in the classroom.

ATHLETIC DEPARTMENT & STUDENT ACTIVITIES (COLLINSVILLE HIGH SCHOOL)

PHILOSOPHY

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

REQUIREMENTS FOR PARTICIPATION

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

ACTIVITIES, CLUBS & ORGANIZATIONS

The following clubs and organizations are offered as extracurricular activities at Collinsville High School: Anime Club, Art Club, Auto Club, Band (Colorguard, Concert Band, Flute Choir, Jazz Band, Lab Band, Marching Band, Pep Band, Symphonic Band, Winter Drumline Winterguard), Black Student Union, Book Club, Chess Club, Christians in Action (Get Real), Choir (Concert Choir, Show Choir, Bass Choir - Mixed Choir, Treble Choir, South Morrison Swing), Class Executive Boards, ~~CPR-Club~~, Cyber Security, Debate Club, Delta Epsilon Pi German Honor Society, Distributive Education Clubs of America (DECA), Drama Club, Environmental Club, Ethics Bowl, Fellowship of Christian Athletes (FCA), First Priority Club, French Club, Friends for Life, Future Business Leaders of America (FBLA), Gay/Straight Alliance, Garden Club, German Club, German Honor Society, Health Occupation Students of America (HOSA), Hispanic Heritage Club, Kahok Ambassadors, Kahoks on the Go, KAHOK Strong, Kahoki Newspaper, Kahoks United, Kahokian Yearbook, Key Club, Latin Club, Latin Honor Society, Leo Club, Mu Alpha Theta (MAO) Math Honor Society, Model United Nations, Multicultural Kahoks, National Art Honor Society, National Honor Society (NHS), National Technical Honor Society (NTHS), People Against Littering (PAL), Pep Club, Project Lead the Way, Quill & Scroll, Recycling Program, Saturday Scholars, Scholar Bowl, Sign Language Club, Skills – USA, Spanish Club, Spanish Honor Society, Speech Team, STEM Club (Green Energy Project), Math Team, National Science Honor Society, Science Olympiad, Technology Student Association – TSA, Trap Team, VEX Robotics, Student Council, Thespians Society, Tri-

M Music Honor Society, Upward Bound, Writing Club and Video Game Club. We encourage all students to be involved in the many extracurricular clubs and organizations sponsored by CHS.

ATHLETIC TEAMS

The following interscholastic athletic programs are offered as extracurricular activities at Collinsville High School: Baseball, Basketball, Bowling, Cheerleading, Cross Country, Dance, Football, Golf, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, and Wrestling. We encourage all students to be involved in the many extracurricular sport teams sponsored by CHS. Eligibility of students with an Individualized Education (IEP) shall be determined by the case manager based on the IEP.

OBJECTIVES

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

ELIGIBILITY BY-LAWS

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

ATHLETIC FEES

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

ATHLETIC DEPARTMENT AND STUDENT ACTIVITIES ATTENDANCE POLICY

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

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

ATHLETIC DEPARTMENT AND STUDENT ACTIVITIES (COLLINSVILLE MIDDLE SCHOOL)

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

ATHLETIC TEAMS

Boys Baseball; Boys and Girls Basketball; Boys and Girls Cross Country; Boys and Girls Track; Boys and Girls Wrestling; Boys and Girls Bowling; Girls Softball; Girls Volleyball; Girls Cheerleading; Girls Dance

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

ORGANIZATIONS

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

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

Anime Club; Band (Concert Band, Jazz Band, Marching Band and Pep band); Book Club – Sponsored by Mrs. Juelfs and meets monthly after school to discuss a book selected by the students. All genres and tastes are represented including graphic novels and fan fiction.; Black Student Union (BSU); Chess Club; Choir (Concert and Show Choir); Coin Club; Drama Club; Fellowship of Christian Athletes (FCA); Gay/Straight Alliance; Girls on the Run; Hooloo; Illinois Math Science Academy Fusion Program (IMSA); LASO--Latin American Student Organization; National Junior Honor Society (NJHS); Pep Club; Student Council; Yearbook Club - The award-winning Blaze yearbook staff, under the direction of Mrs. Juelfs, serves as photographers, cover designers, and contributors to our book. We meet as needed during study hall.

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

ELIGIBILITY

All students participating in competitive sports, extracurricular activities, cheerleading, and dance will be required to follow the guidelines listed below in order to remain eligible to participate with the team during practices and games, and other events related to the activity. Students/athletes shall be passing all subjects: core, encore, band, chorus. Eligibility is checked every week on Thursday. Students/athletes will be notified by their coach/sponsor during practice/games on Friday following the grade check. Teachers will indicate passing or failing grades on semester basis. A student is ineligible from Monday to Monday during the eligibility check. Students failing 2 or more classes at the semester will be placed on academic probation through the Athletic Director's Office and subject to academic intervention based on a determination of the Athletic Director. Any student declared ineligible for 3 straight weeks will be removed from the team.

TRAVEL

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

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

FEES AND PHYSICAL EXAMINATIONS

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

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

ATHLETIC SCHEDULES (COLLINSVILLE HIGH SCHOOL)

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

ATTENDANCE POLICY

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

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

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

ABSENTEEISM/ABSENCE REPORTING

In order for an absence to be considered reported, a parent or guardian of a student who is going to be absent from school must notify the school by telephone or Skyward Family Access account.

1. In order for an absence to be considered reported, a parent or guardian must notify the school. Messages may be left twenty-four (24) hours a day. An absence without proper notification to the attendance office will result in an absence being unexcused. State the name of the student who is going to be absent, his/her grade, the reason for the absence, and the phone number where the parent or guardian can be reached for verification.

2. Collinsville Community Unit School District #10 parents and guardians may also conveniently report a student absence using your [Skyward Family Access](#) account or the Skyward App. While you can choose to call your child's school to report an absence, using Skyward Family Access gives you the ability to report or request an absence 24/7 using your computer or mobile device.

How to Report an Absence Using Skyward Family Access

1. Log into [Skyward Family Access](#) and select ATTENDANCE from the menu options on the left; 2. Click on ENTER ABSENCE REQUEST toward the middle upper right of the Attendance screen; 3. Select the ADD REQUEST link to the right in the Attendance pop-up window; 4. Enter the *Start Date* and the *End Date*; and Check "All Day" OR indicate times for the absence; 5. Choose a reason for the request from the drop-down menu; 6. Add any additional comments for the office; 7. When finished, click SAVE; 8. After clicking SAVE on the previous screen, the absent request will appear as *PENDING*; 9. You will receive a confirmation email stating the request has been created; 10. Once the school office has processed the absence request, you will receive an additional email with confirmation.

To report an absence using the Skyward App:

1. Log into your Skyward App; Click on the menu option in the upper right corner of the screen; 2. Choose ATTENDANCE; 3. Select ADD ABSENCE REQUEST; 4. Enter the *Start Date* and *End Date*; Mark "All Day – Yes" OR indicate times for the absence; 5. Choose a reason for the request from the drop-down menu; 6. Add any additional comments for the office; 7. When finished, click SUBMIT; 8. The request will appear as *PENDING* until it is approved by the school; 9. Once the school office has processed the absence request, you will receive an email confirmation.

The determination as to whether an absence is classified as reported, documented or unexcused is the sole responsibility of the school. The responsibility of the parent is to report the absence. All requests for reported absences, MUST be reported to the attendance office within five (5) days of the student's absence. If a student has an appointment with a treating health care provider or physician, they must bring a note from them explaining the absence. At the District's request, a note from a health care provider may also be required to validate extended or repeated illnesses before being excused.

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

CO-CURRICULAR ACTIVITIES - ATTENDANCE POLICY FOR STUDENT PARTICIPATION (CHS)

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

CO-CURRICULAR ACTIVITIES - ATTENDANCE POLICY FOR STUDENT PARTICIPATION (CMS)

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

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

ATTENDANCE POLICIES AND PROCEDURES

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

Documented Absences: A documented absence will be issued when a parent/guardian presents documentation of a student's absence for personal illness (including mental or behavioral health of the student), serious family illness, the death of an immediate family member, court appearance or any absence which is beyond the control of the student (ie. in the case where a nurse has to send a student home for illness, to include, but not limited to, head lice, fever, and vomiting). The following documentation must be presented to the Main Office regarding documented absences: 1) For personal or family illness – a note from a treating health care provider, physician, or dentist; 2) For court appearances – a document from the court system; 3) For parent/guardian active duty/leave/return from deployment – a document from the military service. Requests by parents/guardians to have an absence recorded as 'documented' must present the documentation within five (5) days from the date of the student's absence. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work within a reasonable time (this usually means one (1) day for each day of reported or documented absence).

Release Time for Religious Instruction/Observance: A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students with Reported or Documented absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

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

College Day/Military Day (Collinsville High School): Juniors and seniors who find it necessary to visit colleges/universities, vocational/technical schools, or military facilities of their choice may be granted two days each year for this purpose in accordance with guidelines set by the principal. A visitation request form (available in the Attendance Office) MUST be signed by a parent and submitted to the attendance office not less than two days prior to the proposed date of visitation. An unexcused absence will be recorded without the proper approval. Students are encouraged to set up visitation dates on Saturdays or when school is not in session. No visitation days will be approved after May 1st unless specifically requested by a post-secondary school. Additional visitation days may be granted with prior approval from the principal. College Days are NOT allowed on state mandated test days (i.e. SAT/PSAT state testing).

Unexcused Absences: An unexcused absence will be assigned for any absences in which the parent/guardian does not notify the school attendance office. Students will not be allowed to make-up work missed due to an unexcused absence. The following acts (even with parental consent) are considered an unexcused absence: failure to attend in-school supervision and/or Short-Term Option Program (STOP). Absences that are not due to illness must be pre-arranged with the principal, if possible, and may or may not be excused.

Any student who has accumulated fifteen (15) consecutive days of unexcused absence with no school contact from a parent/guardian ("lost child", whereabouts cannot be determined) shall be withdrawn from Collinsville Community Unit School District Ten (10). The District shall use its best efforts to notify the parent(s), guardian(s), or other person(s) who has charge of a student if the school system plans to withdraw such student (including, calling all known phone numbers, including emergency contacts, and visiting the last known address). The date of withdrawal shall be marked retroactive to the last of attendance. If a school has been notified by a parent/guardian that a student will no longer be attending, such student shall be withdrawn from Collinsville Community Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the last of attendance. If a student with a disability has been absent without valid cause for fifteen (15) consecutive days, the District will convene an IEP/504 meeting to ascertain the reason for the absences, whether the nonattendance is related to the student's disability, and if appropriate, a plan to stop the recurring nonattendance of the student. If a school has been notified by a parent/guardian that a student will be on an extended trip taking the student out of school for more than fifteen (15) consecutive days, such student may be withdrawn from Collinsville Community

Unit School District Ten (10). The date of withdrawal shall be marked retroactive to the last of attendance. Absences that are not due to illness must be pre-arranged with the principal, if possible, and may or may not be excused.

Tardies: A tardy may be defined as a student's failure to be in an assigned seat in the classroom at the appropriate time. All tardies will be submitted to the office on an hourly basis. Those students arriving late to school should report to the attendance/school office and sign in. If a student will be late to school, a parent or guardian MUST notify the school prior to the student arriving to school. The only excused tardy is written medical notification. The district provides transportation to and from school. Any student arriving late to school on a school bus shall not be counted as tardy. For Collinsville High School/Collinsville Middle School students, accumulation of tardies will result in discipline. At CHS, tardy discipline will be cumulative by quarter. Students arriving late to school or leaving early from school, due to a medical, dental, counseling, court, or similar appointment, must provide proof of the appointment from the agency, upon returning to school. Failure to do so may be counted as an unexcused absence.

Truancy: Parents have the legal obligation to see that their children attend school at all times it is in session (Illinois School Code, Section 26-1, 26-2). A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for more than 1% but less than 5% of the past 180 school days. A student is counted as truant if there is an absence during any part of the school day without permission from a parent/guardian and the attendance office is not notified of an absence within five (5) school days. Students considered truant are subject to school discipline. A student who misses fifteen (15) consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion for a period not to exceed two (2) years. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00. Chronic truancy is defined as a child who is absent without valid cause (recognized excuse) for five percent (5%) or more of the previous 180 regular attendance days. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. During the school day, students must have administrative permission to go to the parking lot. Students who leave campus after proper clearance (home and school) must sign out in the attendance office, stating their name, reason for leaving and time of departure. Any student who leaves school without following proper 'Early Dismissal' school procedures will be considered truant, may lose their driving privileges for the remainder of the year and may be subject to a search as outlined in the Search and Seizure policies of this handbook if the student returns to campus that day.

AN ORDINANCE AMENDING THE COLLINSVILLE MUNICIPAL CODE RELATING TO TRUANCY
BE IT ORDAINED BY THE CITY COUNCIL OF COLLINSVILLE THAT:

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

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

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

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

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

EARLY DISMISSALS (Collinsville High School)

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

Any student who leaves school without following proper 'Early Dismissal' school procedures will be considered truant, may lose their driving privileges for the remainder of the year and may be subject to a search as outlined in the Search and Seizure policies of this handbook if the student returns to campus that day. *Students who fail to sign out before leaving campus will have the dismissal considered unexcused.* If the student returns on the same day as an early dismissal, the student must sign in at the Attendance Office before going to class.

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

BELL SCHEDULES (COLLINSVILLE HIGH SCHOOL)

FULL DAY SCHEDULE		HALF HOUR EARLY DISMISS		HALF DAY SCHEDULE		CAVC SCHEDULE FULL DAY	
Zero Hour	6:45	Zero Hour	6:45	Zero Hour	6:45	SECTION A	8:55 - 11:20
Students Enter Building	7:40	Students Enter Building	7:40	Students Enter Building	7:40	SECTION B	11:25 - 1:50
Warning Bell	7:45	Warning Bell	7:45	Warning Bell	7:45		
1st Period	7:50 - 8:50	1st Period	7:50-8:41	1st Period	7:50-8:20		
2nd Period	8:55 - 9:50	2nd Period	8:46 - 9:34	2nd Period	8:25 - 8:50		
3rd Period & Lunch (3A) - (3B)	9:55 - 10:20 10:25 - 10:50	3rd Period & Lunch (3A) - (3B)	9:39 - 10:04 10:09 - 10:34	3rd Period	8:55 - 9:20		
4th Period & Lunch (4A) - (4B)	10:55 - 11:20 11:25 - 11:50	4th Period & Lunch (4A) - (4B)	10:39 - 11:04 11:09 - 11:34	4th Period	9:25 - 9:50		
5th Period & Lunch (5A) - (5B)	11:55 - 12:20 12:25 - 12:50	5th Period & Lunch (5A) - (5B)	11:39 - 12:04 12:09 - 12:34	5th Period	9:55 - 10:20		
6th Period	12:55 - 1:50	6th Period	12:39 - 1:27	6th Period	10:25 - 10:50		
7th Period	1:55 - 2:50	7th Period	1:32 - 2:20	7th Period	10:55 - 11:20		
Dismissal	2:50	Dismissal	2:20	Dismissal	11:20		

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc.

NOTE: Subject to change as per Board of Education approved Return to Learning Plan

BELL SCHEDULES (COLLINSVILLE MIDDLE SCHOOL)

Full Day Schedule		Half Hour Early Dismissal	
1 st Period	8:45-9:46	1 st Period	8:45-9:34
2 nd Period	9:50-10:40	2 nd Period	9:38-10:26

3 rd Period	10:44-11:44	3 rd Period	10:30-11:30
3A lunch 3B lunch	10:44-11:14 11:14-11:44	3A lunch 3B lunch	10:30-11:00 11:00-11:30
4 th Period	11:48-12:48	4 th Period	11:34-12:34
4A lunch 4B lunch	11:48-12:18 12:18-12:48	4A lunch 4B lunch	11:34-12:04 12:04-12:34
5 th Period	12:52-1:42	5 th Period	12:38-1:26
6 th Period	1:46-2:36	6 th Period	1:30-2:18
7 th Period	2:40-3:40	7 th Period	2:22-3:10

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc

NOTE: Subject to change as per Board of Education approved Return to Learning Plan

BICYCLE/SKATEBOARDS/SCOOTERS

Students who wish to ride bicycles to school may do so, but the school assumes no responsibility for lost or damaged bicycles. All bicycles are to be parked and locked in the school bike racks. Students are to walk their bikes at all times when they are on school grounds. Students are not to ride their bikes in lawns of local residents. Skateboards, hoverboards, and scooters are not allowed and should not be ridden or brought to school.

BOARD OF EDUCATION

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

REGULAR MEETINGS

Regular meetings of the Board of Education are open to the public. They are held on the third Monday of each month at 6:30 p.m. at the Administrative Annex, 123 West Clay Street, Collinsville, Illinois. In the event that the third Monday falls on a school holiday, the meeting is held on the fourth Monday of the month.

SPECIAL MEETINGS

Special meetings of the Board of Education are open to the public. These meetings may be called by the Board president with at least 48 hours of public notice before the meeting. Notices are placed at the entrances to the Administration building (201 West Clay Street, Collinsville, Illinois) and to the Administrative Annex (123 West Clay Street, Collinsville, Illinois).

CLOSED SESSION

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

ADDRESSING THE BOARD OF EDUCATION

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

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

BREAKFAST & LUNCH PROGRAM

Breakfast and lunch are served every school day, except when there is a 12:15 p.m. or earlier dismissal, then lunch will not be served. Please check the individual school's schedule for times and prices. Free or reduced price meals are available for qualifying students. For an application, contact the building secretary. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

BUDGET - DISTRICT

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

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

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

Additional information about the mechanics of a school district budget can be found in the Illinois State Board of Education's A Guide to Understanding the Illinois School District Budget Process document at <http://www.isbe.net/finance/>.

BUILDING FACILITIES RENTAL

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

PROCEDURES TO REQUEST THE USE OF DISTRICT FACILITIES

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

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

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

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations: 1) During any school-sponsored education program or activity; 2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; 3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; 4) Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

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

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

III. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials Complaint Manager or any staff member. The District named officials and all staff members are available for help with a bully or

to make a report about bullying. Anonymous reports are also accepted by phone call or in writing, however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator: Dr. Brad Skertich, Superintendent, 201 West Clay Street, Collinsville, Illinois 62243 (168-346-6350. **Male Complaint Manager:** Mr. Bradley Hyre, Assistant Superintendent - Student Services, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350; **Female Complaint Manager:** Mrs. Latoya Coleman, Director, Curriculum & Assessment, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350. **Title IX Coordinator:** Mr. Bradley Hyre, Assistant Superintendent - Student Services, 123 West Clay Street, Collinsville, Illinois 62234 (618)-346-6350 bhyre@cusd.kahoks.org.

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

V. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident; 2) Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process; 3) Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received; 4) Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying; 5) The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

VI. The Superintendent or designee may use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

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

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

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

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

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

XII. This Bullying Prevention and Response Plan is consistent with the policies of the school board. Students are encouraged to **immediately** report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager, or any staff member with whom the student is comfortable speaking. Students may choose to report to a person of the student's same sex. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal.

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

CYBER-BULLYING

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

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

SEXUAL HARASSMENT

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Collinsville CUSD10 Board Policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Title IX Sexual Harassment

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties. Title IX Sexual Harassment Prohibited Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following: 1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or 3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30). Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion. A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender. School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

TEEN DATING

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

HAZING

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

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

BUS TRANSPORTATION

Collinsville Unit 10 School District provides free bus transportation for students in accordance with the Illinois School Code through a private contractor, First Student Educational Services. Bus routes are determined by the contractor with district approval (and will be available only for students who live greater than 1.5 miles from the school). Questions about student transportation can be directed to First Student at 346-8605 or the district office at 346-6350.

BUS SAFETY: RULES & REGULATIONS

The following is a list of expected conduct for students to follow when utilizing bus transportation to school, from school or during student activities/athletic events: 1) Remain seated when the bus is moving; 2) Keep hands to yourself. Respect the rights and property of others. There is to be no 'horseplay' on the bus; 3) Keep head, arms and hands inside the bus. Do not throw any objects out of the bus; 4) Use inside voices, -- no screaming or yelling; 5) Obey the driver or bus attendant; 6) There is to be no smoking, eating or drinking on the bus at any time; 7) Students will be required to pay restitution for any vandalism to the bus.

All students are expected to follow the District's School Bus Safety Guidelines and all school rules when riding the school bus to school, from school or during student activities/athletic events. A student may be suspended from school and/or riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: 1) Prohibited student conduct as defined in the Student Discipline policy; 2) Willful injury or threat of injury to a bus driver or to another rider; 3) Willful and/or repeated defacement of the bus; 4) Repeated use of profanity; 5) Repeated willful disobedience of the bus driver's or other supervisor's directives; 6) Boarding a school bus which services other schools within the C.U.S.D. 10 District; 7) Entering the bus from or exiting the bus to a location other than the student's assigned stop without prior approval from First Student or the School administration, 8) Other behavior(s) identified by the administration deemed to threaten the safe operation of the bus and/or its occupants. School rules will apply for students when utilizing bus transportation to school, from school or during student activities/athletic events. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

PARENT RESPONSIBILITIES REGARDING BUSES

1. Make certain that your child is at the bus stop on time each morning.
2. Accept joint responsibility with the school authorities and bus driver for proper conduct on the bus.
- 3) Parents of kindergarteners and first graders are responsible to meet their child's bus each day or designate a responsible individual to be with their child during pick up and drop off times.

STUDENTS RIDING A BUS WITH A FRIEND

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

USE OF VIDEO CAMERAS ON SCHOOL BUSES

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The contents of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those individuals with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Administrators, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of the videotape is contested within a formal proceeding, it will be treated like any other evidence. If you have any questions regarding the bus company rules and regulations, please contact First Student Bus Company at 618-346-8605.

CAFETERIA SERVICES

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

FREE AND REDUCED MEALS

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

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

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

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

MEAL POINT OF SALE (DEBIT CARD) SYSTEM

Students attending schools in Collinsville Unit 10 may use the Cafe Enterprise point of sale card (debit) system. The point of sale system allows a parent/guardian to pay in advance for meals and/or a la carte foods (juice drinks, ice cream, cookies, etc.) Students may continue to pay cash on a daily basis if they choose. The system works with a 12-key PIN pad (located near the end of the serving line) that is similar to an automated teller machine (ATM). The pad allows each student to enter their 6-digit personal identification number (PIN) to access their account. The student's PIN number is unique and should be memorized. The system is very confidential. All students will be required to enter their PIN number regardless of meal status or payment method, thus ensuring every child's privacy.

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

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

A payment form is available in the PDF Library on the C.U.S.D. 10 Website. Once completed and printed, this form should be returned with each deposit. For safety purposes, we recommend that advanced payments be sent in the form of a check. Checks should be made payable to Collinsville C.U.S.D. 10. If a payment is sent for more than one student in the same school, an indication of the amount of money to be deposited for each student should be made on the form. If an amount is not specified, the deposit amount will be divided equally between siblings' accounts. If a payment option is not specified, all monies will be deposited under OPTION PLAN #1 - Cash On 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 the student's debit account and are available when the student purchases meals and/or a la carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. The account balance simply decreases as purchases take place.

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

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

CAFETERIA ETIQUETTE (CHS)

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

During breakfast and lunch the following rules apply: 1) Students are expected to be out of the main and vocational building before the end of the 5-minute passing period; 2) Students who break for lunch must exit promptly and in a manner that will not disturb on-going classes; 3) Food and soda will be allowed outside. However, it is against the rules

to bring any food or drink into the main building. It is the responsibility of the student to keep the grounds free of litter. Students may not bring food from outside vendors (ie. fast food restaurants) over lunch hours to eat in the cafeteria. *Violation of Cafeteria Etiquette expectations will result in disciplinary action in accordance with the District's disciplinary procedures*

CAFETERIA ETIQUETTE (CMS/DIS/ELEMENTARY)

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

During breakfast and lunch the following rules apply: 1) Students shall not save seats for other students; 2) Students shall walk to lunch and shall be orderly and quiet during lunch; 3) No food shall leave the cafeteria; 4) Loud talking, yelling, screaming, and other disruptions are prohibited; 5) Students shall not throw food, milk cartons or other items; 6) Students shall not trade food; 7) Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel; 8) Students shall remain seated while in the cafeteria except when given permission to throw away trash; 9) Students shall immediately become silent when staff or presenters make announcements in the cafeteria; 10) Students shall report spills and broken containers to cafeteria staff immediately; 11) Students shall be dismissed from the cafeteria by the lunchroom monitor; 12) Soda, glass containers and knives of any type are not allowed at school; 13) Fast food may not be delivered to students at school; 14) Food items from home may not be ones that require refrigeration or heating/cooking.

Violation of Cafeteria Etiquette expectations will result in disciplinary action in accordance with the District's disciplinary procedures.

CAFETERIA MEALS

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

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

Meal Prices for 2022-2023		
Grade Level	Breakfast	Lunch
PreK - 6	TBA	TBA
CMS	TBA	TBA
CHS	TBA	TBA
Staff	TBA	TBA

CAMPUS MONITORS

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

CELL PHONE, SMARTPHONE, ELECTRONIC COMMUNICATION DEVICES, MOBILE INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS (COLLINSVILLE HIGH SCHOOL)

The use of electronic devices and other technology at school is a privilege, not a right. Students may possess electronic devices including, but not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant, iPod, iPad, mobile internet devices (MID), personal laptops, tablet computer, netbooks. Students may possess such electronic devices while on school property to use as an educational tool and may use these devices only (1) before school starts, (2) in the cafeteria during the student's assigned lunch period and (3) after school ends in adult

supervised areas only. These devices should be used for educational purposes during these times. Students may not use cell phone/electronic devices during instructional time or in academic areas except: a) at the expressed consent of the classroom instructor for educational purposes; b) use of the device is provided in a student's individualized education program (IEP); or c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. The use of cell phones, smartphones, electronic communication devices, mobile internet devices (MID), personal laptops, and netbooks will be at the discretion of the teacher. The following rules will be in effect: 1) students must obtain teacher permission before using a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook during classroom instruction; 2) student use of a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook must support the instructional activities currently occurring in the instructional environment; 3) students must turn off and put away a cell phone, smartphone, electronic communication device, mobile internet device (MID), personal laptop, or netbook at the request of a teacher; 4) during instructional time, audio must be muted to prevent distracting others in the classroom. Emergency use of a cell phone/smartphone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office: 618-346-6320. Inappropriate use will result in disciplinary action, and may result in the loss of the privilege of using the electronic device.

All disciplinary action is determined on a case-by-case basis by school officials. Students may be subject to the following disciplinary actions for violation of the Cell Phone, Smartphone, Electronic Communication Devices, Mobile Internet Devices, Personal Laptops, Netbooks policy: 1) Warning/Conference; 2) Detention; 3) In-School Supervision assignment, 4) Short Term Option Program (STOP) assignment, 5) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 6) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund).

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

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

CELL PHONE, SMARTPHONE, ELECTRONIC COMMUNICATION DEVICES, MOBILE INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS (COLLINSVILLE MIDDLE SCHOOL)

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

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent (ie. taking still photos or videos of other students engaged in a physical or verbal confrontation), recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students

or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Picture phones and other recording devices are banned from locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting') is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. The following discipline actions will be used as guidelines (All disciplinary action is determined on a case-by-case basis by school officials): 1) Detention(s), 2) In-school Supervision, 3) Out-of-school Suspension for up to ten (10) days and referral to the Board of Education for possible expulsion for up to two (2) years; 4) legal action through local law enforcement.

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Emergency use of a cell phone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office at 343-2100 or via school provided email.

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

The following discipline action will be assigned:

1st offense – Warning from School Administrator, student may pick up the electronic viewing/listening device after school;

2nd offense - 2 Detentions, a parent/guardian must pick up the electronic viewing/listening device;

3rd offense – 1 Day of In-School Supervision (ISS), a parent/guardian must pick up the electronic viewing/listening device;

4th offense – 2 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device;

5th offense – 3 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device.

Each additional offense will result in an additional Day of STOP (ex., 6th Offense – 4 Days of STOP); parent/guardian must pick up electronic viewing/listening device. *The School District is not responsible for the loss, theft or damage of any electronic device brought to school.*

CELL PHONE, SMARTPHONE, ELECTRONIC COMMUNICATION DEVICES, MOBILE INTERNET DEVICES, PERSONAL LAPTOPS, NETBOOKS (DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent (ie. taking still photos or videos of other students engaged in a physical or verbal confrontation), recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Picture phones and other recording devices are banned from locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting')

is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. The following discipline actions will be used as guidelines (All disciplinary action is determined on a case-by-case basis by school officials): 1) Detention(s), 2) In-school Supervision, 3) Out-of-school Suspension for up to ten (10) days and referral to the Board of Education for possible expulsion for up to two (2) years; 4) legal action through local law enforcement.

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

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

CHANGE OF ADDRESS

Any change in the student's address or phone number must be reported to the Collinsville Unit 10 Enrollment Office as promptly as possible. Any change in the student's address requires proper documentation. This enables the school to send all mail to the proper address and to contact the home when necessary.

CHARACTER EDUCATION

Collinsville Unit 10 School District is a proud participant of the Characterplus Way for Southern Illinois. This program is a Madison County, IL Character Education partnership with the U.S. Department of Education (Office of Safe and Drug Free Schools). This initiative integrates Character Education into the school's mission, policies, professional development and academic curricula. Consequently, it becomes a critical component in student learning. We believe that one of the most important functions of schools is to reflect and reinforce positive character traits and to teach the rights and responsibilities of citizenship. Working in partnership with our community, we hope to improve each student's chances of experiencing life-changing success.

CLASSIFICATION OF STUDENTS (COLLINSVILLE HIGH SCHOOL)

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

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

CLASSROOM PLACEMENT/STUDENT ASSIGNMENT (DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

Placements of students in a particular class is left to the discretion of the building principal. The educational and administrative staff makes all efforts to create equitable classes. Several variables are considered when creating class assignments each year. In order to assist each student in being successful, consideration is given to the learning style of each individual child.

CLOSED CAMPUS (COLLINSVILLE HIGH SCHOOL)

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

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

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

CODE OF CONDUCT FOR ATHLETICS (COLLINSVILLE HIGH SCHOOL)

PURPOSE

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

The Board of Education also believes that students should be held to high standards of conduct with regard to other prohibited behaviors as detailed in the Collinsville Unit 10 District Handbook. Any student that is involved in acts of gross disobedience and misconduct will be subjected to the penalties outlined in this code of conduct. These acts may include, but are not limited to: fighting, vandalism, theft, harassment, hazing, the use, possession, distribution, or attempted distribution of any tobacco products and/or illegal/nonprescription or prescription drugs, look-alike drugs; or use, distribution or sale of alcoholic beverages, the setting off of a fire alarm; and/or the possession/use or threat to use a weapon. Students are prohibited from being physically present at any location where there is illegal use or possession of drugs or any location where there is the underage consumption/possession of alcohol. When there is underage consumption/possession of alcohol and/or use or possession of illegal drugs in any form at any location, the student is required under this policy to immediately leave the location and must report the incident to the Athletic Director or school administrator within 24 hours. A student's failure to immediately depart the location and/or failure to report the incident to the Athletic Director or school administrator within 24 hours shall constitute a violation of this policy and will subject the student to Level A or Level B disciplinary action. The Board of Education has determined that participation in athletics and student activities is a privilege, not a right. With the privilege to participate come certain responsibilities. If a student fails to comply with the terms of this policy, the privilege to participate in athletics, and/or student activities may be lost in accordance with the terms of this policy. It is the sincere intent of the Board of Education to establish a policy that encourages students to practice good health habits and appropriate responsible behavior. The Board of Education has attempted to adopt a policy that protects the safety and integrity of the student body as well as the participants in athletics and student activities.

SPECIAL RULES RELATED TO CRIMINAL FELONY CHARGES/OFFENSES

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

CODE OF CONDUCT VIOLATION

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

VIOLATION LEVELS DEFINED:

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

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

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

The costs associated with any assessment, educational program, or treatment referred to herein shall be borne exclusively by the student and their parent(s)/guardian(s).

RULES IN EFFECT

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

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

GUIDELINES FOR ATHLETIC CODE OF CONDUCT VIOLATIONS

Suspensions may be for greater or lesser periods, depending upon the severity of the violation involved.

	LEVEL A OFFENSE	LEVEL B OFFENSE
FIRST OFFENSE	The student shall be suspended for twenty two percent (22%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.	The student shall be suspended from all athletics for a period of eleven percent (11%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.
SECOND OFFENSE	The student shall be suspended for fifty percent of the season if found to have committed 2 level A offenses, with limitations as set forth by the IHSA.	The student shall be suspended for twenty two percent (22%) of the contests scheduled for the athletic activity, with limitations as set forth by the IHSA.
THIRD OFFENSE	The student shall be suspended from the athletic program (practices and scheduled contests) for the remainder of his/her high school career.	The student shall be suspended from the athletic program (practices and scheduled contests) for a period of 365 days from the point of the violation.
FOURTH OFFENSE		The student shall be suspended from the athletic program (practices and scheduled contests) for the remainder of his/her high school career.

Parent(s)/guardian(s) must sign the Student/Parent Handbook Receipt during the online registration process. The signing of the Handbook (which includes the aforementioned Athletic Code of Conduct) will remain in effect for one full calendar year. Eight semesters of high school is a student's maximum length of eligibility.

CODE OF CONDUCT FOR STUDENT ACTIVITIES (COLLINSVILLE HIGH SCHOOL)

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

PURPOSE

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

EXPECTATION (REQUIREMENTS)

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

PROCEDURES FOR A BREACH OF THE CODE OF CONDUCT

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

CODE OF CONDUCT FOR ATHLETICS/STUDENT ACTIVITIES (COLLINSVILLE MIDDLE SCHOOL)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach or sponsor's policy can exceed the listed disciplinary action when such information has been provided to the athlete in that coach or sponsor's activity. During a period of suspension, the participant is to continue to participate in the activity during practice sessions or other meetings. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Parent(s)/guardian(s) must sign the Student/Parent Handbook Receipt during the online registration process. The signing of the Handbook (which includes the aforementioned Athletic Code of Conduct) will remain in effect for one full calendar year.

COLLEGE AND CAREER READINESS

Collinsville CUSD 10 will begin following the Illinois State Board of Education guidelines on the collection and retention of CCRI data for all students in applicable grade levels beginning with school year 2020-2021. Students are expected to make reasonable efforts to complete CCRI and reasonably participate in data collection. Supplemental information about CCRI can be found on the district website at www.kahoks.org.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

ACCEPTABLE USE OF DISTRICT ELECTRONIC NETWORKS

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

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

Terms and Conditions - The term *electronic networks* includes all of the District's technology resources, including, but not limited to: 1) The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure; 2) Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location; 3) District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

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

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

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are: 1) Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law; 2) Using the electronic networks to engage in conduct prohibited by board policy; 3) Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware; 4) Unauthorized use of personal removable media devices (such as flash or thumb drives); 5) Downloading of copyrighted material for other than personal use; 6) Using the electronic networks for private financial or commercial gain; 7) Wastefully using resources, such as file space; 8) Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means; 9) Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video; 10) Using another user's account or password; 11) Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator; 12) Posting or sending material authored or created by another without his/her consent; 13) Posting or sending anonymous messages; 14) Creating or forwarding chain letters, spam, or other unsolicited messages; 15) Using the electronic networks for commercial or private advertising; 16) Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material; 17) Misrepresenting the user's identity or the identity of others; and 18) Using the electronic networks while access privileges are suspended or revoked.

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

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

Indemnification - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission

from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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

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

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1) For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source; 2) Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided; 3) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission; 4) The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text; 5) Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

Internet Safety - Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. The system administrator and Building Principals shall monitor student Internet access.

CHROMEBOOK STUDENT USER AGREEMENT

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

Chromebook Loan - The Chromebooks are owned and maintained by Collinsville School District. Your use is limited to and conditional upon your full and complete compliance with the Computer and Internet Acceptable Use Policy.

Financial Responsibility for Loss or Damage - If the Chromebook is damaged, lost, or stolen, the student’s parent or guardian may be responsible for the cost of repair or the value of the Chromebook. Loss by theft must be reported to the district by the next school day after the occurrence. Charges will be assessed for stolen Chromebooks unless a police report has been filed.

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

School Use - Chromebooks are intended for use at school each day. Students who take them home are responsible for bringing their Chromebooks back to school fully charged on the following day unless advised not to do so by their teachers or administrators.

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

Privacy - Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of issued Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree

to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the activity on student Chromebooks.

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

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

CHARGERS SHOULD REMAIN AT HOME.

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

Printing -

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

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

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

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

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

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

Damage Policy -

Chromebooks will remain the property of Collinsville Community Unit 10 School District until the Chromebook becomes available for purchase according to the approved buyout schedule. Vandalizing, defacing, or otherwise damaging the Chromebook at any time while on loan to the student will result in fees being assessed. The student will be issued a loaner while repairs are completed and will receive the original Chromebook back only after the fees have been paid. In the event that the student leaves the district, the Chromebook, charger, and case must be returned immediately, or the device may be reported stolen to local law enforcement.

Damage Fee Breakdown:

CB screen - \$25

CB charger - \$25

Keyboard - \$25

Edge/bezel/cover/hinges - \$25

CB protective case - \$50

CB lost/stolen/not-returned/irreparable - \$200

PERMISSION TO USE VR (Virtual Reality) HEADSETS (Grades K-6)

The Collinsville School District Technology Department has purchased VR Headsets to enhance educational topics. The district has made every effort to consider students' health and safety at all times. There are certain precautions associated with the use of the VR headsets. Those include:

- 1) Operating the VR system in a safe environment and under adult supervision.
- 2) Not using/discontinuing the use of the headsets if suffering from any of the conditions/symptoms listed in the health and safety warnings (seizure disorder, binocular vision abnormalities, Epilepsy, loss of balance, disorientation, drowsiness, nausea, motion sickness or discomfort in the head or eyes).

If you have any questions about the headsets, contact your child's school. If you wish to exclude your student from activities involving the VR headsets, please contact your child's teacher.

CONFISCATED PERSONAL ITEMS

Any items that interfere with the learning process or pose a safety concern may be confiscated and turned over to the school office. Offenses may result in disciplinary action as determined on a case-by-case basis by school administrators. Schools are not responsible for lost, stolen, or damaged personal items.

CORRIDOR COURTESY

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

COUNSELING SERVICES (COLLINSVILLE HIGH SCHOOL)

School counselors, school social workers, school psychologists, and the IEP coordinator will ensure all students will have access to and receive support for their academic, career, and social/emotional development through the delivery of classroom lessons, small groups, individual student meetings, and responsive services.

Confidentiality Guidelines

Confidentiality is an important part of the work social-workers, school psychologists and school counselors conduct with students. Please remember that counselors, social workers, psychologists and the IEP coordinator will adhere to professional guidelines and ethics for practice (ISBE, NASW, NASP, and ASCA), when providing services to services in either a face to face or virtual format. Interactions and conversations with students are confidential unless the following is disclosed: 1) Harm to Self or Others: This includes students who report a plan to harm themselves or others or a plan that puts the safety of others at imminent risk; 2) Abuse or Neglect: If a student talks about abuse (physical, emotional, verbal, sexual, or other) whether to themselves or to another minor, it is required by law to report the abuse to the Department of Children and Families and possibly the police. If a student discloses about an abuse case that has already been addressed by DCFS or the police, there may still be a need to make a report; 3) Court or Other Legal Proceedings: In accordance with law, if a counselor is subpoenaed, information is not guaranteed to be kept confidential. Staff will cooperate with local law enforcement, DCFS, social service agencies and the courts, as required by law.

CURRICULA (COLLINSVILLE MIDDLE SCHOOL)

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

Grade Seven Required Courses

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

Grade Seven Elective Courses

Band – As needed throughout week; Choir – 5 days a week for 1 year. **(Quarter Classes, 5 days a week):** Music Appreciation, Health-Wellness-Emotional/Mental Health, Study Skills and Digital Literacy

Grade Eight Required Courses

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

Grade Eight Elective Courses

Band – As needed throughout week; Choir – 5 days a week for 1 year. **Quarter Classes, 5 days a week:** Art, Spanish, Career Exploration, Introduction to Shop, Science Technology Engineering, Math (STEM)

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

DANCE POLICY (COLLINSVILLE HIGH SCHOOL)

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

DANCE POLICY (COLLINSVILLE MIDDLE SCHOOL)

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

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. Offenses may result in disciplinary action as determined on a case-by-case basis by school administrators.

DRESS CODE - STUDENT

The Collinsville School District believes that a working clothing-code establishes an environment conducive to learning and reinforces instruction that prepares students to succeed in the world of work. Appropriate student appearance decreases educational distractions, promotes the safety of all students, produces higher moral and physical standards among students, and in general, contributes to the high level of academic excellence of our school. The students' rights of personal freedom to dress and groom themselves according to personal taste will be respected in Unit 10 schools as long as the dress and grooming does not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency. Dress and/or grooming which is not in accord with reasonable standards for health and safety will be considered inappropriate. The building principal is the final authority for judging the appropriateness of a student's appearance. If a teacher finds a student's dress or grooming to be a disruption in the classroom, the student will be sent to the office. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others, may be subject to discipline.

DRESS & GROOMING GUIDELINES AND PROHIBITED ITEMS

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student dress and grooming are important issues in creating a safe and orderly educational environment. Each student has the responsibility to dress and groom in a manner that meets reasonable community standards of good taste, health, safety, and cleanliness while not disrupting the educational process. Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols. Hoods, coats, bandannas, sweat bands, and sun glasses and dark glasses (unless required for a medical condition with a doctor's note) may not be worn in the building during the school day. Hats may not be worn in the building during the school day without the expressed consent of the classroom instructor and/or building principal. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. The length of shorts or skirts must be appropriate for the school environment. Appropriate footwear must be worn at all times. If there is any doubt about dress and appearance, the building principal will make the final decision. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

CONSEQUENCE FOR DRESS CODE VIOLATIONS

Students will be required to comply with dress and grooming guidelines (which may include changing clothing, wearing loaner clothes or being sent home and will receive unexcused absences for all classes they miss. Repeated violations by a student may result in assigned disciplinary action as determined on a case-by-case basis.

Other dress and grooming issues that may arise and those not addressed specifically in this section will be handled by the administration on a case-by case basis in a manner that is consistent with the items in the preceding paragraphs.

DRUG/ALCOHOL ABUSE

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

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

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

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

MEDICAL MARIJUANA

The Compassionate Use of Medical Cannabis Program Act (410 ILCS 130 et seq.) strictly prohibits the possession and use on school grounds and on school buses of marijuana except as authorized under 105 ILCS 5/22-33 and Board Policies. A student who has been prescribed medical marijuana must provide the District with a doctor’s prescription for medical marijuana. The school nurse will assist with coordination and monitoring the student’s use of medical marijuana.

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

SUBSTANCE ABUSE OPTION

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

In lieu of a recommendation for expulsion, the student and parent(s)/guardian(s) must agree to an assessment/treatment alternative. If the parent(s)/guardian(s) accept the assessment/treatment alternative, they must consent to release of information between the school district and the substance abuse program and comply with all terms and conditions as determined by the appropriate administrator. The service provider must be approved by the building principal (or designee). Parent(s)/guardian(s) must make contact within the first five days of the suspension to set up an appointment with the selected service provider and notify arrangements with the principal (or designee). Upon confirmation of the appointment, the recommendation for expulsion will be conditionally withdrawn. The administration further reserves the right to recommend expulsion of a student who has been offered and accepted the substance abuse option if he or she commits any additional acts of misconduct (as outlined in the Collinsville Unit 10 School District Student and Parent Handbook).

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

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

DELIVERY

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

PROCEDURES FOR IMPAIRMENT ASSESSMENT

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

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

For suspected other drug use: Screening Assessment for Suspected Chemical Use

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

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

DRUG AND ALCOHOL-FREE WORKPLACE/TOBACCO PROHIBITION

All District workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on District premises or while performing work for the District: 1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance. 2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred. 3. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms listed in the *Cannabis Regulation and Tax Act* (CRTA). For purposes of this policy a controlled substance means a substance that is: 1. Not legally obtainable, 2. Being used in a manner different than prescribed, 3. Legally obtainable, but has not been legally obtained, or 4. Referenced in federal or State controlled substance acts. As a condition of employment, each employee shall: 1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and 2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction. Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired. All employees are covered by the conduct prohibitions contained in policy 8:30, Visitors to and Conduct on School Property. The prohibition on the use of e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. Tobacco shall have the meaning provided in 105 ILCS 5/10-20.5b. *Cannabis* shall have the meaning provided in the CRTA, 410 ILCS 705/1-10. *E-Cigarette* is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

DRUG TESTING FOR INTERSCHOLASTIC ATHLETICS (COLLINSVILLE HIGH SCHOOL)

INTERSCHOLASTIC ATHLETIC ELIGIBILITY – DRUG TESTING

The CHS Athletic Department believes that the use of alcohol, tobacco or drugs by students who participate in interscholastic athletics presents a particular hazard to the health, safety and welfare of the student athlete and to those who compete with the athlete. Collinsville High School encourages students to participate in interscholastic athletics, but believes the opportunity to try-out and participate in school-sponsored interscholastic athletics is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to try-out for or to participate in any school-sponsored interscholastic athletic program, students must agree to submit to testing for the use of drugs, if selected, in accordance with this policy.

The purpose of this policy is to protect the health, welfare and safety of students engaged in interscholastic athletics. It is to better assure the student athlete's health and physical fitness to participate in athletics and not to provide means which the district may use to punish a student athlete other than by disqualification from participation in interscholastic athletics. Accordingly, the results of any drug test administered under this policy shall be used only for the determination of eligibility to try-out for and participate in interscholastic athletics and for no other disciplinary purpose.

Definitions

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

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

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

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

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

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

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

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

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

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

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

Testing Procedures

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

Test Results

All test results will remain confidential. Only the Athletic Director, Athletic Trainer & school Principal will have access to test results. No notification shall be made for negative test results. If a sample results in a positive test, the results will be verified by the testing facility. The student athlete and his/her parents or guardians will then be contacted by the

testing facility's medical review officer for further verification. Once a positive test has been confirmed school personnel will be notified of the infraction. If the test results are positive, it will be considered a Level A Code of Conduct violation as outlined in the CHS Student Handbook.

Re-testing

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

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

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

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

The Illinois High School Association (IHSA) prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, Student Behavior.

EMERGENCIES

Student safety and welfare are major concerns to Collinsville Community Unit School District Number Ten (10). Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students. The following emergency situation procedures will be followed:

DISASTER DRILLS

Tornado, Earthquake and Fire Drills

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

Bomb Threat

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

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

Earthquake Plan

In the event an earthquake is confirmed, students and teachers should: 1) Stay inside - move away from windows, shelves and heavy objects that may fall; 2) Crouch underneath the desktop of their individual student desks to avoid falling or fallen debris. 3) Students and staff in the halls or stairways should move to an interior wall; 3) Turn away from windows;

4) Students and staff in laboratories and kitchens should extinguish all burners before taking cover; 5) Students and staff located outdoors should move to an open space away from the building and overhead power lines and lie down on the ground; 6) No students should leave school grounds without permission.

Fire Evacuation Plan

In the event a fire is suspected or confirmed or an evacuation is required, the school fire alarm will sound. Students and staff should: 1) Leave their designated room by the nearest exit as directed by the teacher; 2) Move away from the building to the evacuation site; 3) Remain calm. The school may choose to use a delayed egress approach (up to three minutes) taking into consideration the guidelines listed below: 1. Fire alarm will sound as normal. 2. Evacuation is delayed up to a three-minute delay to allow for investigation for smoke and/or fire as well investigation of means of egress on the interior and exterior for signs of suspicious subjects or signs of targeted violence.

Intruder Procedures/Lockdown

In the event an intruder is present on campus, the school will go under a 'lockdown' procedure.

Lockdown is a building procedure that takes place in a crisis situation. During a Lockdown, student movement is stopped, and the building is secured. Everyone in the building will be made aware that a serious event has occurred or is about to occur, and how to act accordingly.

Missing Student Procedures

In the event the school office is notified that a student is missing, the parent(s)/guardian(s) of the missing student will be notified immediately. Upon confirming that the student is not on school property, the local Police Department will be notified. Collinsville Unit 10 Schools and the local Police Department will work collaboratively to locate the missing student.

Power Failure

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

Tornado Plan

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

Train Derailment/Chemical Spill Procedures

In the event of a train derailment and/or chemical spill, the school office will notify the local Fire Department and/or law enforcement officials. Upon arrival, the local Fire Department and/or law enforcement officials will oversee the scene at the school.

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

Students are expected to fully cooperate with school faculty and staff and/or local responders when a drill is conducted or if an emergency arises. Full cooperation includes, but is not limited to, the following: 1) proceeding directly to a designated emergency site in a safe, but speedy manner; 2) complying to the requests of staff to ensure an orderly atmosphere; 3) proceeding directly to the appropriate class/instructional program when the drill is completed. *Other misconduct that violates CUSD10 expectations of 'full cooperation during a drill or emergency,' not specifically addressed in this section will be handled by the administration in a manner consistent with this section.* Failure to fully cooperate with school faculty and staff and/or local responders may result in disciplinary action, ranging from In-School Suspension (ISS) to Out-of-School Suspension (OSS) as determined on a case-by-case basis by school administrators.

ON-CAMPUS EMERGENCY RELEASE PROCEDURES (CHS)

In the event that a school emergency arises where parents/guardians are authorized to pick-up their children from the school campus, the following procedures must be followed to maintain an orderly environment: 1) In an emergency situation, local responders (i.e., the Collinsville Police Department and/or the Collinsville Fire Department) control the scene. These local responders consider all scenarios and scan the campus to determine if it is safe for re-entry; 2) In an emergency situation, high school students who drove to school may be prohibited from removing their vehicle from campus; 3) Parents/guardians should not drive or park on the high school campus; 4) Parents/guardians should proceed only to the Fine Art Center-Auditorium. *Please do not enter any other building on campus.* In the Auditorium, an update of the situation will be presented; 5) Parents/guardians should not attempt to collect their child at any location other than the designated, pick-up area (the Fine Art Center-Auditorium); 6) Parents/guardians should complete the appropriate "Emergency Release Form" distributed by CHS personnel and submit this form to CHS personnel. *One form must be submitted for each child;* 7) Parents/guardians must present a government-issued photo identification (i.e., driver's license) to CHS personnel when submitting the appropriate "Emergency Release Form;" 8) Parents/guardians must be (physically) present in order for their child to be released. *Phone requests for release of a student will not be accepted;* 9) Only the legal parent/guardian is permitted to request and collect his/her child; 10) Parents/guardians should await the

arrival of their child inside the Fine Art Center-Auditorium; 11) Parents/guardians should depart the CHS campus, immediately after completing the “Emergency Release Process” and collecting their child; 12) If a parent/guardian opts to have a student-athlete released from school (when local responders deem the school safe and the school day is not officially canceled), the student-athlete is not permitted to attend any school-related practices or participate in any school-related competition for the date(s) of the release; 13) If a parent/guardian opts to have a student affiliated with an extra-curricular group released from school (when local responders deem the school safe and the school day is not officially canceled), the student affiliated with an extra-curricular group is not permitted to participate in related activities for the date(s) of the release.

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

ON-CAMPUS EMERGENCY RELEASE PROCEDURES (CMS/DIS/ELEMENTARY)

In the case of an emergency student pickup situation that requires parents/guardians to pick up from school or a secondary location, there is protocol within our District Safety Plan that outlines how students are dismissed in a crisis situation. Due to a variety of safety precautions, parents will have to check in and show identification with school personnel to receive their children and WILL NOT have direct access to the student population.

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated into this Code of Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in *grooming* as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Standards related to school employee-student conduct shall, at a minimum: 1. Comply with the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education; 2. Prohibited grooming behaviors and sexual misconduct include, but are not limited to (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to: a. A sexual or romantic invitation; b. Dating or soliciting a date; c. Engaging in sexualized or romantic dialog; d. Making sexually suggestive comments that are directed toward or with a student; e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature; f. A sexual, indecent, romantic, or erotic contact with the student; g. Employees are expected to maintain professional relationships with students. 3. Employees are strictly prohibited from using any form of communication with students (e-mails, letters, notes, text messages, phone calls, conversations) that includes any subject matter that would be deemed unprofessional and inappropriate between an employee and student. This District has a “zero tolerance” for any conduct that crosses over that professional line.; a. Employees are not permitted to transport District students in the employee’s privately owned vehicle, unless the employee has obtained the prior permission of the Building Principal and/or Superintendent to do so; b. Employees are not permitted to take or possess a photo or video of a student on their private devices. Student pictures for school sponsored activities used in furtherance of the District’s educational mission are permitted.; c. Employees are not permitted to meet with a student or contact a student outside the employee’s professional role. Employees are expected to avoid crossing a line that results in an actual or perceived inappropriate relationship. 4. District employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926); 5. Employees, students, parents, and any third party can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*, to a District Complaint Manager, Nondiscrimination Coordinator, Title IX Coordinator, or any other District administrator or staff member the person feels comfortable reporting to; and 6. Employees are required to complete training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their

children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Bilingual Education Program Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact the District's Bilingual Coordinator.

Bilingual Programs/Transitional Bilingual Education

Transitional Bilingual Education (TBE) programs are required at schools where there are 20 or more Limited English Proficient (LEP) students of the same language. The Transitional Bilingual Education program is for non-native English-speaking students who have difficulty with written or spoken English. The program provides instruction in the student's native language (Spanish) with transition into English. The program helps students to succeed in academic subjects and learn English and develop their native language. Currently Collinsville Community Unit School District 10 offers the TBE program to students in PK-12th grade who speak Spanish. Schools that support the TBE program are Kreitner Elementary, Caseyville Elementary, Dorris Intermediate, Collinsville Middle and Collinsville High School.

Dual Language Education

One-Way Dual Language is a Spanish dual language program that includes instruction in both English and Spanish to help Emergent Bilinguals excel academically while becoming bilingual, biliterate and bicultural. A one-way program is intended for native Spanish speakers to continue developing and building on their native languages while learning English. Students spend part of the school day learning in their native language and part of the day learning in their non-native language. Students in dual language programs develop high-levels of proficiency in their own language as well as a second language. The benefits of balanced bilingualism allow for creativity and problem solving, greater cross-cultural understanding, and marketability for future college and career goals in a bilingual and multilingual society. The Dual Language Model of Spanish/English instructions: Kinder-80/20%, 1st-70/30%, 2nd-60/40%, 3rd-6th-50/50%. Schools that support the Dual Language program are Kreitner Elementary (K-4th), Caseyville Elementary (K-2nd), Dorris Intermediate (5th-6th).

Emergent Bilingual Program

The Emergent Bilingual Program is for newcomer students who are recent immigrants to the United States with limited English proficiency or interrupted education in their native countries. This multigrade classroom (1st-4th) teaches English and acculturation to U.S. schools, as well as academic subjects. The EB program is not a permanent placement for students who may need more than one year in this classroom. As students learn BICS (Basic Interpersonal Communication Skills), they would begin a gradual transition to the larger classroom with continued Bilingual Education.

Bilingual Assessments WIDA Screener

The WIDA screener is an abbreviated version of the ACCESS 2.0 test for ELLs. It is given to all new students in the district if a non-English language is indicated on the Home Language Survey. The test is administered by Multicultural Program staff and takes approximately 30-60 minutes or more depending on the English ability of the student.

ACCESS 2.0 for ELLs

ACCESS 2.0 is an annual state English proficiency test given to all English Language Learners (ELLs) in grades K-12. The ACCESS 2.0 test must be given to all ELL students in and out of the ESL/Bilingual programs until they obtain a 4.8 composite proficiency level. Scoring is based on the English proficiency standards as developed by the WIDA Consortium. Students are tested in 5 areas: Social and Instructional Language, Language Arts, Math, Science, and Social Studies. All 4 language domains are assessed within these content areas: speaking, listening, reading, and writing. Different tests are given by grade cluster: K, 1, 2-3, 4-5, 6-8, and 9-12. In addition, there are 2 tiers (A, B/C) that are assigned individually based on the English proficiency level of the student. Testing is administered by the English Learner Department and given by certified teaching staff.

ENROLLMENT

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

If a student is determined to be a nonresident of the District for whom tuition must be charged, the person(s) enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident pursuant to Illinois School Code (105 ILCS 5/10-20.12a(a)). A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

The unsafe school choice option allows students to transfer to another District school or a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

DENIAL OF ENROLLMENT (CHS)

A school or school district may deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic standards if all of the following conditions are met: 1) The student achieved a grade point average of less than "D" (or its equivalent) in the semester immediately prior to the current semester; 2) The student and the student's parent or guardian are given written notice warning that the student is failing academically and is subject to denial from enrollment for one semester unless a "D" average (or its equivalent) or better is attained in the current semester; 3) The parent or guardian is provided with the right to appeal the notice, as determined by the State Board of Education in accordance with due process; 4) The student is provided with an academic improvement plan and academic remediation services; 5) The student fails to achieve a "D" average (or its equivalent) or better in the current semester. No child may be denied enrollment or reenrollment under this Section in violation of the Individuals with Disabilities Education Act or the Americans with Disabilities Act.

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

RE-ENROLLMENT (CHS)

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

EQUAL EDUCATIONAL OPPORTUNITIES & SEX EQUITY

NOTICE OF NONDISCRIMINATION

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, ~~or~~ sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Inquiries concerning the application of Title IX (sex equity), Section 504 (handicapped) or Title VI (minorities) should be directed to the C.U.S.D. No. 10 District Office. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal to the School Board's resolution of the complaint to the Regional Superintendent of schools and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

EXAM POLICY (COLLINSVILLE HIGH SCHOOL)

EXAM EXEMPTION POLICY

SAT testing: Seniors who took the School Day SAT in April of the previous school year and who received a score of 1250 or higher AND have five or fewer absences during first semester AND have no unexcused absences AND no discipline resulting in in-school suspension, out-of-school suspension or assignment to the STOP program will be exempt from taking 1st semester final exams.

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

If any student has any unexcused absences, such student shall forfeit all SAT incentives.

Final Exam Exemption Policy (Second Semester Only)

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

Attendance/Discipline: 1) The student must have no unexcused absences and no discipline resulting in in-school suspension, out-of-school suspension or assignment to the STOP program during the school year. If the student is absent the day before exams, he/she will be required to take the exams unless excused by an administrator before the absence; Students not enrolled in Collinsville High School for the full year are required to take second semester finals.[c2]

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

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

EXAM MAKE-UP POLICY

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

FAMILY LIFE & SEX EDUCATION CLASSES

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

FEES

The Collinsville School District establishes fees and charges to fund certain school materials and activities. Each school year, the administration shall present to the Board, for its approval, a schedule of student fees. Students will be charged for loss of or damage to school books or other school-owned materials.

REFUND/WAIVER OF STUDENT FEES

Each school year, the administration shall present to the Board, for its approval, a schedule of student fees.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and certain charges. Collinsville Community Unit School District No. 10 has a Fee Waiver Policy for families receiving Financial Assistance under Article IV of the Illinois Public Aid Code and those students who qualify for the Free and Reduced Lunch Programs. Students whose parents are unable to afford student fees may receive a waiver of some fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal. A student shall be eligible for a fee waiver if at least one of the following prerequisites is met: 1) The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or 2) The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The Superintendent or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment; 4) Emergency situations; 5) When one or more of the parents/guardians are involved in a work stoppage. The student's parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of student's fee. A separate application form shall be submitted for each fee assessed to each student. The Fee Waiver Policy does not apply to Summer School or any state fees associated with Driver's Education. Questions regarding the fee waiver application process should be addressed to the CUSD10 Assistant Superintendent.

Fee waivers will be considered only if written evidence is presented by the person applying for the waiver.

"School fees" refers to any monetary charge collected by the school or district from a student or the parents/guardians as a prerequisite for the student's participation in any curricular or extracurricular program of the school or district during the school year. A school does not impose a "fee" when it requires that students provide their own ordinary supplies or materials (e.g., pencil, paper, notebooks) that are necessary to participate in any curricular or extracurricular program. "School Fees" include, but are not limited to, the following: 1) Charges for required textbooks and instructional materials; 2) Charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment); 3) Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and

industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences); 4) Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs; 5) School health services fees ; 6) Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies); 7) Graduation fees (e.g., caps, gowns); 8) School records fees; 9) Driver's education fees assessed pursuant to School Code [105 ILCS 5/27-24.2]; 10) District 10 school fees include a technology device and device insurance cost. "School Fees" do not include: 1) Library fines and other charges made for the loss, misuse, or destruction of school property (e.g. Chromebook, musical instruments, library fines); 2) Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items; 3) Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip); 4) Charges for admission to school dances, athletic events or other social events; 5) Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreational programs); 6) Optional fees or charges such as parking passes; 7) Summer camps that are optional and/or not operated by District 10.

Application for Waiver of School Fees

An application form for school fee waiver is available in the District's Central Office, 201 West Clay Street, Collinsville, IL 62234, or can be downloaded using the link below. The completed form, along with documentation of the household's gross income, including a copy of current Pay Stub(s) for all family members and a copy of current income tax forms 1040 and W-2 Forms for all family members (or other evidence of documentation acceptable to the district), and any additional information/documentation required on the application, must be submitted to Mr. Bradley Hyre, CUSD10 Assistant Superintendent, 123 West Clay Street, Collinsville, Illinois 62234. One application form must be submitted at the beginning of each school year to determine the eligibility for the waiver of all applicable fees for that school year. No fee shall be collected from any parents/guardians who are seeking a fee waiver in accordance with this policy until they have been notified of the district's decision regarding the request or appeal, if one is made. Parents/Guardians are advised that supplying false information to obtain a fee waiver is a Class 4 Felony under Illinois compiled statutes 7-20 ILCS 5/17.6. If the amount of benefit obtained is over \$300, it is a Class 3 Felony.

The CUSD10 Assistant Superintendent of Schools or designee will notify the parents/guardians within 30 days of receipt of the request, as to whether the request has been granted or denied. If the request is denied, or a subsequent decrease in family income occurs, you may reapply for a waiver at any time during the school year. A denial of a waiver request may be appealed to Dr. Mark B. Skertich, CUSD10 Superintendent of Schools (201 West Clay Street, Collinsville, Illinois 62234) by submitting a completed appeal form within two weeks of the denial. The person filing the appeal may request to meet in person with the CUSD10 Superintendent of Schools to explain the basis for the appeal. A decision will be mailed to the parents/guardians within 30 calendar days of the receipt of the request. The decision of the CUSD10 Superintendent of Schools is final and binding. Questions concerning the fee waiver process should be addressed to Mr. Bradley Hyre, CUSD10 Assistant Superintendent of Schools (123 West Clay Street, Collinsville, Illinois 62234).

FAILURE TO PAY FEES; COLLECTION

To maintain the quality of our educational programs, Collinsville School District will make every effort to secure payment of student fees from each parent/guardian who is able to pay. Collinsville School District participates in the Illinois Local Debt Recovery Program, established to collect outstanding debt in coordination with the Illinois Comptroller's Office. Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

FIELD TRIPS

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

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

All students are expected to follow all school rules during a field trip experience. Any student involved in a disciplinary infraction on a field trip is subject to disciplinary action and may lose field trip privileges for the remainder of the school

year. The school reserves the right to search all student luggage/bags before going on a field trip or at any time during the field trip to avoid transporting or student possession of illegal or dangerous materials, illegal substances or unauthorized materials. Parents may decline to have their children participate in a school planned field trip. This request to not participate must be made in writing and sent to the building principal. Appropriate alternative learning experiences for non-participating students will be arranged by the teacher.

FINANCIAL AID (COLLINSVILLE HIGH SCHOOL)

GRANTS

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

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

SCHOLARSHIPS

There are many scholarships available to students both locally and nationally. The Counseling Department maintains an extensive list of scholarships. Students can access this list online by visiting <https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/scholarships> or by logging into Naviance at <https://student.naviance.com/collinsvillehs>.

TRANSCRIPTS

Collinsville High School will provide students with four free transcripts. There will be a cost of \$1.00 for every transcript after the initial four. The final (fifth) transcript will be sent at no additional cost. Students must fill out a Transcript Release Form online at: <https://counselors.cusd.kahoks.org/transcript-requests>.

FUNDRAISING AND ADVERTISING REGULATIONS

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 school 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 for approval. All advertisements must be removed the day after the project has ended. Individuals may not sell any type of merchandise without consent of the school Principal. Merchandise may be confiscated and students may be disciplined for violations as determined on a case-by-case basis by school administrators.

GANG AND GANG ACTIVITY PROHIBITED

The Board of Education considers the presence of gangs and gang activities a substantial disruption of or material interference with, school and school activities. A "gang" is defined as any group, club or organization of two (2) or more persons whose purpose includes the commission of illegal acts. By this policy, the Board of Education acts to prohibit gang activity on or about school grounds, on school buses, or off school at any school activity. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity shall engage in any gang activity, including, but not limited to: 1) Wearing, possessing, using, distributing (delivery or receipt), displaying, selling or arranging/soliciting for the possession, use, distribution (delivery or receipt), display or sale of any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; 2) Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang; 3) Writing, drawing or distributing any gang related symbols or literature; and 4) Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating, harassing or threatening any person, (c) committing any other illegal act disruptive of school operation, or intimidating staff or students or other violation of school district policies; d) inciting other students to act with physical violence or intimidation upon any person, group or classification and/or which violate district policies or civil or criminal law.

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

GRADES – COLLINSVILLE HIGH SCHOOL

Grades and grade point averages are reported to parents/guardians at the end of every quarter and the end of each semester. Credits for passing grades are issued at the end of each semester. Quarter grades are to be regarded as grades in progress. Each academic semester (fall/spring) will count for eighty five percent (85%) of the final semester grade and the final exam will count for fifteen percent (15%) of the final semester grade. An academic progress report is available for review throughout the academic semester via the Skyward Family Access Parent & Student Portal. This report enables all concerned to see what the student has accomplished and where the student may improve. Parents/Guardians are encouraged to frequently check their child’s progress throughout the year on the CHS FAMILY Access website: www.kahoks.org - Parents/Students>Family Access. Parents/Guardians who do not have electronic access to their child’s report card can contact the student’s school office to request a hard copy of the report card in their home language. Grades are not forwarded if the student has moved residence without written notification to the CHS Registrar. Subject achievements are reported as letter grades, and grade point averages are reported as numerical points. The equivalence method is used to convert numerical scores into letter grades and to convert letter grades into numerical points according to the following scales:

Numerical Scores	Letter Grades	A.P./ Honors	Enriched	Regular
90 – 100	A	5	4.5	4
80 – 89	B	4	3.5	3
70 – 79	C	3	2.5	2
60 - 69	D	1	1	1
BELOW 60	F	0	0	0

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

GRADES & PROMOTION – COLLINSVILLE MIDDLE SCHOOL

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

Numerical Scores	Letter Grades
90 – 100	A
80 – 89	B
70 – 79	C
60 - 69	D
BELOW 60	F

The final grade assigned by the teacher cannot be changed by a District administrator without notifying the teacher. Reasons for changing a student’s final grade include: A miscalculation of test scores; A technical error in assigning a particular grade or score; The teacher agrees to allow the student to do extra work that may impact the grade; An inappropriate grading system was used to determine the grade; An inappropriate grade was based on an appropriate grading system.

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

PROMOTION POLICY

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 reasons not related to academic performance. Remedial assistance options will be offered to students based upon recommendation of the school personnel. Records/grades will be reviewed by building administration at the end of the school year to determine overall readiness for the next grade. If the student is deemed ready for the next grade, s/he will be promoted otherwise; s/he will be retained. Students must meet the U.S. Constitution requirement.

***The Promotion/Retention Policy is as follows and is used as a guide by the Collinsville Middle School Administration:** 1) 4 Failures (Core Classes) – Automatic Retention; 2) One (1), Two (2) or Three (3) Failures (Core Classes) – Summer School Required for Promotion to the next grade level. Administration will make the final determination for Summer School on a case-by-case basis.

ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

GRADES AND PROMOTION - DORRIS INTERMEDIATE SCHOOL

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.

In Collinsville CUSD10, successful completion of the curriculum in grades 5-6 means a student attained a final grade above an “F” in both reading and math. In grades K-4, students must attain a final rating higher than “Beginning” in reading and math. If a child receives an “F” as a final grade in reading and math (or “B” for grades K-4), he/she will not be promoted to the next grade level unless a remedial plan is successfully completed. Summer school is the final option of the remedial plan.

A student will not be promoted based upon age or any other social reasons not related to academic performance.

Grade Scale (Grades 5-6)

Letter Grades will be administered in core curricular areas beginning in fifth grade. Progress will be assessed according to student mastery of the state learning standards. Letter grades are issued according to the following scale.

Numerical Scores	Letter Grades
90 – 100	A
80 – 89	B
70 – 79	C
60 - 69	D
BELOW 60	F

GRADE PLACEMENT

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 purposes of grade placement.

ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

GRADES AND PROMOTION – ELEMENTARY (K-4)

School report cards are available to view in Skyward each trimester. For questions regarding grades, please contact the classroom teacher. Grades may be accessed on-line through Skyward. Parents/Guardians who do not have electronic access to their child's report card can contact the student's school office to request a hard copy of the report card in their home language. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance. If the student is "Below" in both reading and math, he/she may not be promoted to the next grade level unless a remedial plan is successfully completed. Summer school is the final option of the remedial plan.

EXPLANATION OF ACADEMIC MARKS (GRADES K-4)

Below (B)	Below expectations on grade level standards.
Meets (M)	Meeting expectations on grade level standards.
Exceeds €	Exceeding expectations on grade level standards.
Not Assessed (NA)	The topic/concept was introduced but not assessed at this time.
Satisfactory (S)	The student's skill level is secure.
Needs Improvement (NI)	The topic has been introduced. The students' skill level is not secure.

GRADE PLACEMENT

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 purposes of grade placement.

ACCELERATED PLACEMENT

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

**GRADUATION CREDIT REQUIREMENTS
(COLLINSVILLE HIGH SCHOOL)**

To graduate from high school, unless otherwise exempted, each student is responsible for: 1) Completing all State mandated graduation requirements listed below; 2) Completing all District graduation requirements that are in addition to State graduation requirements; 3) Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance; 4) Participating in the State assessment required for graduation; and (5) filing one of the following (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf. A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the District made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements.

REQUIRED COURSES

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

State Mandated Graduation Requirements

Four years of language arts; Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements; Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course; Two years of science; Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required; One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision; One semester of health education; Physical education classes; A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag; Nine weeks of consumer education.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following: 1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid; 2) File an ISBE waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

CREDITS

Graduating students are required to have a total of 21 credits. Half a credit per semester is awarded for each course satisfactorily completed except the following: 1) Vocational Center Programs (AVC) - 3 credits - 1 ½ credits per semester; 2) Driver Education – ¼ credit; 3) Computer Applications – ¼ credit class; 4) Cooperative Education – 1 ¼ credits per semester; and 5) Algebra IA– ¾ credit for each semester; CEO Entrepreneurship- 2 Credits- 1 credit per semester.

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

EARLY GRADUATION

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

HALL PASSES (COLLINSVILLE HIGH SCHOOL)

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

HANDBOOK RECEIPT REQUIRED

All parents/guardians must sign a receipt indicating that they agree to read and acknowledge they understand that the Student and Parent Handbook may be accessed via the Collinsville Unit 10 School District Website at <http://www.kahoks.org>. This should be completed through the Parent Portal in Skyward during the registration process. By signing the handbook receipt, parents/guardians/students acknowledge that they will read and follow the policies and procedures set in place for students by the C.U.S.D. No. 10 Board of Education. Parents/Guardians 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 students by the C.U.S.D. No. 10 Board of Education.

HEALTH SERVICES

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

ACCIDENT REPORTS

If a student is seriously injured which requires medical attention while at school, at a school sponsored event or function, or on the bus, the nurse, the teacher, the bus driver and/or principal will complete an accident report. The student's parents will be notified as soon as practicable. In the event a child is seriously injured and the parents cannot be contacted, the school nurse will be notified and after an examination and consultation with the principal, a decision may be made to have the child transported to the Emergency Room. Every effort will be made to notify the parents of the decision.

ALLERGY MANAGEMENT - FOOD ALLERGY AND OTHER LIFE-THREATENING ALLERGIES

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

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The state requires all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums/wrestling rooms/weight training rooms/physical education classes. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillation heart. All CUSD10 school buildings/Administration building/Administrative Annex building are equipped with Heartsine AEDs. There are additional AEDs available for athletic practices and events. Several staff members have completed CPR/AED certification training. Please make your child(ren) aware that these units are housed in wall hanging cabinets in each building and should not be tampered with by students.

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

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

COMMUNICABLE DISEASE – NOTIFICATION AND EXCLUSION

The school will observe recommendations of the CDC, Illinois Department of Public Health, and local health departments regarding communicable diseases. 1. Parents are required to notify the school nurse if they suspect their child has a communicable disease. 2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The decision to allow attendance will be made by the school nurse. 3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease. 4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. 5. A Susceptibility List will be kept in each

building indicating the students who are at risk due to lack of immunizations, medical exemptions, or religious exemptions. Parents of susceptible students will be notified in the event of a communicable disease outbreak. If your child exhibits SYMPTOMS of the following illness(es), please follow these guidelines. A Physician's note may be required when returning to school.

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

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

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

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

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

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

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

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

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

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

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

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

PEDICULOSIS (HEAD LICE)-Exclusion from school may occur for live lice/multiple nits per the discretion of the school nurse/principal until 1) treatment with appropriate lice eliminating product, 2) removal of live lice/multiple nits, and 3) completion of a head check by the school nurse/principal.

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

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

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

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

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

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

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

CONCUSSIONS

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

to school and or physical activities.

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

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

More information can be found at www.kahoks.org/CHS/Sports/Sports_Medicine.htm, www.cdc.gov/safechild, www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx, www.cdc.gov/ConcussionYouthSports

DIABETES – CARE FOR

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

EMERGENCY EPIPEN-INJECTORS

There will be emergency undesignated EpiPen-injectors available in each school building to be used as needed following an assessment by the school nurse or trained staff member (with CPR/AED certification) of a child with a suspected allergic reaction. Students who have prescribed EpiPen-injectors at school with appropriate paperwork and pharmacy labels can be administered as needed by any trained school staff or self-administered by the student.

EMERGENCY HEALTH CONCERNS

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

EXEMPTIONS

A student will be exempted from physical/immunization/dental/eye exams for:

1. Religious Objection-a student's parent/guardian presents a Certificate of Religious Exemption to the school nurse/principal. This statement must be approved by the district superintendent or appointed designee. 2. Medical Objection-a student's parent/guardian presents to the school nurse/principal a written and signed statement from the child's physician indicating the reason for the exemption. 3. Eye exam requirement-the student's parent/guardian shows an undue burden or a lack of access to a licensed optometrist/ophthalmologist. A signed eye exam waiver must be on file. 4. Dental exam requirement-student's parent/guardian shows an undue burden or a lack of access to a dentist. A signed dental exam waiver must be on file.

HEAD LICE

Management on the Day of Diagnosis: If a student has a head lice infestation (live bugs) the student may have limited direct contact with others until treated, parents notified, and student sent home per the discretion of the school nurse/principal based on the number of nits/live lice and treatment history. Prompt treatment is recommended. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.

Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation/prompt and thorough treatment is a must.

HEALTH EXAMINATIONS AND IMMUNIZATIONS - REQUIRED

All students are required to present appropriate proof that the student received a health examination and required immunizations against preventable communicable diseases. Students must present an up-to-date immunization record that meets all Illinois requirements or an immunization schedule from the physician. Lack of proper immunizations is subject to exclusion from school. Students who are not compliant with physical examination and immunization requirements and have not submitted a waiver to be exempt from immunizations will be excluded from school and will not be permitted to make-up work for academic credit for their absences. The District will also report the student as truant. If a student submits a valid waiver to be exempt from immunization and is subsequently excluded from school due to a disease outbreak or due to his/her exposure to any of the diseases for which immunization is required, the excluded student will have the opportunity to make up all missed academic work for full credit.

SCHOOL HEALTH REQUIREMENTS

Early Childhood/Pre-Kindergarten:

Physical Exam on Illinois State Form by October 15, 2022

Documented up-to-date Immunizations

Kindergarten:

Kindergarten Physical Exam on Illinois State Form by October 15, 2022

Documented up-to-date Immunizations

Eye Exam on Illinois State Form by Oct 15, 2021

Kindergarten Dental Exam on Illinois State Form by May 15, 2023

First Grade:

Same as Kindergarten, Kindergarten Dental Exam completed
Second Grade:
Same as Kindergarten
Second grade Dental Exam on Illinois State Form by May 15, 2023
Third/Fourth/Fifth Grade:
Same as Kindergarten, Second grade Dental Exam completed
Sixth Grade:
Sixth grade Physical Exam on Illinois State Form by October 15, 2022
Documented up-to-date Immunizations
Proof of at least one Tdap Booster
One dose Meningococcal Conjugate Vaccine (MCV4)
Sixth grade Dental Exam on Illinois State Form by May 15, 2023
Seventh/Eighth Grades:
Same as Sixth grade, Sixth grade Dental Exam completed
Ninth Grade:
Physical Exam on Illinois State Form by October 15, 2022
Documented up-to-date Immunizations
Ninth grade Dental Exam on Illinois State Form by May 15, 2023
Tenth/Eleventh Grades:
Same as Ninth grade, Ninth grade Dental Exam completed
Twelfth Grade:
Proof of at least one meningococcal on or after 16th birthday, Ninth grade Dental Exam completed

Transfer Students:

District within Illinois: meet requirements of grade level within 30 days of start date
From another State: meet requirements of grade level within 30 days of start date, Eye Exam performed within one year if new to Illinois schools.

****A completed PHYSICAL EXAM** includes all required fields (immunizations, examination results, system review, diabetic screening, lead risk assessment, physical education examination). It must be on the Illinois Certificate of Child Health Examination form signed by a Physician/PA/APN including the office stamp/contact information. The health history located on the back of the physical form must be completed and signed by the parent/guardian. Must be completed by October 15 of the required grade or may be subject to EXCLUSION from school.

****DENTAL EXAM - IDPH Proof of School Dental Examination form** including the dentist signature and office/clinic information and completed within 18 months of May 15 of the required grade level.

**** EYE EXAM - Illinois Eye Examination Report form** including doctor signature and completed within one year of the required grade level or upon entry to an Illinois school.

****MEDICAL EXEMPTIONS** – written documentation from the physician (ask School Nurse for form).

****RELIGIOUS EXEMPTIONS** – written religious explanation from the parent/guardian, signed by a physician (ask for form).

****SPORTS PHYSICAL** - If your child will be participating in grades 7-12 sports, a sports physical is required annually (the ninth grade physical exam may be used during freshman year only) on the IHSA/IESA Physical form. Sports physicals are valid for 395 days and must be completed prior to tryouts/practice/play.

Please communicate with your building SCHOOL NURSE if you are in need of assistance finding resources, etc. We are more than willing to assist you in any way we can to prevent your child's exclusion from school.

HEALTH OFFICE

Medical facilities will be available for students that become ill during the school day. Students who feel ill during class should secure a pass from the teacher to go to the health office. If the nurse is not in the office, students should report to the school office. Injuries occurring in the classroom or during physical education class should be reported to the teacher in charge before going to the health office. The school nurse or office must make contact with a parent/guardian/emergency contact before ill students are allowed to be picked up/signed out and/or sign themselves out.

HEARING AND VISION SCREENING

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.

INSURANCE - SCHOOL

School insurance is offered at the beginning of each school year. Parents are encouraged to take advantage of this offering. Envelopes for enrolling for this insurance are available at centralized registration or in the school's office.

MEDICATION POLICY COLLINSVILLE UNIT #10 SCHOOL DISTRICT

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS. (Students may carry inhalers, Epi-pens, or Diabetic supplies if the student's parent/guardian has completed and signed a *School Medication Authorization Form* as discussed below. If it is necessary to carry these medications/supplies on the bus, an Emergency Medical Information for Students with Special Needs/Medical Concerns During Bus Transportation form may be completed.) Student medication form is available in the school health office.

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

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

An *Asthma Action Plan* should be on file for all students who keep an inhaler in the health room or self-carry an inhaler. It is recommended to keep an extra inhaler in the health room for emergency use even if the child will self-carry an inhaler.

4. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.
5. All medications administered to students during school hours must be transported to and from school by a parent or another adult acting on the parents' behalf.
6. **All requests to administer medication (prescription or non-prescription) to students must be in writing on the designated "Student Medication Authorization Form" and signed by the parent or legal guardian and the physician or appointed designee. Medication will not be administered unless a request form is properly completed and the medication is labeled properly.**
7. All medications, prescribed by the physician, must be in the original pharmacy container. **Prescription medication must have the pharmacy label on the medication bottle, box, or administration device. Non-prescription medication must come in a new sealed container.** Any change in the dosage of the medication and/or the directions for use will require a *corrected pharmacy label* indicating the changes and a *signed note from the physician*.
8. All medications given at school require a new Student Medication Authorization Form at the start of each school year.
9. **The administration of any medication containing a narcotic is discouraged during school hours.** If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
10. **Cough drops are permitted at the elementary and intermediate levels (Pre-K to 6th) with a medication permission form or dated note signed by parent/guardian. All cough drops need to be in a new, sealed package.** Students will be asked to stay in the health room or supervised by the teacher in the classroom while the cough drop is administered. However, cough drops are discouraged at this grade level due to risk of choking.

ADMINISTRATION OF MEDICINES TO STUDENTS

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) e and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals: 1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if: a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH; b. Copies of the registry identification cards are provided to the District; c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus. 2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on

school-operated property or while being transported on a school bus. 3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

The District retains the right to use its discretion to regulate the administration of the product, which may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

The District reserves the right to restrict or otherwise stop allowing the administration of medical cannabis to a child if the District or school would lose federal funding as a result.

Void Policy

The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication. The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors. The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists. The Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of a medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

Collinsville Unit School District No. 10 Health Services Procedural Guidelines for Undesignated Opioid Antagonist in the School Setting

PA 99-0480 Use of Undesignated Opioid Antagonist

The above legal reference allows schools to stock an antidote Naloxone (Narcan) for suspected overdose of opioid drugs of victims in the school setting.

The Illinois Department of Public Health (IDPH) has reported that deaths from opioid overdoses have increased fourfold since 1999, and is the leading cause of death in the United States for those under the age of 50. In 2018, IDPH reported EMS data indicating an increase in administrations of multiple doses of Narcan, associated to the increased toxic exposure to opioids in Illinois. Additionally, hospital emergency department (ED) information identified an elevation in ED visits associated with opioid overdose in 2018 compared to 2017. In 2015, the National Association of School Nurses (NASN) addressed the growing epidemic of opioid use and overdoses. NASN addressed the value of Naloxone in the school setting, and the necessity of anticipation such potential emergencies. IDPH defines Narcan as a prescription medication that can block or reverse the effects of an opioid overdose. **Examples of common opioids are: Heroin, Fentanyl, and certain prescribed pain medications.**

Collinsville CUSD No. 10 will stock the Undesignated Opioid Antagonist, Naloxone (Narcan) as provided by the Project Coordinator at Chestnut Health Systems through an existing Prevent Opioid Overdose Deaths Grant Program. **The Narcan will be housed at Collinsville High School and Hollywood Heights Alternative School.**

The initiation of Undesignated Opioid Antagonist in CUSD#10 will require a supply source, which at this time is Chestnut Health Systems; a plan to monitor and store the Narcan; and staff training. ISBE mandates training that must meet the requirements of the Act including the following: 1) Opioid overdose recognition and prevention; 2) Narcan administration techniques; 3) The importance of calling 911 for the care of the overdose victim after Narcan administration.

Who will administer Narcan if an overdose is suspected:

1) Nurses; 2) School Resource Officers also carry and are trained to use Narcan per their police department policies. Stock Narcan will be available for the school nurse to administer as necessary and in accordance with state law at CHS and Hollywood Heights schools. A school nurse and/or School Resource Officer may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. For questions regarding Narcan for CUSD#10, related training, or related ISBE reporting, contact Lisa Brown Sabatino, RN, MSN, IL/PEL-CSN District Lead Nurse at 618-346-6265 or Debra Welch, RN, IL/PEL-CSN at 618-346-6301.

MEDICATION – AUTHORIZED USE OF

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

The Student Medication Authorization Form (required for all prescription and non-prescription medications at school) must be completed by the student's parent(s)/guardian(s) each school year. This form must be on file in the Health Office, or in the absence of a Health Office, the School Principal's Office.

School personnel will destroy any medication that is not removed from the school at the end of the school year.

Students are not permitted to carry any type of medications while in school or riding a school bus to and from school unless the physician agrees that it is medically necessary for the student to carry his/her inhaler, EpiPen®, or Diabetic supplies. Discipline for Medication Policy violations includes all disciplinary measures in the student discipline code.

Resources: Public Act 096-1460 Recommended Guidelines for Medication Administration in Schools Illinois Department of Human Services and the Illinois State Board of Education, 9/2000

Public Act 099-0843 Asthma Episode Emergency Response Protocol and Asthma Action Plans

Public Act 98-0795 Self-Administration and Self-Carry of Medications for Asthma and Allergy

NON-EMERGENT HEALTH CONCERNS (CHS)

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

NURSE - SCHOOL

The school nurse supports student success through interventions that improve student health and impact academic achievement by providing emergent care, support of disease processes, development of individual healthcare plans, and

involvement in the IEP process. School nurses also act as on-site public health investigators; in this role, school nurses work to prevent the spread of communicable disease and respond to disease outbreaks under the direction of the Health Department.

HELP AND RESPONSE TEAM

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

In the event of the death of a current student or staff member: 1) After the event is verified, the district's trauma response team (Help and Response Team - HART) will be activated and district social workers, counselors, and psychologists can be made available to assist students and staff through the grieving process; 2) Resources regarding grief and trauma response will be provided to staff and available for students and families at their request; 3) Students wishing to attend the funeral service may do so with parent permission. These students will be excused from class but will be required to make up any missing assignments. Special arrangements will be made for siblings or relatives of the deceased student or staff member; 4) Assemblies will not be scheduled; rather, students will be supported in individual and small group settings; 5) The Superintendent or their designees will be the only persons authorized to talk with representatives from the media. With permission, the media may be allowed on school property; 6) Those students or families who would like to do something in memory of a student or staff member can meet with school social workers or counselors to discuss manners in which to do so outside of the school building or grounds; 7) The Collinsville High School graduation ceremony is reserved for the celebration of scholastic achievement and the anticipation of future opportunities available to all of the graduates. In order to best acknowledge the loss, supporting those who are ready and able to commemorate those who are no longer able to celebrate with the class and those who are not or choose not to have feelings of grief overshadow their time of personal celebration, a memorial flower arrangement will be a part of the annual graduation ceremony to acknowledge all of those who are not able to celebrate the achievement with us.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

HOMELESS CHILDREN EDUCATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Director of Student Services shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: 1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

HOMEWORK

Homework is any work assigned to the student to be completed outside the classroom to measure what students have learned in the classroom. It is an integral part of the educational process and has a positive effect on educational achievement. Homework is a discipline for students to develop organizational skills, responsibility, self-confidence, and good work and study habits and helps facilitate knowledge acquisition, critical thinking, and skill development in specific subject areas. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. The student shall have the responsibility to contact their teacher(s) concerning a plan for completing make-up work for equivalent academic credit within a reasonable time (this usually means one (1) day for each day of reported or documented absence). Students will not be allowed to make-up work missed due to an unexcused absence.

HONOR ROLL (COLLINSVILLE HIGH SCHOOL)

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

IDENTIFICATION CARDS (COLLINSVILLE HIGH SCHOOL)

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

IDENTIFICATION CARDS (COLLINSVILLE MIDDLE SCHOOL)

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

ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA) (COLLINSVILLE HIGH SCHOOL)

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

ELIGIBILITY RULES

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

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

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

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

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

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

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

Amateur Status If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes. B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter. C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest. D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

Recruiting of Athletes A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy. B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation. C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete, which are not uniformly

made available to all students who attend your school. D. You may not receive an “athletic scholarship” or any other special benefit from your school because you participate in athletics. E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school. F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity, which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

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

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

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

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

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.

INSURANCE - STUDENT

School insurance coverage is offered to students through the school district. It is available to those who desire this type of protection. It is a requirement that any student who participates in the school athletic program must carry some type of accident insurance. The regular policy protects you while on the way to and from school, at all school-sponsored activities, and while at school. A special policy may be purchased that protects the student 24 hours a day for the entire year. Football players are required to have special insurance coverage. This is obtained through the CHS/CMS school office. Forms that explain the policies, and their cost, may be accessed via the Collinsville Unit 10 District website at <http://www.kahoks.org>.

INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Illinois law (as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/) requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide and identify the intended date of the application of the pesticide and the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required

if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as possible. If a parent or guardian wants to be notified before a pesticide application is applied please fill out the form below and send it to the Director of Building and Grounds, 201 West Clay St, Collinsville, IL 62234. Any questions call the Director at 618-346-6350, ext. 4292. Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.

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

NOTIFICATION OF PESTICIDE APPLICATION	
Student Name _____ School Student Attends: _____	Parent/Guardian Name (Print): _____ Parent/Guardian Signature: _____ Parent Guardian Address: _____ Parent/Guardian Phone: _____
<p><i>Please send this form to the: Collinsville School District # 10, Director of Buildings & Grounds, 201 West Clay Street, Collinsville, IL 62234</i></p>	

INVITATIONS & GIFTS (DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

Birthday Invitations should only be brought to school if there is one for the entire class or all the girls or all the boys. Balloons, flowers nor gifts of any kind should be sent to the school through a delivery service nor brought to school to be given to a student.

LIBRARY/MEDIA CENTER (CUSD10)

Collinsville CUSD 10 provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The school libraries of Collinsville CUSD 10 are guided by the principles set forth in the [Library Bill of Rights](#) and its interpretative statements, [Freedom to Read](#) and [Access to Library Resources and Services for Minors](#) policy statements in support of acquiring and managing collections.

Vision & Mission Statements

Our vision of a school library/media center is not a warehouse of artifacts but a cognitive playground for the community we empower. Aligned with instructional and student performance objectives, our mission is to be facilitators of knowledge creation. Through easy access to virtual and physical activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

- [Selection & Acquisitions](#)
- [School Library Gifts and Donations](#)
- [Collection Maintenance and Weeding](#)
- [School Library Reconsiderations](#)

For further available resources and information about Collinsville CUSD 10 Library/Media Centers please visit kahoksread.org "Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries", American Library Association, December 8, 2016. <http://www.ala.org/tools/challengesupport/selectionpolicytoolkit> (Accessed December 15, 2021). Document ID: 8e08577d-3120-4054-796c-6f93719ba584

LIBRARY/MEDIA CENTER (COLLINSVILLE HIGH SCHOOL)

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

GUIDELINES FOR LIBRARY USE

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

POLICIES FOR LIBRARY USE:

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

Due Dates: Due dates are stamped on date-due cards that are issued with all materials.

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

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

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

LIBRARY/MEDIA CENTER (COLLINSVILLE MIDDLE SCHOOL)

Ph. 618.343.2146

Michael Hayman (Library/Media Specialist)

mhayman@cusd.kahoks.org

Websites: Kahoksread.org Mrhayman.com

Vision & Mission Statement

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

Aligned with instructional and student performance objectives, our mission is to be facilitators of knowledge creation. Through easy access to activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

Rules

1. 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 to read.
2. During the day, students are admitted with a pass from their subject or study hall teacher. No pass is needed if a student is visiting during lunch or before and after school.

CHECKOUT POLICY

Circulation:

1) Regular books on the circulating shelves are checked out for two weeks; Maximum 1 physical book at a time. (More books are allowed if discussed with Media Specialist first); 2) Renewals can be made at the request of the student at any time; 3) Materials checked out to a patron's number become the responsibility of the patron in all circumstances; 4) E-books and digital audio books are available through Destiny and Overdrive to all CMS students. Each allows 3 checkouts per system. So, students could have 7 library resources checked out if desired. For access, go to www.kahoksread.org, and click "Destiny." Logins are the same student chrome-book and reading counts login.

Fines & Book Loss

1. All fines forgiven once a book is returned; 2) If a student claims that they have returned the book, the librarian will check the shelves to see if a mistake was made. If the book was returned it should be on the shelves. If not, then where? By the end of the year, lockers have been cleaned out, notices and warnings have been given to students, teachers have been asked to search their shelves in their rooms and the librarian has scanned every book in the library. Whenever a student comes to the librarian and has lost a book, the librarian will offer the student the following options.

If the book cannot be found then the student may: 1) Pay for the cost of the book; 2) Purchase the same hardbound book from somewhere to replace it; 3) Donate two books or one high quality (hard cover) book that we have a reading count quiz for. To check, go to <http://src.scholastic.com/ecatalog>

Book Donation

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

Behavior

1) Students are expected to act responsibly and respect the rights of others while in the Media Center; 2) An atmosphere conducive to research, reading, group work, and study will be maintained. Lunch hours are the only exception. Many students engage in chess and other games provided; 3) Destroying or defacing library materials or equipment is inappropriate and is considered destruction of school property; 4) Do NOT bring food or drinks into the Media Center.

Services & Activities:

The Media Center has a collection of over 15,000 physical volumes and over 8,000 ebooks and digital audio books for all interests and reading abilities. A copy machine, 3D printer, LEGO Mindstorms, Tetrax Robot, Chess, Audio recording devices, Poster printer, 30 iPads, and Cloud-based Video editing software are available for student and staff use.

LIBRARY/MEDIA CENTER (DORRIS INTERMEDIATE SCHOOL)

A school/library media center is not a warehouse of artifacts but a cognitive playground for the community we empower. Our mission is to be facilitators of knowledge creation. Through easy access to activities, resources, individuals and spaces provided, the library/media center will empower its community the ability to shape the world that surrounds them.

Checkout Policy

Circulation

1) Students are encouraged to request books through Destiny (<http://kahoksread.org>). Once requested they will be delivered to your student's classroom teacher; 2) 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); 3) Renewals can be made at the request of the student at any time (Maximum 3 renewals); 4) If there is a hold placed on the book, then it cannot be renewed and must be returned; 5) Materials checked out to a patron's number become the responsibility of the patron in all circumstances.

Fines

1. All fines forgiven once a book is returned; 2) If a student claims that they have returned the book, the librarian will check the shelves to see if a mistake was made. If the book was returned it should be on the shelves. If not, then where? By the end of the year, lockers have been cleaned out, notices and warnings have been given to students, teachers have been asked to search their shelves in their rooms and the librarian has scanned every book in the library. Whenever a student comes to the librarian and has lost a book, the librarian will offer the student the following options.

If the book cannot be found then the student may: 1) Pay for the cost of the book; 2) Purchase the same hardbound book from somewhere to replace it; 3) Donate two books or one high quality (hard cover) book that we have a reading count quiz for. To check, go to <http://src.scholastic.com/ecatalog>

Book Donation

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

Behavior

1) Students are expected to act responsibly and respect the rights of others while in the Media Center; 2) An atmosphere conducive to research, reading, group work, and study will be maintained; 3) Destroying or defacing library materials or equipment is inappropriate and is considered destruction of school property; 4) Do NOT bring food or drink into the Media Center.

Services

The Media Center has a collection of over 10,000 volumes for all interests and reading abilities. A copy machine is available for student, staff, and public use. Programs and presentations are delivered to classrooms upon request.

We Read A Lot!

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

LOCKERS

A student's locker is the property of the school and must be used for the purpose intended, a storage area for books, school supplies relating to school use, outdoor garments and personal items which the student is legally entitled to have in his or her possession. If school officials believe that the student has placed illegal or dangerous materials, illegal

substances or unauthorized school materials in the locker, school officials may search the locker (and/or its content), with or without the student's knowledge or consent. Lockers may be searched by school officials at any time. Students will receive a locker assignment by the school office during registration. Students must keep their assigned lockers. Students may not switch lockers without administrative approval for a valid and appropriate reason. Students may be subject to disciplinary consequences if they violate this policy. Students must provide locks for their locker or a school lock may be put on it. It is required that students keep their assigned locker securely locked. Students are responsible for the contents of their assigned locker. Lockers are to be cleaned out before leaving school for the summer. The school will not be responsible for lost or stolen items. PE locks and lockers will be assigned in PE classes by the teachers. There will be a \$2.00 replacement fee charged for the loss or damage of PE class locks.

LOST AND FOUND

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

MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

NATIONAL HONOR SOCIETY (NHS) (COLLINSVILLE HIGH SCHOOL)

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

NATIONAL JUNIOR HONOR SOCIETY (NJHS) (COLLINSVILLE MIDDLE SCHOOL)

Eligibility for NJHS is based on the student's academic performance and must meet the GPA for chapter selection standards; Selection is based on the submission of a candidate form, which reflects the candidate's service to the community and excellence in the areas of leadership, citizenship, and character. School faculty will also evaluate candidates these requirements; The NJHS Faculty Council will score candidates based on a rubric, which considers the above criteria. The decisions of the Faculty Council for selection or non-selection are final; NJHS members are held to the highest standard of character and citizenship; NJHS morning meetings and study hall meetings are held once per month, unless otherwise explained by the adviser; Students transferring into CMS their 8th grade year will gain automatic admission if they have been inducted from their sending school; Members are expected to attend ALL meetings and activities; the adviser must be given advanced written notice of absences and members must make up the missed time with individual service hours; Each month, NJHS members will participate in a service project as a group, which may take place within or outside of the school building; Members will need to complete a minimum of 15 hours of service during the school year in which he or she is a member; Any member displaying poor character or citizenship in CMS classrooms or hallways can receive a NJHS character violation from any teacher or staff member at CMS; At the end of each grading period, the adviser will check the GPA for each member to ensure it remains at or above chapter standards; if not he or she will be given written notice that he/she has been put on academic probation until the next grading period; At the end of each grading period (or more often if needed) the adviser will check the discipline records for each member. If these reflect a standard of behavior below chapter standards, the Faculty Council will convene to determine the student's status as a member; Students who do not comply with the principles and rules of membership will be dismissed after a (3/5 majority) vote of the Faculty Council; For particularly flagrant violations (per Article X, Section 2 of the NJHS Constitution), the adviser will meet with the Principal and exercise their prerogative to dismiss the member without

convening the Faculty Council; For more information about the National Junior Honor Society, check out the national organization's website: <https://www.njhs.us/>

NATIONAL TECHNICAL HONOR SOCIETY (NTHS) (COLLINSVILLE HIGH SCHOOL)

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

NCAA CLEARINGHOUSE (COLLINSVILLE HIGH SCHOOL)

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

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

NONPUBLIC SCHOOL STUDENTS

PART-TIME ATTENDANCE

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis. Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1. A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, prorated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

STUDENTS WITH A DISABILITY

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

EXTRACURRICULAR ACTIVITIES, INCLUDING INTERSCHOLASTIC COMPETITION

Nonpublic students, regardless of whether they attend a District school part-time, will not be allowed to participate in extracurricular activities.

ASSIGNMENT WHEN ENROLLING FULL-TIME IN A DISTRICT SCHOOL

Grade placement by, and academic credits earned at a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education. A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank. Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments

will be made according to School Board policy 7:30, Student Assignment, as well as administrative procedures implementing this policy.

PANDEMIC (INSTRUCTION DURING PANDEMIC)

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Homebound Instruction Notification

Students with disabilities or medical conditions that prevent them from attending school due to the potential increased risk of severe illness which may include risks related to COVID-19 exposure may qualify for home/hospital instruction. Pursuant to the Illinois School Code (105 ILCS 5/14-13.01(a)) and Illinois Administrative Code (Ill. Admin. Code 226.300), students may qualify for home or hospital instruction if it is anticipated that, due to a medical condition (physical or mental), the student will be unable to attend school, and instead must be instructed at home or in the hospital setting for a period of two (2) or more consecutive weeks or on an ongoing intermittent basis. The District will evaluate requests for remote instruction according to Section 504 evaluation procedures, state and federal law and Illinois State Board of Education rules. Families will be required to provide a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse stating the existence of such medical condition, the impact on the child's ability to participate in education, and the anticipated duration or nature of the child's absence from school. Appropriate educational services from qualified staff will begin no later than five school days after District approval of the remote learning plan request. Periodic conferences may be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate a student's return to an in-person learning plan at school. Students who qualify for homebound learning may be offered access to the instruction and curriculum via remote learning through the school district, including virtual classroom sessions and individual meetings and conferences with their teacher(s). During an approved homebound learning plan, online instruction may be in the form of synchronous and/or asynchronous video and/or audio recordings and/or may involve use of third-party virtual platforms (i.e. Edgenuity). Students who do not attend and engage in virtual classroom sessions at the scheduled time without a valid excuse will be considered absent. The Collinsville School District attendance plan

for In-Person and Remote Learners complies with the Illinois School Code Section 105 ILCS 5/26-2A. Questions and comments asked and spoken by students will be part of the recording. These recordings will not be made public by the District. Students receiving homebound instruction are not eligible to participate in or attend extra-curricular activities as defined in the Student Handbook.

PARENT AND TEACHER CONFERENCES

Communication between home and school is essential in order to provide the best opportunities for the children in our district. Conferences are scheduled throughout the school year, but please do not feel these are the only times you may confer with your child's teacher. When the need arises, please call the school in advance to schedule a meeting with the teacher. Most problems that students experience in school can be resolved easily when parents and teachers communicate at the first sign of a problem. The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

PARENTAL NOTIFICATION (EDUCATION TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT)

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as: Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number; Demographic information; Enrollment information; Assessment data, grades, and transcripts; Attendance and class schedule; Academic/extracurricular activities; Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status); Conduct/behavioral data; Health information; Food purchases; Transportation information; In-application performance data; Student-generated work; Online communications; Application metadata and application use statistics; Permanent and temporary school student record information.

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as: Instruction in the classroom or at home (including remote learning); Administrative activities; Collaboration between students, school personnel, and/or parents/guardians; Other activities that are for the use and benefit of the school district.

PARENTAL NOTIFICATION (ESSA)

NOTICE TO PARENTS REQUIRED BY ELEMENTARY AND SECONDARY EDUCATION ACT, MCKINNEY-VENTO HOMELESS ASSISTANCE ACT, AND PROTECTION OF PUPIL RIGHTS ACT

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

ISBE's *Frequently Asked Questions regarding the Every Student Succeeds Act (ESSA)*, published 8-12-16, at: www.isbe.net/Documents/ESSA-faq.pdf.

U.S. Department of Education's *Frequently Asked Questions regarding Transitioning to the Every Student Succeeds Act (ESSA)*, updated 6-29-16, at:

www2.ed.gov/policy/elsec/leg/essa/essafaqstransition62916.pdf.

I. Improving Basic Programs Operated by Local Educational Agencies

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

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

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

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

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

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

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

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

II. English Learners

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

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

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

III. Parent and Family Engagement

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

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

IV. Voluntary Public School Choice Program

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

V. Education of Homeless Children and Youths

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

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

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

VI. Student Privacy

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

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

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

PARKING PERMIT POLICY (COLLINSVILLE HIGH SCHOOL)

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

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

Any vacant parking assignments may be assigned to sophomore students (must have 5.00 – 9.5 credits) in January of the second semester of the school year based on the following criteria: Sophomore students may have no more than three (3) absences (ie., unexcused-partial and full day absences), in the first semester of their sophomore year & sophomore students may have no more than fourteen (14) tardies (cumulative) to ANY class during the course of an academic quarter of the current school year. If the criteria listed above are met, stickers will be available based on class rank determined at the end of the student's first semester of their sophomore year. Sophomore students will be charged half of the current year's price for a permit and will be subject to all rules and regulations stated in the parking policy of the handbook.

In order to provide incentives for students to strive for academic excellence, eligible Juniors (must have 10.0 – 14.75 credits) and eligible Seniors (must have 15.0 or more credits) will have the opportunity to choose their parking spot for the following year. Prior to the end of the school year, students will be asked to complete a parking spot request form and submit this form to the high school office. On the form, students will be asked to identify their top three (3) parking spot choices. During the summer months, requests will be fulfilled in an order based upon student classification and students unweighted class rank (calculated at the end of the fourth quarter). Parking requests for senior students will be filled first, followed by junior students. Students (in the same class) who have equivalent unweighted class rank will have their parking spot request order completed through random draw. In the event the requested spots are not available, the student will receive the closest available spot relative to their requests. For example: The student ranked number one (1) in the senior class will have his/her parking spot request fulfilled first, the student ranked number two (2) in the senior class will have his/her parking spot request fulfilled second, etc. After the submitted request forms for the senior class have been fulfilled, the student ranked number one (1) in the junior class will have his/her parking spot request fulfilled, followed by the student ranked number two (2) in the junior class, etc. All parking spot assignments must be claimed during registration in the fall. Any student who does not claim their parking spot at registration will forfeit that parking spot and may reserve a parking spot from the parking spots available.

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

Students are expected to be punctual to all classes and instructional programs. Students who receive 15 tardies (cumulative) to ANY class during the course of an academic quarter will have their parking privileges revoked for the duration of the school year. Students who receive ten (10) tardies and/or unexcused absences (cumulative) to FIRST HOUR class during the course of an academic semester will have their parking privileges revoked for the duration of the school year.

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

DRIVING AND PARKING REGULATIONS

The driving and parking regulations that follow apply to all students who commit a vehicular infraction or violate parking policy. 1) Students are responsible for the vehicle registered in their name and should drive only that vehicle. In an emergency situation, an "authorized student-driver" may drive another "family-owned" vehicle (i.e., a vehicle registered to the parent/guardian of the student). This "authorized student-driver" must register the "family-owned" vehicle on a form in the Main Office, upon arrival to school each day this vehicle is in use. On this form, students must provide their name, decal number, license number, and the make/model of the "family-owned" vehicle. Students may not register the vehicle of another student. Failure to abide by this registration process may result in disciplinary action; 2) Students may only park in the parking space assigned to them. Designated spaces are available for staff and visitors; 3) Students may not park on the back road. Students should not park their vehicles in fire lanes, bus loading zones, driveways, campus thoroughfares, faculty/visitors parking areas, or in handicap parking areas; 4) Students operating motor vehicles must observe all signs present on CHS parking lots and on school grounds; 5) Students are authorized to drive their registered vehicles during the following situations: arrival to school, early dismissal, and open campus (which occurs when school is dismissed). In the event of an early dismissal, authorized student-drivers must receive a release from the Main Office before exiting the school; 6) All vehicles must be operated in compliance with the Illinois Rules of the Road, including proof of state-mandated, insurance coverage (insurance card), vehicle registration information, and a driver's license; 7) The speed of vehicles must not exceed 10 M.P.H.; 8) All vehicles must be operated on proper roadways within the CHS campus. Driving/parking privileges at CHS may be revoked if a student drives over sidewalks, on grassy areas, or over/through barricades meant to limit/prevent vehicular traffic, drives recklessly, leaves campus without permission or takes another student(s) off campus without permission; 9) Unnecessary and disruptive conduct while driving/parking is prohibited. Such acts include the revving of engines, rapid acceleration, and other dangerous acts (including unexpected braking, performing wheelies, and playing loud music); 10) Transferring parking decals to another student(s) or permitting an unauthorized student(s) to park is not allowed (during any part of the school year). Only the registered

student is authorized to use his/her assigned space and vehicle; 11) Always secure your parked vehicle and leave it immediately. Students should vacate their vehicles and clear the parking lot, immediately. Vehicles are to be parked and are to remain parked from arrival to dismissal, unless a student has administrative permission to move the vehicle during the school day – Students will not be issued passes to their vehicle during the school day (except for emergent situations); 12) Registration Conditions: a) Juniors and Seniors must register vehicles for parking according to the policies established by the administration; b) Students who receive parking decals may have their parking decals removed and their driving/parking privileges revoked if it is discovered that he/she does not meet one or more terms of the CHS Student Parking Permit Policy; c) The administration reserves the right to limit the number of parking spaces available or to restrict student parking privileges; d) The cost for an initial, student-parking decal before/during the first semester has been set by the Board of Education. The cost for an initial, student-parking decal during the second semester has been set by the Board of Education. Replacement decals may be provided at an additional expense; 13) Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school; 14) Collinsville Community Unit School District #10 assumes no responsibility/liability for damages to student vehicles, any possessions left in them, or anything attached to the vehicles on school property. Students park their vehicles on or near school property at their own risk. Students should be aware that their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended; 15) Any violation of school/parking policy may result in a conference, a suspension(s), and/or removal of driving/parking privileges for the school year (in addition to any other penalty imposed by administration); 16) CHS will NOT refund parking fees; 17) Inappropriately parked vehicles or vehicles without an authorized parking sticker may be towed at the owner's expense.

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

To qualify for a parking decal, students must: 1) Receive less than fifteen (15) tardies (cumulative for all periods), during the CHS academic quarter preceding the quarter when the parking decal is initially issued. (Example: Students receiving decals during registration/Fall Semester 1, must have received less than fifteen (15) tardies during Spring Semester 2/Quarter 4 of the previous CHS school year); and 2) Students must have maintained ten (10) or fewer unexcused absences (partial and/or full day) and/or not exceeded three (3) truant absences, during the previous school year. NOTE: Optional fees such as parking passes will not be waived under the Fee Waiver Policy as they are not included in the definition of "School Fees" by Illinois School Code.

PHYSICAL EDUCATION

GRADES (COLLINSVILLE HIGH SCHOOL)

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

EXEMPTIONS

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

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Occasionally a student may be unable to participate in physical education due to an injury or illness. Exemption from Physical Education (PE) may be issued from the nurse with a parent note not to exceed two (2) days. The parent/guardian

must write a note stating the nature of the injury/illness to request this excuse. Parent/guardian notes requesting PE exemption should be delivered to the CHS health room prior to first hour class. Requests for PE exemption to exceed two (2) days must be signed by a person licensed under the Medical Practices Act corroborating the medical basis of the request. Doctor's notes for P.E. exemption must have an ending date. If no ending date is listed, duration will be from appointment to appointment or 30 calendar days.

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

UNIFORM GUIDELINES (CHS/CMS)

All students shall wear gray, purple or black shirts with sleeves gray, purple or black shorts, socks and athletic shoes during physical education classes. For the safety of students, the following will not be permitted to be worn during physical education class: jewelry, flip-flops, open backed and/or open toed shoes, boots, jeans, pajamas, etc. (Yoga shorts/ pants and tights may be worn with shorts on over them). Sweatshirts and sweatpants may be worn over the physical education uniform with teacher permission prior to dressing. Sweatshirts may not have a hood or pockets, and sweatpants may not have pockets. Students not dressing for physical education may be ~~are~~ subject to disciplinary action as determined on a case-by-case basis by school administration.

PHYSICAL EXAMS

SCHOOL PHYSICALS

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

SPORTS/ATHLETICS PHYSICALS

Students who participate in interscholastic athletics at Collinsville Middle School and Collinsville High School must have a current sports physical on file with the athletic trainer. Physicals may be completed on the Illinois DHS form or the IHSA sports physical form. Physicals are valid for 13 months from the date of the exam. Ninth grade physicals must be completed on the Illinois DHS physical form and will also be adequate to meet the IHSA sports physical requirement. Physicals may be submitted to the athletic director, the athletic coach or athletic trainer.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

Collinsville Unit 10 School District is a proud participant of Positive Behavioral Interventions and Supports (PBIS). PBIS stands for Positive Behavioral Interventions & Supports. It is an evidence-based framework used by schools to improve school culture and student behavior, promoting a safe environment for learning. PBIS is based on several decades of research by major universities across the country. A key aspect of PBIS is focusing on more **positive behaviors** and less on negative behaviors. The way schools operate are their foundational systems. In PBIS, these systems support accurate, durable implementation of practices and the effective use of data to achieve better outcomes. Schools generate multiple pieces of data about students every day. Within the PBIS framework, schools use data to select, monitor and evaluate outcomes, practices, and systems across all three tiers. Key to improving outcomes are the strategies to support students at every level. In PBIS, these interventions and strategies are backed by research to target the outcomes schools want to see. The outcomes from PBIS are what schools achieve through the data, systems, and practices they put in place. Families, students, and school personnel set goals and work together to see them through. In PBIS, outcomes might be improved student behavior, or fewer office discipline referrals.

POSTERS

All signs or posters affixed in the school building(s) must be approved by a club or activity sponsor (when applicable) as well as the Activity Director and/or Building Principal.

PUBLICITY RELEASE

At times, the Collinsville School District has the opportunity to publish the achievements of students at school. Examples include everyday classroom activities, awards, special projects, sporting events, etc. Publications may occur through school or district web pages, newspapers or other media. It is the intent of the Collinsville School District to protect all students from harm or injury.

PICTURES OF UNNAMED STUDENTS

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the building principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

PICTURES OF NAMED STUDENTS

Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. If you DO NOT wish to have your child's named picture, named videotape, interview by the media, or named student-produced materials used for this purpose for the current school year, or if you wish to have your child's name omitted for the current school year, please send a letter outlining your request to the Director of Technology, Collinsville Community Unit School District No. 10, 201 West Clay Street, Collinsville, Illinois 62234. Notification should be made to the District annually if you DO NOT wish to have your child's named picture, named videotape, named interview by the media, or named student-produced materials used for this purpose, or if you wish to have your child's name omitted.

PICTURES OF STUDENTS TAKEN BY NON-SCHOOL AGENCIES

While the school limits access to school buildings by outside photographers, it has no control over the news media or other entities that may publish a picture of a named student. School staff members will not, however, identify a student for an outside photographer.

TEACHER PERFORMANCE ASSESSMENT

Illinois has launched a new performance assessment initiative to insure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment, pre-service teachers must video their performances and the impact the instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of teaching performances. Parents who do not want their children recorded or their children's work samples scanned, should contact the principal in writing annually stating so.

REGISTRATION REQUIREMENT

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

REPORT TO PARENTS

Parents/Guardians are encouraged to frequently check their child's progress throughout the year on the CHS FAMILY Access website: www.kahoks.org - Parents/Students>Family Access.

RESIDENCE VERIFICATION (ANNUAL)

Collinsville Community Unit School District No. 10 is happy to share that we are updating our district practice for annual student residence verification for compliance with District Policy and Illinois School Code. In an effort to honor parent and staff time, Collinsville CUSD10 will be working with a third-party vendor who uses a system called CLEAR Batch to automatically verify parent/guardian residency within the Collinsville CUSD10 boundaries. The CLEAR Batch system reviews public records to verify the parent/guardian name and address. In the past, all households were required to verify residency at the initial time of student enrollment for continued enrollment in the District. This new process will allow the Collinsville School District to annually verify parent/guardian residence within the boundaries of the Collinsville CUSD10. The software will allow staff to conduct electronic residency verification for the district. The intent of the software is to 1) Conduct annual residence verification in an efficient manner; 2) Significantly reduce parent time needed to satisfy annual residence verification; 3) Significantly decrease staff time taken for the annual residency verification process.

RESTRICTED AREA POLICY (COLLINSVILLE HIGH SCHOOL)

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

RESTRICTED AREA POLICY (COLLINSVILLE MIDDLE SCHOOL)

A restricted area is any area of the campus where a student's presence is not required as a result of his/her instructional program. This includes, but is not limited to, the Commons Area (at any other time other than assigned lunch periods). Students may use the hallways, restrooms, and their lockers between classes (Administration reserves the right to limit access to school facilities during any time of the school day). Movement throughout the building (other than passing periods) will require a hall pass signed by a staff member. Such movement must be done promptly and by the most direct means. Attendance in a restricted area may result in disciplinary actions by administration.

Campus Arrival/Departure

Upon arriving at school, students are to report to the commons area for breakfast or gymnasium where they will be dismissed to first period class. 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 extracurricular or teacher-supervised activities.

SALE OF FOOD PRODUCTS AT SCHOOL

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

SCHEDULE CHANGES (COLLINSVILLE HIGH SCHOOL)

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

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

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

SCHOOL HOURS

Collinsville schools operate with staggered start times to facilitate the efficient transportation of students. A modified schedule is followed for the first and last day of each school year as well as for staff in-service days. Students are dismissed ½ hour early EVERY Wednesday during the school year so staff can participate in Professional Learning Communities (PLC).

SCHOOL HOURS

School	Full Day Schedule	Wednesday Schedule	Half Day Schedule
Elementary Schools <i>(except Webster)</i>	7:55AM – 2:40PM	7:55AM – 2:10PM	7:55AM – 11:20AM
Elementary School <i>(Webster)</i>	7:55AM – 2:25PM	7:55AM – 1:55PM	7:55AM – 11:05AM
Dorris Intermediate School	9:00AM – 3:45PM	9:00AM – 3:15PM	9:00AM – 12:25PM

Collinsville Middle School	8:45AM – 3:40PM	8:45AM – 3:10PM	8:45AM – 12:15PM
Collinsville High School	7:50AM – 2:50PM	7:50AM – 2:20PM	7:50AM – 11:20AM
Hollywood Heights School	7:30AM – 1:30PM	7:30AM – 1:30PM	

NOTE: Subject to change as per Board of Education approved Return to Learning Plan

SCHOOL MESSENGER

In our efforts to improve communication between parents and school, schools in Collinsville Unit 10 institute a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may also be used from time-to-time to communicate general school announcements or reminders. This service is provided by School Messenger, which specializes in school-to-home communications. This program requires NO registration. The primary contact phone number in our student information system database will be used as the contact number. In order to receive important messages via the School Messenger program, it is imperative that parents/guardians report any changes in the student's primary phone number as promptly as possible.

SCHOOL REPORT CARD

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

SCHOOL RESOURCE OFFICER/DISTRICT SECURITY OFFICER

The Collinsville CUSD10 has two (2) full-time School Resource Officers (SRO) and a District Security Officer (DSO) to serve as a resource to administrators, classroom teachers, parents and students. The SRO and DSO also assist school officials with supervision and security on our campus, as well as many other services for our entire school community. The SRO and DSO act as an agent of the school and will assist the school administration with daily obligations of the school.

SCHOOL SONG (COLLINSVILLE HIGH SCHOOL)

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

SCHOOL SPONSORED PUBLICATIONS, PRODUCTIONS AND WEBSITES

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news,

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

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

SEAL OF BILITERACY PROGRAM (COLLINSVILLE HIGH SCHOOL)

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

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

To qualify for the Seal of Biliteracy, seniors must: 1) Earn a minimum composite score of 21 on an official administration of the ACT, **OR** a score of 540 on the SAT English Language Arts **OR** 2) Earn a minimum overall score of 4.8 on the ACCESS for ELLs exam, **OR** a minimum score of I-5 on the ACTFL ESL Assessment **AND** Earn a minimum score of I-5 on the ACTFL's Assessment of Performance toward Proficiency in Languages (AAPPL) exam. The following languages can be assessed with the AAPPL exam: Arabic, Chinese (Mandarin), French, German, Latin, Portuguese, Russian, and Spanish.

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

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

SEARCH AND SEIZURE

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

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

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

lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. School officials may not request or require a student or his/her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

SEX OFFENDER & VIOLENT OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1) To attend a conference at the school with school personnel to discuss the progress of their child; 2) To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services; 3) To attend conferences to discuss issues concerning their child, such as retention or promotion. In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony. State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

SKYWARD FAMILY ACCESS (PARENT & STUDENT PORTAL)

Family Access is a real time district-sponsored tool for students and parents to track progress and keep current on assignments, attendance, tests and other academic activities. It may be accessed through the school district website www.kahoks.org - Parents/Students>Family Access. Activation codes will be mailed to parents and students when they enroll in the district. The activation code is designed to protect the privacy of data. Information, which may be obtained through the Family Access website, includes: On-line Registration, daily announcements, class schedules, updated grades, report cards, attendance reports and the ability to update their School Messenger information. Collinsville Unit 10 School District believes that communication between parents and school is critical for the success of students.

SPECIAL EDUCATION SERVICES

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children

with disabilities” means children between ages 3 and the day before their 21st birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. Services are provided in the least restrictive environment based upon the child’s individual needs and can range from providing consultation to the general education classroom teacher to full-day instructional programming for the student in the special education setting. Collinsville CUSD No. 10 ensures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities and physical, learning or emotional disabilities. If necessary, students may be placed in private education facilities if services cannot be provided within the District. Related services, such as speech and language therapy, physical therapy, occupational therapy, adaptive physical education and social work are also available to students who meet certain criteria and for whom a program has been developed. If you feel your child may need special education programming, please contact your building principal or school counselor.

REFERRALS FOR SPECIAL EDUCATION

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

CHILD FIND/SPECIAL EDUCATION REFERRAL

The school district attempts to identify, locate and evaluate all children age 3 through 21 who are suspected of having a disability, which adversely affects educational performance. Additionally, the district refers families who are expecting a child or have children up to three years of age to our community partner, Children’s Home and Aid, for home visiting and other services. Children with disabilities up to age three and in need of specialized services are referred to Child and Family Connections; an agency that coordinates needed services for the student and their families. Further child find activities include, early childhood screenings and teacher and/or parent referrals for case study evaluations. Screening dates for early childhood children (those children who will be three by the start of the school year up to kindergarten age) can be accessed on the district web site and the local newspapers. The early childhood screening is a free developmental check that includes gross and fine motor, cognitive, vision, hearing and speech/language screening. Children who show delays in two developmental areas may be referred for full case study evaluation for special education services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Inquiries regarding the identification, assessment and placement of students may be directed to the Collinsville CUSD10 Special Education Department (Hollywood Heights School, 6 Oakland, Caseyville, Illinois 62232, Phone: (618-343-2762).

RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP and at any other time upon request.

MAINTENANCE AND DESTRUCTION OF SPECIAL EDUCATION RECORDS

Special education records (case study components, IEP’s and correspondence with educational and diagnostic centers) are considered temporary records and are housed at the Special Education Offices, 6 Oakland, Caseyville, IL 62232. Parents of students, or students, if they have succeeded to the rights of the parents, may view or request copies of these records by contacting the Director of Special Education & Related Services at 618-343-2762. Upon graduation or permanent withdrawal of a handicapped student, as defined in the School Code [105 ILCS 5/Art.14] and 23 Ill. Adm. Code 226, Subpart A (Special Education), psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. Temporary records of those students who have permanently withdrawn or graduated from Collinsville Community Unit 10 will be destroyed after five years from the date of graduation or permanent withdrawal beginning the second week of June each year. Parents or students, if they have succeeded to the rights of the parent, are encouraged to claim these records because they may be of medical or educational benefit in the student’s future. For those parents of students or students, if they have succeeded to the rights of the parents, who may wish to acquire any of these temporary records before they are to be destroyed, please contact the Director of Special Education & Related Services at 618-343-2762.

REQUESTING TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

STANDARDIZED TESTS

Students and parents/guardians should be aware that the State and District require students in grades K-12 to take standardized tests throughout the school year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following: 1) Encourage students to work hard and study throughout the year; 2) Ensure students get a good night's sleep the night before exams; 3) Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein; 4) Remind and emphasize for students the importance of good performance on standardized testing; 5) Ensure students are on time and prepared for tests, with appropriate materials; 6) Teach students the importance of honesty and ethics during the performance of these and other tests; 7) Encourage students to relax on testing day. *A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.*

STUDENT ASSIGNMENT & INTRADISTRICT TRANSFER

Student Assignment and Intra-District Transfer Attendance Areas The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the School Board. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to policy 6:140, Education of Homeless Children. Building principals (or their designee) shall assign students to classes.

STUDENT BEHAVIOR

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

GENERAL DISCIPLINARY AUTHORITY

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

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

GENERAL PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

School problems can best be resolved at the campus level, where problems start. In order to resolve problems, parents, guardians, and students can meet with a teacher at an appropriate time to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with the building

administrator to review the area of concern. If the parents, guardians, or students are dissatisfied with the building administrator's decision or explanation, they can meet with the Director of Student Services to review the area of concern. If further assistance is needed, then parents, guardians, or students can meet with the Superintendent of Schools.

RESPONSIBILITIES IN BEHAVIOR INTERVENTIONS

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

Students

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

Parents

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

Teachers

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

Administrators

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

Board of Education

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

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

DISCIPLINE PROGRAMS

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Disciplinary actions apply equally to all students. All discipline will be imposed on a case-by-case basis. Potential disciplinary measures include, without limitation, any of the following measures: Oral correction; Disciplinary conference, phone call, letter, and/or e-mail; Parent/guardian notification; Temporary removal from the classroom; Restitution for lost or stolen goods or property; Community Service; After-school study or Before-school study provided the student's parent/guardian has been notified; Restitution or restoration, as applicable, from vandalism; Seizure of contraband, confiscation and temporary retention of the personal property that was used to violate school rules; Exclusion from extracurricular activities such as field-trips, commencement exercises/awards ceremonies; Suspension of bus riding privileges; Restriction or removal of computer-use privileges for up to one school year; Suspension from school (and all school activities) for up to ten (10) days; Expulsion from school and all school activities for a definite time period not to exceed two (2) years; Notification to juvenile authorities or other law enforcement in circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies; Transfer to the Center for Educational Opportunities (Madison County Regional Safe School Program) or other Alternative Education Program(s) if a student is expelled or otherwise qualifies for transfer under State Law; Any other appropriate disciplinary actions determined by the administration. The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Potential disciplinary measures also include, without limitation, the following measures:

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

Detention (CHS): The detention program is primarily a supervised study time for students. Students assigned detentions shall not be penalized academically. The program will run from 7:00AM – 7:45AM Monday through Friday and from 3:00PM to 4:00PM Monday, Tuesday, Thursday, and Friday. Parents may request that their child be given the next level of consequence in place of detention (In School Supervision). This request must be made prior to the scheduled detention assignment. Any student who refuses to serve, misbehaves, skips or intentionally misses an assigned detention will be assigned to In School Supervision on the following day. Students not reporting to detention on the day assigned may be reassigned to ISS the following day. Any changes to detentions must be made by a parent/guardian ONLY by contacting the appropriate administrator. For morning detention, the change must be made before 3 p.m. the day prior to the assigned detention. For afternoon detention, the change must be made by 12 p.m. on the day of the assigned detention.

Detention (CMS):

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

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

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

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

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

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

Tardy Detention: Tardy detentions will be assigned by the 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).

In School Supervision (ISS) – (CHS): Students will serve In School Supervision (ISS) at school during the school day for as many days as their disciplinary consequences stipulate. During this time, students should work on the assignments being covered in their classes. Students serving ISS will be counted present and receive full credit for academic work completed. Teachers must provide assignments for credit at the student's request. If a student has an unexcused absence in conjunction with serving an ISS, then make-up work will not be permitted. Students are responsible for obtaining assignments from their teachers prior to reporting to ISS. ISS is the last opportunity a student has for remaining in school following disciplinary infractions. If a student chooses not to follow proper ISS procedure, he/she will be suspended out of school, and may reserve an additional day in ISS and/or STOP program assignment. Abuse of an ISS assignment or continued violation of ISS rules may result in the loss of the ISS option. Students or their parent/guardian MUST provide transportation home should the ISS assignment not be completed successfully. In order to change an ISS, the request must be made by 12 p.m. the day before the assigned ISS. An OSS may be requested in lieu of an ISS ONLY by a parent/guardian. Note: School work may not be made up when a parent opts for OSS instead of ISS.

The following are rules, regulations, and procedures for the Collinsville High School ISS assignment: 1) Students must be in their seats when the 7:55 a.m. bell rings; 2) Students may not talk or cause any type of disruption or distraction to the "Absolute Quiet" atmosphere of the ISS; 3) No sleeping is permitted; 4) Students are to be studying, reading, and completing academic assignments quietly. Students must come prepared with pen, pencil, etc. to work in ISS; 5) Students are responsible to acquire and return make-up work for missed classes; 6) Lunch is spent in ISS. Students may bring a lunch from home or order a lunch. All drinks must be sealed. No soda is permitted in the ISS room; 7) A type "A" lunch is the only purchasable option. No other eating or drinking is permitted. Gum and cough drops are not permitted at any time; 8) Once the lunch orders have been placed, no additions will be made; 9) There will be three breaks during the day. There will be no other breaks, trips to the lockers, or use of the phones except for medical reasons or emergencies; 10) Students who leave ISS early on will not receive credit for the day and would therefore serve the ISS on the next day of attendance. The student will still receive academic credit for all work completed; 11) Students who are absent from school on days to be spent in ISS must make up the days absent when they return to school; 12) In the event that school is canceled for any reason on the day of an ISS assignment, the student should report to ISS on the first day that school resumes; In the event that a student is absent on the day of an ISS assignment, the student should report to ISS on the first day that the student returns to school, 13) Dismissal is at 2:55 P.M. Students are to take all of their books and materials with them each day of an ISS assignment. Nothing is to be left in the ISS room. Anything left in the room will be taken to the Lost and Found; 14) Students who fail to successfully complete an ISS assignment may be sent home. For a failure to complete ISS assignment: 1) the office will contact the parent; 2) the parent must arrange for student

transportation home, and; 3) the day may be recorded as an Out of School Suspension. Additional failures of ISS may result in out of school suspension for the number of days remaining for the ISS assignment.

If a parent/guardian is not able to arrange for transportation home: 1) the student will be sent to the library testing center; 2) the day attendance will be recorded as an in-building absence (IA) and; 3) the student must serve a STOP assignment on the next day of student attendance.

In-School Supervision (ISS) (CMS)

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

Students assigned to In-School Supervision (ISS) must first report to first period class and then proceed to the ISS room. 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. Any student who refuses to report to ISS will be subject to STOP or out-of-school suspension. The rules of ISS are posted in the ISS room and are available to parents/guardians upon request. Failure of In-School Supervision (ISS); Students must pass a full day of ISS to fulfill their ISS obligation. The ISS Supervisor will determine whether a student passes or fails based on the compliance of the student to the rules of ISS. If a student chooses not to follow proper ISS procedures, s/he may be suspended out of school for the day s/he failed. Based on the reason for ISS failure, the remaining ISS days may be turned into STOP or Out-of-School Suspensions. Parents are encouraged to avoid scheduling appointments or requesting early dismissal(s) of students on an assigned ISS day(s). Changes to the ISS date(s) selected by administration may only occur when the parent/guardian of the assigned student contacts the administrator who made the assignment to request an alternative ISS date(s). CMS encourages all students to serve ISS assignments; parent(s)/guardian(s) may opt for their child to serve one day of Out-of-school suspension for every ISS assigned to their child, but it is highly discouraged. 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. 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. All students in ISS will have a lunch provided to them (based on their recorded lunch status) during a common ISS lunch period. 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.

Short-Term Option Program (STOP) (DIS/CMS/CHS): The Short-Term Option Program (STOP) is designed to keep suspended students in school. Students assigned to the STOP program report directly to the school office upon arrival to the school campus and are then transported to the Center for Educational Opportunities (CEO) Madison County (IL) Regional Safe School located in Troy, Illinois. Teachers at the Regional Safe School STOP Program work with students to complete assigned academic work from Collinsville High School.

Out of School Suspension (OSS): A student's out of school suspension assignment is determined on a case-by-case basis and is at the discretion of school administrators and Board of Education. *The level of consequences imposed will be consistent with the Illinois School Code.* Students assigned to Out of School Suspension (OSS) will not be allowed on school district property at any time during their Out of School Suspension. Out of School Suspensions are assigned only for days when school is in session. In the event that school is canceled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

Out of School Suspension Procedures (OSS)

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

NOTE: *Parents/Guardians who elect not to send their child to school on a day of assigned In-School suspension and/or Short-Term Option Program (STOP) will be considered as unexcused absences from school. Students will not be allowed to make up work missed due to these days of unexcused absence.*

Expulsion

Expellable acts include, but are not limited to, serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or school. Expulsion may occur if misbehavior occurs on school property or at any school-sponsored or school-related activity on or off of school property that may cause a serious threat to the safety of the school community.

Expulsion means removal of a student from school for more than ten consecutive school days and possible placement in an alternative setting for one (1) to two (2) school years. The terms of expulsion also mean that a student who has received out-of-school suspension, is being considered for expulsion, and/or has been expelled is prohibited from being on school/district grounds, at school-sponsored activities, or present at any function affiliated with the school district for the time span of the suspension/expulsion.

Expulsion Procedures

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

Readmission to school after an expulsion

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

Re-Engagement of Returning Students

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

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

Academic dishonesty (including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores); Any threatening, harassing, or intimidating behavior; Attendance in restricted areas; Bus misconduct; Cafeteria misconduct; (In the absence of a reasonable belief that an emergency exists) Calling emergency responders (calling 911), signaling or setting off alarms or signals indicating the presence of an emergency or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity; Computer (inappropriate use); Conduct that includes public lewdness or indecent exposure, defined to include offenses against chastity, common decency, morals, and the like; Disobeying rules of student conduct or directives from staff members or school officials (Examples of disobeying staff directives include refusing a staff member's request to stop or submit to a search); Disrespect (behaviors verbal or in writing that are abusive or derogatory in nature); Dress/grooming (inappropriate displays); Endangerment of the physical or psychological well-being of school personnel or students by conduct or actions (including engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to be a threat or an attempted intimidation of a staff member; or endanger the health or safety of students, staff, or school property); Engaging in Bullying, Hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other student to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct); Engaging in the offense of retaliation against a staff member for that person's performance of upholding the rules and regulation of the school; Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault; Engaging in teen dating violence; Failure to abide by rules and regulation at extracurricular activities or at co-curricular activities such as field trips; Falsifying information; Fighting (with or any assault of another student or staff member – this includes any intentional physical contact such as hitting, slapping, punching, shoving, etc.); Gambling; Gang Activity or Gang-

like activity; Horseplay (pushing, shoving, etc.); Inappropriate displays of affection; Insubordination (willful failure to respond and carry out the directions of an administrator or school personnel); Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report; Loitering; Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studies within the school grounds at the time the that was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school; Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal; Participation in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law; Profanity and Vulgarity (language, objects or gestures that may be found to be offensive to the commonly accepted standards of decency; Repeated violation of classroom or transportation rules; Selling or soliciting for sale any merchandise without proper administrative permission; Setting off the fire alarm and/or tampering with fire extinguishers and/or automated external defibrillators (AEDs); Tardiness/Truancy; The possession and/or use of any object/material which reasonably could be considered to be distracting to the educational setting of the school (including, but not limited to, guitars, guitar cases, flowers, balloons, skateboards, hoverboards, unarmed aircraft systems, drones); The possession of matches or other flammable materials; The possession and use of cellular and wireless telephones, laser pointers, IPODs, and electronic viewing or listening devices (including, but not limited to: pagers, text messaging devices, two-way radios, personal digital assistants [PDAs], audio, video, photographic or similar digital devices capable of storing, sharing, and/or transmitting information on campus or at functions during school hours or at any other time in a manner that disrupts the educational process or violates the rights of others, including using the device to take photographs in the locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.”); The throwing of snowballs; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, of any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of alcohol; The use, possession, distribution (including attempt to use, obtain or distribute), sale or purchase of any tobacco or nicotine products (including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products); The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription; The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law and board policy); The use, possession, distribution (including attempt to use, obtain or distribute), sale, purchase, or being under the influence of any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use, possession, distribution (including attempt to use, obtain or distribute), sale, or purchase of medical cannabis, unless authorized under Ashley’s Law and board policy, is prohibited; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale), purchase, or being under the influence of harmful, illegal or across the counter drug; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale), or purchase of any performance enhancing substance on the Illinois High School Association’s most current banned substance list (unless administered in accordance with a prescription); The use, possession, distribution (including attempt to use, obtain or distribute) sale (or offering for sale), or purchase of any inhalant (or paraphernalia for an inhalant), regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system (The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications); The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances unless authorized under board policy and Ashley’s Law; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of “look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy; The use, possession, distribution (including attempt to use, obtain or distribute), sale (or offering for sale) or purchase of any weapons (including guns and knives and/or look alike weapons) or violating the procedures listed in the Weapons Policy of this handbook; The use, possession, control, or

transfer of a firearm, a look alike, knife, brass knuckle or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm; Theft (including possession, distribution or attempt to obtain or distribute stolen items) and/or damage to property; Trespassing (entering school property or a school facility without proper authorization. NOTE: any student suspended out of school may not enter the school grounds, attend any school sporting events, or school-related activity or building at any time during the suspension); Unprepared for class (ie. not dressing for physical education class); Vandalism; Vehicle Infractions (including driving and parking without a sticker); Verbal confrontation; Violation of the cell phone/electronic device policy, including, not limited to: harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent (ie. taking still photos or videos of other students engaged in a physical or verbal confrontation), recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent; Violation of the CHS Parking Permit Policy; Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing; Violations of rules or procedures established by the classroom teacher; Any other acts that interfere with the orderly educational process in the classroom or the school.

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

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

Discipline of Special Education Students

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

DISCIPLINARY INFRACTIONS & CONSEQUENCES

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

CORPORAL PUNISHMENT

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

ISOLATED TIME OUT, TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines: 1) The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required; 2) The material may be distributed at times and locations selected by the building principal-such as before the beginning or ending of classes at a central location inside the building; 3) The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed; 4) Distribution must be done in an orderly and peaceful manner, and may not be coercive; 5) The distribution must be

conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds; 6) Students must not distribute material that: a) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; b) Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright; c) Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook; d) Is reasonably viewed as promoting illegal drug use; or e) Is primarily prepared by non-students and distributed in elementary and/or middle schools; 7) A student may use the School District's Uniform Grievance Procedure to resolve a complaint; 8) Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification. A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7. Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that: 1) Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; 2) Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; 3) Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; 4) Is primarily intended for the immediate solicitation of funds; or 5) Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students. The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

STUDENT PERSONNEL SERVICES

The CUSD10 Student Personnel Services is made available to the students by a variety of professionals and specialists (school counselors, qualified school nurse, school social workers, school psychologist) for the health, education, and welfare of every student attending schools in the Collinsville Unit 10 School District. There are a limited number of services provided on campus, but many more services are made available through the referral process. The District assumes no liability for preventing, identifying, or treating such problems for responding to students with social, emotional, or mental health problems that impact learning ability. Services shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

STUDENT PRIVACY PROTECTIONS

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

SURVEYS

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

SURVEYS BY THIRD PARTIES

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

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

SURVEYS REQUESTING PERSONAL INFORMATION

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

PHYSICAL EXAMINATIONS

Parents have the right to notification of any physical examinations or screenings, which the district may administer to the student.

STUDENT TEACHER VIDEO AND AUDIO RECORDINGS

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

Confidentiality

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

Consent

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

STUDENT RECORDS

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

"Student Temporary Record" means all information not required to be in the student permanent record and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: A record of release of temporary record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64a-5); The completed home language survey form (see 23 Ill. Adm. Code 228.15 (Identification of Eligible Students)); *Information regarding serious disciplinary infractions* (i.e., those involving drugs, weapons, or bodily harm to another) *that resulted in expulsion, suspension or the imposition of punishment or sanction*; *Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]; Health-related information; Accident Reports; and May also consist of: Family background information; Intelligence test scores, group and individual; Aptitude test scores; Reports of psychological

evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; Elementary and secondary achievement level test results; Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; Honors and awards received; Teacher anecdotal records; Other disciplinary information; Special education records; Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.); and Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student. Student's written records are kept on file in the school office/counseling office and are available to students, parents and/or legal guardians for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than ten (10) business days after receiving the request. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record.

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

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

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

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

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

RELEASE OF INFORMATION

The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for transmission to the parents. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parents make no objection, the records may be transferred to the requesting school.

No individual or agency can force an individual to release his/her records. A release of students' written records will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information will be given to the parents. Directory information is limited to: a student's name, grade level; photographs, media interviews, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

RULES REGULATING THE INSPECTION OF STUDENT'S WRITTEN RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are: **1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of

age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student; **2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included; **3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing. **4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student. **5. The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. **6. The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to: a student's name, grade level; photographs, media interviews, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal by September 15 of each school year.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military

recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal. **8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.** **9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue, SW, Washington DC 20202-8520

STUDENT BIOMETRIC INFORMATION

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

STUDENT RIGHTS AND RESPONSIBILITIES

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

STUDENT RESPONSIBILITIES

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

STUDENT RIGHTS

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

STUDENT SUCCESS STRATEGIES

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

STUDENT RIGHTS PROCEDURES

GRIEVANCE

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

DUE PROCESS FOR STUDENT GRIEVANCE PROCEDURES

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

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

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

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

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

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

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

Time limits refer to days when school is in session unless other agreed to limits by both parties.

STEP I. The student(s) and/or parent(s) should discuss the matter with the building principal within ten (10) days of the time when a reasonable alert person should have been made aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

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

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

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

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

STUDENT SAFETY SECURITY PLAN

THREAT OF VIOLENCE

Purpose

Collinsville Community Unit School District No. 10 is committed to providing and maintaining a healthy and safe environment for its students and staff. The purpose of the CUSD10 Safety Plan is to help ensure the care, welfare, safety, and security of students and staff members. This plan is a guide and is only used when a student has made a threat. The plan is intended to classify the level of a threat and give guidance for responding to the threat.

Threat Defined

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

Threat Assessment Team

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

Procedure

1) The School Administrator is informed of the threat; 2) The local law enforcement agency is notified; 3) The threat assessment team conducts an investigation/interview; 4) The school social worker or counselor conducts a threat assessment; 5) The threat assessment team determines the risk level of the threat; 6) Discipline is assigned by the Administrator; 7) The student is monitored; 8) A referral may be made to social worker/school counselor for anger management, coping skills, or conflict resolution; 9) The parents of all students involved are contacted; 10) Resources may be provided to student and parents; 11) Student released to parent/parent designee; 12) The parents, student, and

threat assessment team may develop an Emergency Plan. Due to the safety of all involved, failure to follow through with the agreed upon follow up plan may result in the school contacting the Department of Children and Family Services Child Abuse Hotline; 13) There is communication with teachers/school counselors to make aware of conflict; 14) A request is sent to school counselor to separate students in class (if appropriate).

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

Discipline

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

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

Police, Fire, & Emergency Services: 911
Suicide Prevention Lifeline: 800-273-8255
Child Abuse Hotline: 800/25-ABUSE

STUDENTS WITH DISABILITIES

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

Pursuant to Illinois Public Act 095-0017, 100-1112 (effective August 28, 2018), the Collinsville Board of Education is providing notice that students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the federal Rehabilitation Act if the child: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office. In a situation in which a student expresses suicidal thoughts, the District may require that the student obtain a letter from a medical or mental health provider indicating that the student can function in the school setting and is no longer a threat to themselves or others. If it is determined that the student requires an evaluation from a mental health professional, a written statement from that professional stating the student is safe to return to the educational environment and is no longer a threat to themselves or others must be provided to the school administration within ten (10) school days for the student to be allowed to return

to school. If the statement is not received within ten (10) school days, the school will contact the parent/guardian to discuss other options. The school will ensure that any student absent from school for up to ten school days while receiving an evaluation from a mental health professional has a full opportunity to make up any missed work and/or missed credit during the time they are out of the classroom.

National Suicide Prevention Lifeline: Text 988 or Call 800-273-8255

Crisis Text Line: Text "HOME" to 741741

Safe2Help Illinois Helpline: Text SAFE2 (72332) or Call 844-4-SAFEIL

TELEPHONE CALLS & REQUEST

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

TEXTBOOKS AND TECHNOLOGY DEVICES ISSUED TO STUDENTS

The textbooks used in each school are the property of the Collinsville School District. The textbooks and technology devices issued to a student become his/her responsibility until returned to the teacher/school. Collinsville Community Unit School District Ten (10) is a participant in the State Free Textbook Loan Program. When parents or students have requested participation in writing, no rental fees are assessed on the books supplied through the Free Textbook Loan Program. If a textbook or technology device issued to a student is lost or damaged (regardless of the reason), the student has the financial responsibility to pay the appraised price for a replacement of the lost textbook or for the repair of the damaged textbook.

TOBACCO/SMOKING

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. The possession, use, distribution of (or any attempt to use, obtain or distribute), sale or purchase of any tobacco products (or look-alike tobacco products such as electronic cigarettes, vapes, vape pens or other vaping related products-(vaping with and without nicotine) 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.

All discipline imposed will be determined on a case-by-case basis and referred to the School Resource Officer.

The Illinois General Assembly finds that tobacco smoke is a harmful and dangerous carcinogen to human beings and a hazard to public health. Pursuant to Illinois Public Act 095-0017, no person may smoke in a public place or in any place of employment. To 'smoke' means the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted smoking equipment. CUSD10 school administrators will work cooperatively with local law enforcement to enforce provisions of the Smoke Free Illinois Act and fines may be assessed pursuant to this Act.

TRANSCRIPTS (COLLINSVILLE HIGH SCHOOL)

Students requesting official transcripts must have all fees paid in full (including previous year's fees, lost textbooks or library books). If all fees are not paid in full, only unofficial transcripts will be available upon request.

Transcript Requests: If you are a current Collinsville High School student, please submit transcript requests by visiting: <https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/transcript-requests>. This link is only accessible to students while using their CHS Google Account (if you are logged in under a different account you will not be able to complete this document). If you require a fee waiver, you MUST also schedule an appointment to meet with your counselor by visiting <https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/appointments>.

Adding Test Scores to Transcripts

State required SAT test scores are automatically included on transcripts. Other test scores from National SAT and ACT test dates may not automatically be included. Students should review their transcript to determine if all needed test scores are included prior to sending transcripts to colleges and scholarship programs. If you determine that a score is not on your transcript, please contact the school's registrar at 618-346-6320x1129.

TRANSFER OF GRADES (COLLINSVILLE HIGH SCHOOL)

A student seeking admission to Collinsville High School must meet all residency, age, health examination, immunization and other eligibility prerequisites as mandated by state law. A student must also present a completed good standing form from the school from which the student is transferring. Courses from schools accredited by a state accrediting agency or one of the seven nationally recognized regional accrediting associations will be accepted and granted the same credit as given by Collinsville High School for corresponding courses (Note: as CHS is a public school, no credit will be

granted for religion courses.) Credit from non-accredited high schools may be accepted and granted for courses comparable to those offered at CHS only after the student has demonstrated proficiency in those subjects. The Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendation. An assigned administrator may administer proficiency exams. An official written course description will be required for any course that is not offered at CHS. Credit for such courses may be granted only after a review of the course description and related material. To receive a diploma from CHS, graduating seniors transferring to CHS must be enrolled as full-time student for their final semester and earn a total of three (3) credits (exceptions will be at the discretion of the principal). Students who transfer to CHS during a semester will have their grades from their former school averaged (as is possible) with their classes at CHS. The administration reserves the right to make recommendations in the event a particular student's circumstances require special consideration. Parent(s)/guardian(s) of a student transferring from Collinsville High School should give the Building Principal written notification of their transfer intent, pay outstanding fees or fines, sign a release form and return all school-owned property.

TRAVEL TO SCHOOL SPONSORED EVENTS

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

TREATS AND SNACKS

(DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

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

VALUABLES

The teachers and staff cannot be responsible for valuable items brought to school by students. Students should be encouraged to leave all valuable personal items at home. Students are not allowed to trade, buy or sell personal belongings at school.

VANDALISM

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

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Any student caught defacing, damaging or destroying video surveillance cameras will have to make restitution, and may be suspended, expelled, and/or recommended to an Alternative School and/or may be charged with criminal damage to school property. Videotape recording maintained by Collinsville CUSD10 on school buses and public areas of the school building meets the two-part definition of an educational record as defined by the *Family Educational Rights and Privacy Act* (20 U.S.C. § 1232g; 34 CFR Part 99) and the *Illinois School Student Records Act*, 105 ILCS 10/2(d). First, the videotape contains information directly related to students as it indicates the identity, conduct and activities of those students being recorded. Second, the videotape is maintained by an educational institution, *i.e.*, Collinsville CUSD No. 10. The videotape, therefore, to the extent it contains personally identifiable information of the students being recorded and school officials use and maintain the content for a particular reason (e.g., disciplinary action,

compliance with a student's Individualized Education Program, etc.), constitutes an educational record. As such, the record is exempt from disclosure.

VISITORS

The following definitions apply to this policy: **School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. **Visitor** - Any person other than an enrolled student or District employee

VISITORS - BADGE SYSTEM/SIGN IN – SIGN OUT

Visitors are welcome to schools in our school District. To ensure the safety of our students, staff and faculty, all visitors must report to the attendance office of the school building. This prevents any misunderstandings, gives the office an opportunity to assist visitors and to inform the office who is in the building. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors must sign in, identify the date and time of arrival, inform office personnel of their reason for being at school and the classroom or location they are visiting, and present an appropriate state or government issued photo identification to be scanned by the Raptor Visitor Registration System. RAPTOR will provide a consistent system to track visitors and volunteers while protecting our children from people who present a danger to students and staff members. All school RAPTOR administrators have received training on visitor check-in procedures to ensure that all persons who are not assigned to the campus have a visitor's photo badge visible. This training is conducted by the District Security Manager and Officer for Collinsville Community Unit School District. When the visitor arrives at the attendance office, he/she will be greeted and asked for photo identification. The designated staff member will scan the visitor's identification and issue a photo badge with the visitor's destination if there is no alert indicated on the database. Accepted forms of photo identification will include: driver's license, consular identification card, green card, U.S. passport card (not full passport), and military identification card. The staff member will keep the individual's identification in plain view, to reduce concerns that anyone might be copying personal information. This photo ID is scanned into the RAPTOR system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by RAPTOR Technologies, Inc. Within moments, the RAPTOR administrator will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the system will print a visitor's pass, which includes the person's name, photo, date of visit, and destination within the building. RAPTOR is only scanning the identifying information from the document, such as the visitor's name, date of birth, address and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. If the visitor does not have acceptable photo identification available, the campus administrator on duty (or designee) will be called to assess the situation. If he/she determines the visitor is known, the visitor's information can be manually entered by the campus RAPTOR administrator. Approved visitors without acceptable photo identification may be allowed access to areas of school business requested through escort by the campus administrator (or designee). The visitor will return to the attendance office to checkout when departing the campus. The visitor will be instructed to give the badge back to designated office personnel to check them out of the system. Once the visitor has been signed out of the system, the badge will be torn thoroughly so it cannot be reused. Visitors are required to proceed immediately to their location in a quiet manner. If parents/guardians wish to visit a classroom or talk to a teacher, arrangements should be made beforehand to assure that there is no disruption to the educational services to students. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. Any person who engages in conduct prohibited by this policy may be ejected from school property. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. No person on school property or at a school event shall perform any of the following acts: 1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person. 2. Behave in an unsportsmanlike manner or use vulgar or obscene language. 3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device. 4. Damage or threaten to damage another's property. 5. Damage or deface school property. 6. Violate any Illinois law or municipal, local or county ordinance. 7. Smoke or otherwise use tobacco products. 8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug unless authorized under board policy and Ashley's Law. 9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred. 10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies. 11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). 12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board. 13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive. 14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding. 15. Violate other district policies or regulations, or a directive from an

authorized security officer or district employee. 16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function. The person is also subject to being denied admission to school events or meetings for up to one calendar year in accordance with Illinois School Code. In order to limit interruption to the educational process of our students, student visitors from other schools will not be permitted. Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

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

VOLUNTEERS

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

WEAPONS PROHIBITION

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

Violators of this policy will be suspended for a period up to ten (10) days and may be referred to the Board of Education for a hearing and possible expulsion from school for up to two (2) calendar years. Evidence obtained will be confiscated and turned over to the Superintendent of Schools and may be delivered to local authorities for possible prosecution, in all criminal cases. This policy shall not restrict the authority of the Superintendent of Schools or designee to seek prosecution of violators to the maximum extent of the law. Strict and consistent consequences on all weapons violations will be enforced. Therefore, the building principal will review the case and facts with the Superintendent of Schools or designee in order to determine the full extent of the penalty to be imposed. Such factors as the nature of the infraction, the severity of the offense, the age of the students, and other extenuating circumstances might reasonably be considered. Pursuant to the federal *Gun-free Schools Act* and Section 10.22.6 of the *School Code*, any student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code of 1961, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or other knuckle weapon regardless of its composition, billy-clubs, or (3) “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

WEATHER CLOSURE, DELAYED STARTS & EARLY RELEASE

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

HOW THE CALL IS MADE

The district will make the call about delaying or closing school based on reports from our bus company, weather reports, and information gathered from Unit 10 staff and municipal employees who are out driving and assessing road conditions in all parts of our school district. We use the following criteria to make a decision: Safety of students, Impact on families

in the affected areas if they must report for school, Areas affected - is the event district-wide, localized, or scattered?, and Ability of buses to get to students.

CLOSURES, DELAYED STARTS & EARLY RELEASE

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

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

E-LEARNING PLAN

E-Learning Days are designed to serve as official attendance days of school when the students and teachers stay at home due to emergency situations, yet learning continues as students remotely leverage digital tools and engage in teacher-prepared lessons. The Collinsville School District E-Learning Plan also includes teachers available remotely to assist students by email with their assignments during the hours of the E-Learning school day. If an E-Learning Day is implemented, everyone will be notified in the same manner as when school is canceled. Students will be expected to utilize the day to meet with their teachers virtually and work on their required assignments/activities as described below in the Student Assignments/Activities section. Click [HERE](#) to access a complete copy of the CUSD10 E-Learning Plan.

Teacher Availability: Teachers are expected to be available to students/parents during their regular work hours by email. For many teachers, other systems may work better than email (Telephone, ClassDojo, Google Classroom, etc.) and staff are encouraged to utilize these other communication tools as the situation dictates. However, all teachers will check their email at least once per hour and provide feedback and guidance to students/parents on an as needed basis. The District understands that many teachers have their own responsibilities that may arise with these days (supervising their own children, shoveling snow, etc.). The District also understands that there will be time spent in follow up activities after the E-Learning Day (reviewing completed assignments, providing support for students without internet access, encouraging students to complete assignments, etc.). Staff will respond to all communication requests in a timely manner (within 24 hours) during scheduled hours. Teachers may communicate outside of office hours as needed.

Live Video Conferencing Sessions: Google Meet will be one of the primary video conferencing tools used to host live class sessions in communication with students during E-Learning Days for online learners. If your child is unable to attend a live session, the classroom teachers may provide either notes or a recorded version of the session. Elementary teachers with students in grade PreK-6 will include in their morning announcement the times students are to log in for live instruction. At grade levels 7- 12, staff will use the abbreviated class times when scheduling synchronous (live) sessions.

Student Assignments/Activities: Expectations for student assignments/activities are going to vary greatly based on grade levels and subject matter. Learning materials will be designed for engagement time per day.

Student Attendance: During E- Learning, attendance will be taken. The preferred method of collecting attendance is always a one-to-one daily connection between the teacher and the student. However, we recognize that this method is not available or practical for all student scenarios under an E-Learning situation. We encourage and suggest several ideas for how classroom teachers can collect and count a student as present during an E-Learning Day. • Video conference “check-ins.” • Wellness checks coupled with a question on student engagement/participation in lessons. • Phone calls coupled with a question on student engagement/participation in lessons. • Text messages or email communications coupled with a question on student engagement/participation in lessons. • Packet collections by school personnel.

Grading: Students will be accountable for completing the assigned tasks either online or by printed materials in the same manner as any other school day. Students will only receive a “present” for attendance once work is completed. Incomplete work will be considered incomplete. Teachers are encouraged to hold students accountable for completing work as they would with any missing assignments. Completed work can either be turned in online or on an upcoming school day.

Student/Parent Technical Support: In the event of an issue with a student's District assigned device, please call or email the technology support person at your child's school. A list is posted on the district website under Chromebooks & Technology.

WITHDRAWAL FROM SCHOOL (CHS)

We at CUSD10 believe it is in the best interest of all students to complete their high school education and receive a diploma. Before a student may apply for permanent withdrawal, he/she must be of legal withdrawal age and have approval of parent or guardian. A parent or legal guardian must accompany a student withdrawing from school to meet with the assigned Counselor, and to sign proper withdrawal forms in the Counseling Department. This form must be presented to each of the following: 1) The secretary for textbook distribution (to make proper financial settlement for textbooks not returned, textbook rental fees not paid, or receive a partial refund on textbook rental fees if they have been paid and to record if all books have been returned; 2) The Librarian (to make proper financial settlement for lost or overdue library books); 3) The Main Office and Assistant Principal's Office (to make proper financial settlement for textbooks not returned, textbook rental fees not paid, or receive a partial refund on textbook rental fees if they have been paid and all books have been returned; 4) The Attendance Secretary and 5) The Registrar (for record keeping purposes). Students withdrawing from Collinsville High School will receive grades of 'W' on the mark history; quarter and transfer grades will be sent to the receiving school, unless fees are owed or they do not transfer to another accredited secondary school program. After all signatures have been obtained, the withdrawal form is to be returned to the Counseling Department.

YMCA ENRICHMENT PROGRAM

The YMCA Y Club Before and After School Enrichment Program is a cooperative effort between local schools and the Gateway Region YMCA. The program provides children, grades K-6, with a safe, well-supervised environment when an adult is not home before and/or after school. Participating schools in the Collinsville Unit 10 School District include: Caseyville Elementary, Dorris Intermediate School, Jefferson Elementary (after school only), Maryville Elementary, Renfro Elementary, Twin Echo Elementary, Webster Elementary. Children can attend the Y Club program at their school beginning at 6:30 a.m. until the beginning of the school day; and after school from dismissal until 6:00 p.m. Safe, fun, and constructive activities are offered, such as arts and crafts, sports, games, and academic support. All sites are directed by competent, experienced YMCA staff. Policies have been created with the child's safety as the top priority. For more information, call the CMT YMCA at 618-346-5600 or visit their website.

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

Collinsville Community Unit School District Number Ten will provide appropriate learning opportunities within a safe and caring environment. Collinsville Community Schools will develop lifelong learners who are productive and successful members of a diverse society.

COLLINSVILLE C.U.S.D. 10 VISION STATEMENT

Collinsville Community Unit School District Number Ten is committed to world-class excellence through a culture of acceptance, collaboration and achievement



Student and Parent Handbook



Collinsville Unit 10 School District
Grades K - 12
2022-2023

Collinsville Community Unit School District No. 10
Student and Parent Handbook
Grades K - 12

CURRICULA (COLLINSVILLE MIDDLE SCHOOL)

The academic courses taught at Collinsville Middle School are in the following major academic fields:

Grade Seven Required Courses

Language Arts – 5 days a week for 1 year; Health – 5 days a week for one semester; Keyboarding – 5 days a week for one semester; Mathematics – 5 days a week for 1 year; Physical Education – 5 days a week for 1 year; Science – 5 days a week for 1 year; Social Studies – 5 days a week for 1 year

Grade Seven Elective Courses

Band – As needed throughout week; Choir – 5 days a week for 1 year

(Quarter Classes, 5 days a week): Music Appreciation, Health-Wellness-Emotional/Mental Health, Study Skills and Digital Literacy

Grade Eight Required Courses

Language Arts – 5 days a week for 1 year; Mathematics – 5 days a week for 1 year; Physical Education – 5 days a week for 1 year; Science – 5 days a week for 1 year; Social Studies – 5 days a week for 1 year

Grade Eight Elective Courses

Art – 5 days a week for one semester; Music Appreciation – 5 days a week for one semester; Band – As needed throughout week; Choir – 5 days a week for 1 year; STEAM -5 days a week for one semester; Adv. Health - 5 days a week for one semester

Band – As needed throughout week; Choir – 5 days a week for 1 year

Quarter Classes, 5 days a week: Art, Spanish, Career Exploration, Introduction to Shop, Science Technology Engineering, Math (STEM)

If you would like a course description of the courses, please contact the appropriate teacher or department chairperson.

Commented [BH1]: Recommended language change to reflect Board Approved Curriculum revisions for Collinsville Middle School for 2022-2023.



Collinsville Community Unit School District 10

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-3673

SCHOOL HOURS

Collinsville schools operate with staggered start times to facilitate the efficient transportation of students. A modified schedule is followed for the first and last day of each school year as well as for staff in-service days. Students are dismissed ½ hour early EVERY Wednesday during the school year so staff can participate in Professional Learning Communities (PLC).

SCHOOL HOURS

School	Full Day Schedule	Wednesday Schedule	Half Day Schedule
Elementary Schools <i>(except Webster)</i>	7:55AM – 2:40PM	7:55AM – 2:10PM	7:55AM – 11:20AM
Elementary School <i>(Webster)</i>	7:55AM – 2:25PM	7:55AM – 1:55PM	7:55AM – 11:05AM
Dorris Intermediate School	9:00AM – 3:45PM	9:00AM – 3:15PM	9:00AM – 12:25PM
Collinsville Middle School	8:45AM – 3:40PM	8:45AM – 3:10PM	8:45AM – 12:15PM
Collinsville High School	7:50AM – 2:50PM	7:50AM – 2:20PM	7:50AM – 11:20AM
Hollywood Heights School	7:30AM – 1:30PM	7:30AM – 1:30PM	

NOTE: Subject to change as per Board of Education approved Return to Learning Plan

BELL SCHEDULES (COLLINSVILLE HIGH SCHOOL)

FULL DAY SCHEDULE		HALF HOUR EARLY DISMISS		HALF DAY SCHEDULE		CAVC SCHEDULE FULL DAY	
Zero Hour	6:45	Zero Hour	6:45	Zero Hour	6:45	SECTION A	8:55 - 11:20
Students Enter Building	7:40	Students Enter Building	7:40	Students Enter Building	7:40	SECTION B	11:25 - 1:50
Warning Bell	7:45	Warning Bell	7:45	Warning Bell	7:45		
1st Period	7:50 - 8:50	1st Period	7:50-8:41	1st Period	7:50-8:20		
2nd Period	8:55 - 9:50	2nd Period	8:46 - 9:34	2nd Period	8:25 - 8:50		
3rd Period & Lunch (3A) - (3B)	9:55 - 10:20	3rd Period & Lunch (3A) - (3B)	9:39 - 10:04	3rd Period	8:55 - 9:20		
	10:25 - 10:50		10:09 - 10:34				
4th Period & Lunch (4A) - (4B)	10:55 - 11:20	4th Period & Lunch (4A) - (4B)	10:39 - 11:04	4th Period	9:25 - 9:50		
	11:25 - 11:50		11:09 - 11:34				
5th Period & Lunch (5A) - (5B)	11:55 - 12:20	5th Period & Lunch (5A) - (5B)	11:39 - 12:04	5th Period	9:55 - 10:20		
	12:25 - 12:50		12:09 - 12:34				
6th Period	12:55 - 1:50	6th Period	12:39 - 1:27	6th Period	10:25 - 10:50		
7th Period	1:55 - 2:50	7th Period	1:32 - 2:20	7th Period	10:55 - 11:20		
Dismissal	2:50	Dismissal	2:20	Dismissal	11:20		

BELL SCHEDULES (COLLINSVILLE MIDDLE SCHOOL)

Full Day Schedule		Half Hour Early Dismissal	
1 st Period	8:45-9:46	1 st Period	8:45-9:34
2 nd Period	9:50-10:40	2 nd Period	9:38-10:26
3 rd Period	10:44-11:44	3 rd Period	10:30-11:30
3A lunch	10:44-11:14	3A lunch	10:30-11:00
3B lunch	11:14-11:44	3B lunch	11:00-11:30
4 th Period	11:48-12:48	4 th Period	11:34-12:34
4A lunch	11:48-12:18	4A lunch	11:34-12:04
4B lunch	12:18-12:48	4B lunch	12:04-12:34
5 th Period	12:52-1:42	5 th Period	12:38-1:26
6 th Period	1:46-2:36	6 th Period	1:30-2:18
7 th Period	2:40-3:40	7 th Period	2:22-3:10

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc
NOTE: Subject to change as per Board of Education approved Return to Learning Plan

10.6. Approval of Collective Bargaining
Agreement Between the Collinsville Community Unit
School District #10 and the Collinsville
Education Association

Collective Bargaining Agreement

between

**Collinsville Community Unit School
District No. 10**

and

Collinsville Education Association

*An affiliate of Illinois Education Association
and the National Education Association*



2022-2025



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- TEACHERS' SALARY SCHEDULE: 2022-2023, 2023-2024, 2024-2025
- ATHLETIC PERCENTAGE SCHEDULE: 2022-2023, 2023-2024, 2024-2025
- EXTRACURRICULAR PERCENTAGE SCHEDULE: 2022-2023, 2023-2024, 2024-2025
- GRIEVANCE FORM
- INTERNAL SUBSTITUTE TEACHER REPORTING FORM
- DISTRICT DEDUCT DAY REQUEST FORM
- MEMORANDUM OF AGREEMENT ON CO-TEACHING
- SIDE LETTER & FORMS FOR CATASTROPHIC ILLNESS AND INJURY
- MEMORANDUM OF AGREEMENT ON MENTORING PROGRAM
- MEMORANDUM OF AGREEMENT ON RESPONSE TO INTERVENTIONS (Rtl)
- COLLINSVILLE MIDDLE SCHOOL RESPONSE TO INTERVENTION (Rtl)
- MEMORANDUM OF AGREEMENT FOR COLLINSVILLE HIGH SCHOOL RESPONSE TO INTERVENTION (Rtl)
- MEMORANDUM OF AGREEMENT ON HOLLYWOOD HEIGHTS SCHEDULE

AGREEMENT

The Board of Education of the Collinsville Community Unit School District No. 10, State of Illinois (hereinafter referred to as the "Board"), and the Collinsville Education Association, an affiliate of the Illinois Education Association and the National Education Association (hereinafter called the "Association"), on behalf of the Association and behalf of the employees in the bargaining unit recognized and described in Article I of this Agreement, agree as follows:

ARTICLE I: RECOGNITION

Section 1. The Board of Education of School District No. 10, Madison County, Collinsville, Illinois, recognizes the Collinsville Education Association as the sole and exclusive negotiating agent for all regularly employed professionally certified personnel, except for administrative and supervisory personnel. When used hereinafter in this Agreement, the term "teacher" or "teachers" shall refer to a member or members of the bargaining unit represented by the Association.

ARTICLE II: ASSOCIATION RIGHTS

- Section 1.** Attainment of educational objectives of the District requires mutual understanding and cooperation between the Board, the Administrative and Supervisory Staff and the Professional Teaching Personnel. To this end, free and open exchange of views is desirable and necessary, with all parties in deliberation leading to the determination of matters of mutual concern.
- Section 2.** The Association and its representatives shall have the right to use school buildings for meetings outside of school hours provided that when special custodial service is required, the Board may make a reasonable charge if a custodian is needed.
- Section 3.** All members of the Association Board of Directors shall have the right to call meetings of the membership in that building. Time for announcements of the date and place of Association meetings shall be provided in regular staff meetings in each building if the Principal is informed in advance.
- Section 4.** Names and addresses of newly hired employees shall be provided to the Association following approval of their contracts.
- Section 5.** The first Thursday of each month shall be for Association meetings and no school-sponsored teachers' meeting shall be held on this day.
- Section 6.** Officers and delegates of the Association shall be excused without loss of pay for an aggregate of forty (40) days for Association conferences and business with the provision that the Association pay the cost of the substitute teachers. Official request for such released time shall be made by the President(s) of the Association to the Superintendent or his/her designee. Each Co-President may use no more than fifteen (15) Association days in any one contract year. All other officers and delegates of the Association may use no more than twelve and one half (12 ½) Association days in any one contract year.
- Section 7.** The Association may appoint Association Members in each building as its official representative who shall be recognized by all parties to this Agreement.
- Section 8.** An employee shall have the right to have Association representation at all meetings which relate to potential or actual adverse employment action against the employee. The employee shall also have the right to Association representation at any follow-up meetings. The supervisor, administrator, or Board shall notify the employee and Association Representative in writing at least three (3) workdays in advance of any such meetings (except in cases in which the administrator determines is an emergency), giving reasons for the meeting.
- Section 9.** Employees shall have the right to examine, in the presence of the person responsible for the files, the contents of their personnel file in their building and the central office except for those documents that are exempt by law. Copies of the contents of the file which are not restricted may be made available to the employee subject to a fee schedule.
- Section 10.** An employee shall examine all material of an evaluative nature to be placed in their personnel file prior to its inclusion in the file.

Article II: Association Rights (cont'd.)

- Section 11.** The Association shall have the use of the institutional bulletin boards, mailboxes and other communication media.
- Section 12.** Employees shall have the right to organize, join and assist the Association and to participate in professional negotiations with the Board. The Board shall not discriminate against any employee with respect to hours, wages, terms and conditions of employment for reason of membership in the Association, participation in negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement.
- Section 13.** Within thirty (30) days of ratification of the Agreement, the Board shall have the Agreement prepared and available electronically to the Association.
- Section 14.** In an attempt to keep the Association informed, an agenda of all regular and special meetings of the Board will be provided to the Association President(s) prior to the meeting, along with minutes of the preceding meeting.
- Section 15.** The Board shall not issue individual employee salary statements during negotiations before agreement has been reached between the Board and the Association. However, the Board may issue individual contracts to new employees.
- Section 16.** In the development of the operating procedures, we recognize the value and desirability of employee involvement and encourage their recommendations.
- Section 17.** The Association Board of Directors shall meet at regular monthly intervals with the Superintendent of Schools to discuss matters of common concern. These matters may include, but are not limited to (1) practices that affect the welfare of pupils and/or employees, (2) alleged injustices that may develop because of the lack of Board or administrative policy, (3) the professional conduct of staff, and (4) matters that reflect on the School District and/or the teaching profession.
- Section 18.** The teaching staff shall be informed of any new program or project for utilization of special state or federal funds and the views of the Association shall be considered by the administration and Board of Education.
- Section 19.** Any teacher who is a member of the Association shall be granted payroll deduction of dues upon receipt of a signed dues deduction request form. Executed dues deduction request forms shall be furnished to the Business Manager prior to the first of the month in which the deduction goes into effect. The District shall not be responsible for any make-up deductions on requests. Such authorization for dues deduction shall continue in effect from year to year unless revoked in writing between June 1 and September 1 of any year. Such fee shall be paid to the Association by the employer no later than ten (10) days following deduction.

ARTICLE III: GRIEVANCE PROCEDURE

Section 1: Definitions:

- 1.1 A grievance is defined as a complaint by an employee, a group of employees or the Association that there has been a violation, misinterpretation or misapplication of one or more specific provisions of this Agreement or Board policy directly affecting wages, hours, and terms and conditions of employment of the employees covered by this Agreement.
- 1.2. An "aggrieved person" is a person or persons making the claim.
- 1.3 A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
- 1.4 The failure of an employee to act on any grievance within the prescribed time limits, will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits, however, may be extended by mutual agreement.
- 1.5 All time limits consist of employee working days, except when a grievance is not resolved before the close of the current school term, time limits shall consist of all weekdays in order that the matter may be resolved as soon thereafter as possible.
- 1.6 In the event a grievance is filed which might not be finally resolved at "Step Two" under the time limits set forth herein by the end of the school term, and which, if left unresolved until the beginning of the following school term could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced; therefore, the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practical.

Section 2. Procedures:

The parties acknowledge it is usually most desirable for an employee and the immediately involved supervisor to resolve problems through free and informal communications. The employee shall be entitled to have a representative of the Association present to assist during such informal communications. If the matter is not resolved informally, a formal grievance may be filed in accordance with the following procedure:

- 2.1 **STEP ONE.** The grievant and/or the Association shall present the grievance in writing, on a form to be adopted for this purpose by the parties, to the immediately involved supervisor no later than twenty (20) days following the act or omission giving rise to the grievance, or within twenty (20) days of the time the grievant knew or reasonably should have known of such event. The written grievance shall state the specific violation, misinterpretation, or misapplication of the Agreement or Board policy alleged to be violated and the remedy requested. The immediately involved supervisor shall provide a written answer to the grievant and the Association no later than ten (10) days after receipt of the written grievance with reasons for the decision.

Article III: Grievance Procedure (cont'd.)

- 2.2 STEP TWO.** If the grievance is not resolved at Step One, then the grievance shall be sent to the Superintendent no later than ten (10) days after receipt of the Step One answer. The Superintendent shall arrange for a meeting with the representatives of the Association to take place no later than ten (10) days after his/her receipt of the appeal to attempt to resolve the grievance. Each party shall have the right to include in its presentation such witnesses and advisors as it deems necessary. Upon conclusion of this meeting, the Superintendent shall have ten (10) days in which to provide a written decision with reasons for the decision.
- 2.3 STEP THREE.** If the grievance is not resolved at Step Two, the grievance may be appealed in writing to the Board of Education no later than ten (10) days after receipt of the Superintendent's decision. The Board of Education shall arrange for a review to take place no later than fifteen (15) days after the Board's receipt of the grievance. Such review will be conducted in committee session. The grievant and the Association shall have the right to have present such witnesses and representatives as they deem necessary. A full record of such meeting will be kept and made available upon request to any party in interest. Upon conclusion of the review, the President of the Board of Education shall have fifteen (15) days in which to file the written decision of the Board with the grievant and the Association, with reasons for the decision.
- 2.4 STEP FOUR.** If the grievance is not satisfactorily resolved at Step Three, the Association and Board may mutually agree to request mediation of the grievance. If the parties do not mutually agree to mediation within fifteen (15) days following the date the Association receives the Step Three answer, the Association may advance the grievance to Step Five (binding arbitration). If the parties mutually agree to mediation, the Board and the Association shall attempt to agree on the selection of a mediator. If the parties are unable to agree on the selection of a mediator within the said fifteen (15) days, the request for mediation shall be submitted to the Federal Mediation and Conciliation Service (FMCS) which shall appoint a mediator from its staff to assist the parties in attempting to resolve the grievance. The mediation process shall begin as soon as practical following the appointment of the mediator, and shall continue for a period not to exceed thirty (30) days from the date the mediator is appointed, unless the parties mutually agree to extend the mediation period.
- 2.5 STEP FIVE.** If the grievance is not satisfactorily resolved at Step Three or Step Four, the Association at its option, may submit the matter to binding arbitration. If a demand for arbitration is not filed within thirty (30) days following the date the Association receives the Step Three answer or within thirty (30) days following the conclusion of the Step Four mediation process, whichever is later, the grievance shall be deemed withdrawn. The Association shall send notice of the demand for arbitration to the Board of Education at the time the demand is made. Within fifteen (15) days following the date the Board receives the demand for arbitration, the Board and the Association shall attempt to agree on the selection of an arbitrator. If the parties are unable to agree on the selection of an arbitrator within the said fifteen (15) days, the demand for arbitration shall be submitted to the Federal Mediation and Conciliation Service (FMCS) which shall act as administrator of the proceedings in accordance with the Voluntary Arbitration Rules of the American Arbitration Association (AAA).

Article III: Grievance Procedure (cont'd.)

The arbitrator to whom any grievance shall be submitted in accordance with the provisions of this Article shall, insofar as may be necessary for the determination of such grievance, have authority to interpret and apply the provisions of this Agreement, but such arbitrator shall not have the authority to alter, or add to or subtract from, in any way, the terms and conditions of this Agreement.

The decision of the arbitrator shall be final and binding upon the Board and the Association unless contrary to the laws of the State of Illinois. Binding arbitration is not applicable to the negotiation process.

The costs of arbitration shall be borne equally by the Board of Education and the Collinsville Education Association.

Section 3. Stipulations

3.1 Bypassing Steps

If the Association and the Superintendent agree, any Step of the grievance procedure may be bypassed and the grievance brought directly to the next Step.

3.2 Released Time

Should the administration schedule a grievance hearing during working hours that necessitates the presence of an employee and/or Association representative, the employee and/or Association representative shall be released from their regular assignment without loss of pay. Should an arbitration proceeding be scheduled during working hours, the Association president(s) or designee(s), the Association Grievance Committee chairperson or designee, and the grievant(s) shall be released from their regular assignments without loss of pay to attend the entire arbitration proceeding. Any District employee called by the Association to give testimony at an arbitration proceeding shall be released from their regular assignments without loss of pay for the time that is necessary for them to come to the arbitration proceeding, give their testimony, and return to their regular assignment. The administration shall be advised by the Association prior to the hearing as to the number of witnesses expected to be called.

3.3 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

3.4 Class Grievance

Class grievances involving more than one employee and/or one or more supervisors, grievances involving an administrator above the building level, or a grievance that applies to the C.E.A. itself may be initially filed at Step Two.

Article III: Grievance Procedure (cont'd.)

3.5. No Reprisals Clause

No reprisals shall be taken by the District against any employee because of the employee's participation in a grievance.

3.6 Representation

An employee shall have the right to have an Association representative present at all levels of this grievance procedure, and no employee shall be required to discuss a grievance without the presence of an Association representative.

3.7 Disclosure of Pertinent Information

The District shall promptly provide, upon request by the Association, all information and material pertinent to a grievance within seven (7) days following the District's receipt of such request.

3.8 Filing of Materials

All records and materials related to a grievance shall be filed separately from the personnel files of employees.

ARTICLE IV: EMPLOYMENT CONDITIONS

- Section 1.** Teachers shall be required to report not less than ten (10) minutes before the start of school and be in their assigned classroom or at their classroom door not less than five (5) minutes before the start of the school day, except for those situations where a few teachers shall be required for supervision before the opening of school, at which time up to thirty (30) minutes of equivalent released time in their daily work schedule shall be allowed. Each teacher shall otherwise remain after school for a period of ten (10) minutes, unless otherwise excused by his/her building principal or supervisor; the principal or supervisor shall keep a log of the excuse requests, which shall include specific reasons for the intended absence, excluding Fridays and the days before all holidays, in which case they may be considered excused unless specifically asked to stay by the principal or supervisor.
- Section 2.** Teacher participation in extracurricular assignments shall be made from those who accept voluntarily.
- Section 3.** Each elementary teacher shall be provided fifteen (15) minute morning and afternoon relief periods utilizing teacher aides.
- 3.1 The teacher assistant staff of each elementary building shall include one assistant employed during the lunch periods for the purpose of providing release time to a teacher who would otherwise have supervisory responsibilities. This assistant shall provide relief in turn to each teacher on a rotating basis. It is the intent of the parties that all elementary teachers shall be so relieved on an equitable basis and duty schedules shall be arranged accordingly.
- 3.2 The Board agrees to direct the Administration to review all teachers' duty schedules and to eliminate any unnecessary supervisory duties which are presently being served by teachers.
- 3.3 In order for a deviation from Article IV, Section 3 to occur for any school year, not less than 75% of the Association members in an affected school(s) must vote to approve such deviation. If less than 75% of the Association members in the affected school(s) vote to approve such deviation for any school year, the configuration of teacher relief periods and recess periods for that building shall be as set forth in the first paragraph of this Section. Such deviation shall only be permitted following a vote wherein not less than 75% of the Association members in that school vote in favor of the deviation. Such vote shall be by secret ballot, conducted by the Association through its Building Representatives at that school. Such secret ballot vote shall be conducted one time prior to the end of the school year preceding the school year for which the deviation is being considered.

The Board and the Association agree that any deviations from Article IV, Section 3 which are approved in accordance with the provision of this subsection shall be effective for only one school year, and shall terminate at the end of that school year. Association members within an affected school may renew the deviation for a subsequent school year if not less than 75% of the Association members assigned to that school vote in favor of renewing the deviation. Such a vote shall be by secret ballot, conducted by the Association through its Building Representatives at that school. Such vote shall be conducted one time prior to the end of the school year preceding the school year for which the deviation is being considered. Every Association member assigned to that school shall be permitted to participate in the secret ballot vote.

Article IV: Employment Conditions (cont'd.)

No further deviations from any provision of the Agreement or from any Board policies shall be permitted without the prior written agreement of the Board and the Association.

Section 4. Secondary teachers shall have at least one preparation period per school day. Preparation periods for elementary teachers shall be provided when specialists are scheduled and when the presence of the teacher is not necessary to the program. Specialist time shall be a minimum of ninety (90) minutes per week at the Kindergarten through 6th Grade levels, which will be scheduled by the administration in segments of time in its discretion.

Preparation time shall be defined as the time received by teachers during the normal workday that teachers are expected to spend for the purpose of evaluating students, conferring with parents, colleagues, and/or administrators, preparing for class lessons and/or conducting other educational activities. Teachers receiving preparation time may be assigned to cover a class period, subject to the conditions set forth in Section 6 of this Article.

4.1 Classroom Interruptions: Interruptions during the regular class periods reduces the effectiveness of the educational process and should be kept to a minimum.

Section 5. The Association and the Board recognize the need for having an adequate but limited number of professional staff meetings.

5.1 Building faculty meetings, if scheduled, shall not exceed one (1) per month, except in emergency situations. Such meetings shall be held either before or after the normal school day and shall not exceed one (1) hour in duration. The teachers will be notified five (5) days in advance of such meetings except in cases of emergency.

5.2 Departmental or curriculum meetings, if scheduled, shall not exceed one (1) per month per teacher, except under unusual circumstances, in which case two (2) meetings may be held. Such meetings shall be held after the normal "teacher work day" and shall not exceed one (1) hour in duration. The activities of the committee may be determined either by the members of the committee or by the Superintendent's designee.

5.3 The Superintendent or his/her designee may schedule meetings for curriculum planning and textbook evaluation during all or part of the regular "teacher work day." Principals, supervisors, department heads and teachers shall work together in developing plans for curriculum meetings, workshops and institutes.

Article IV: Employment Conditions (cont'd.)

- 5.4 Effective with the 2012-2013 school year, the District will provide teachers with collaboration training during some or all faculty meetings scheduled under section 5.1 above.

Effective with the 2013-2014 school year, Wednesday afternoon, each week that school is in session, is designated "Collaboration Time." Students will be dismissed one half hour early and employees to stay one additional half hour for a total time of one hour. Collaboration time will not be scheduled on the first or last student attendance day of the school year, nor the day before a holiday. The agenda for collaboration time will be developed jointly between faculty and administration.

Effective with the 2022-2023 school year, one Wednesday per month may be designated for the district to use as training time for employees. The district will determine the focus of these meetings.

It is agreed that RTI issues will be a part of each meeting or an entire meeting each month. It is agreed that faculty meetings will not be scheduled, with the exception of emergency situations, and curriculum meetings will not be called. It is agreed that collaboration time is considered part of the normal work day for employees in attendance and both sides agree that attendance and participation is expected. Collaboration time will not interfere with any employee's preparation period.

Section 6. Every attempt shall be made by the administrative staff to obtain an adequate supply of qualified substitute teachers. Only in cases of extreme emergency will the principal assign a certified teacher to serve on a substitute basis. The certified teacher will only be asked to substitute during their prep period. Any certified employee who serves as a substitute shall be compensated at the rate of .00065 of the base salary.

- 6.1 A substitute shall also be provided for the Nurse(s) in the event of absence.
- 6.2 The Board and the Administration agree to hire substitutes for nurse's aides in the event of absence.
- 6.3 The district will make an effort to provide qualified substitutes in the co-taught classrooms for the general education teacher, special education teacher, and/or the educational assistant(s) when the general education teacher, special education teacher, or educational assistant(s) are absent.

Section 7. All special teachers who teach on a full-time basis shall receive relief and preparation time no less than the regular teacher of that grade level which they serve. Relief and preparation time can be interpreted as conditions other than the actual teacher-pupil performance such as a longer noon hour, recesses, and planning periods that may occur either on a daily or weekly basis.

Section 8. All extracurricular activities for which compensation is paid shall be performed outside of the normal teacher's workday.

- 8.1 This clause shall be inapplicable in any year that the full seven (7) period-day is not in effect.

Article IV: Employment Conditions (cont'd.)

- 8.2 The CEA and Board agree that it is in the District's best interest to hire the best qualified people to fill vacant positions. When filling an extra-curricular position and two candidates have virtually the same qualifications, preference in hiring will be given to a candidate who is currently a Unit 10 teacher. When two Unit 10 teachers are candidates for the same extra-curricular position and both have virtually the same qualifications, preference shall be given to the candidate who has the lesser number of extra-curricular assignments. The assessment of the candidates' qualifications rests with the administrator(s) who are interviewing for the position.

Section 9. Calendar

- 9.1 A teacher institute day of five hours duration will be scheduled the first and second day of the school year. Teachers may work in the school buildings beyond the five hours devoted to the institute in preparation of the first day of student attendance.
- 9.2 One and one-half (1½) in-service days will be used for parent/teacher conferences in all schools the second or third Thursday and Friday of the second quarter. Conferences will be held Thursday for seven (7) hours between the hours of 12:00 p.m. and 8:00 p.m., and Friday from 7:30 a.m. to 12:30 p.m. Teachers will receive a one (1) hour dinner on Thursday. Total time scheduled for conferences will be the same as the total time of the teachers' regular workday. In the event the District is legally required to establish 176 student attendance days in a school year, the district will designate both days designated as parent-teacher conference days e-learning days, in which students will not attend school but will complete a teacher prepared e-learning project on both days.
- 9.3 The first scheduled school day immediately following the Winter Break shall be a student attendance day and not a teacher institute day. A teacher institute day of five hours duration will be scheduled the Friday before the Dr. Martin Luther King, Jr. holiday. Teachers may work in the school buildings beyond the five hours devoted to the institute.
- 9.4 When a county-wide teacher institute is held by the ROE, Unit 10 will schedule a teacher institute on the same day, so Unit 10 teachers can attend. When a county-wide institute day is held during the school year, the Friday before Dr. Martin Luther King, Jr. holiday will be a half-day in-service. This will allow two teacher institute days to start the school year.
- 9.5 A teacher institute day of five hours duration will be scheduled the last day of the school year. (See paragraph 9.6 below on teacher institute days).
- 9.6 Teacher institute programs must be approved by the Superintendent, Board of Education, and Regional Superintendent of Schools prior to the institutes. A teacher institute program for each teacher institute day will be developed each spring for the following school year. A committee of district administrators and CEA representatives will prepare the teacher institute program to present to the Superintendent for approval by May 1 of each year.

Article IV: Employment Conditions (cont'd.)

Section 10. Employees who are required to file a State of Economic Interests must file the form and provide the school Business Office with a copy of the employee's receipt of filing not later than the required filing date. Notification of the need to provide a copy of receipt to the Board Office shall be given 30 days in advance of any withholding of salary payments. In the event such evidence is not provided to the Business Office, the District shall withhold salary payments to the employee until compliance is provided.

Section 11. Teacher Dress and Appearance

11.1 The CEA and the Board share a mutual desire to present a positive image of our schools. The CEA acknowledges that teachers have a responsibility to present an appropriate appearance when at work. The Board acknowledges that teachers desire to be able to use their professional judgment in determining what attire is appropriate. The parties agree that teacher attire should be neat, clean, and appropriate to the particular work environment, work style, and seasonal time of the year. Ripped, torn, or dirty clothing are not considered appropriate attire.

Section 12. Lesson Plans

On the last workday of each week, teachers and itinerate teachers shall have lesson plans written in advance for the following week. Classroom teachers shall leave their lesson plans in their classroom at a location mutually agreed upon with their administrator. Itinerate teachers shall leave a copy of their lesson plans in the office of the last building in which he/she worked on the last day of the week.

All grade books and lesson plan books, both hard copy and electronic, are the property of the school district and must be submitted to the principal, upon request, at the end of each school year, (Ref: Board Policy 6:280).

Section 13. Grading

13.1 For K through 6th grades, there shall be five (5) working days from the end of the quarter to the date that grades are required to be submitted for teachers to compile, enter and submit grades. For 7th through 12th grades, there shall be three (3) working days from the end of the quarter to the date that grades are required to be submitted for teachers to compile, enter and submit grades (fourth quarter grades will be due prior to the end of the quarter).

13.2 During the last seven (7) days of school, there shall be no formal observations held. Informal observations will not penalize a teacher for his/her use of instructional time to complete the end-of-year grading requirements.

13.3 K-2 teachers shall be given an extra day to convert the beginning, developing and secure report card marks to State-acceptable marks for the State report.

Article IV: Employment Conditions (cont'd.)

- 13.4 If there is any problem with technology (hardware or software), then the date that grades are due shall be extended to allow teachers adequate time to complete grades after the problem is fixed. The time will be mutually agreed upon by the Association leadership and the Administration.

ARTICLE V: EMPLOYEE FACILITIES, EQUIPMENT AND MATERIALS

- Section 1.** The Board and the Association mutually recognize the importance of continuous use of adequate employee reference material in maintaining a high level of professional performance. Suggestions for additional reference materials are encouraged.
- Section 2.** Each school will have designated areas, apart from students, for use as a staff dining room. The meeting of this standard is subject to the limitations of existing building facilities.
- Section 3.** Telephone facilities shall be made available to employees for their reasonable use for school related business. Effort shall be made to provide public pay phone facilities.
- 3.1 Personal calls on school phones, except in emergencies, are discouraged. If a long distance personal call is made, this charge must be billed to the employee's home.
- Section 4.** Space shall be provided in which teachers may safely store instructional materials and supplies.
- Section 5.** The Board shall provide one of the following facilities for each employee: a separate locked desk or filing cabinet with lock. The Board shall also provide a suitable closet or locker space for coats and personal articles.
- Section 6.** The Board shall provide adequate parking space for employees at schools where areas can be made available and their use will not interfere with the instructional program.
- Section 7.** A communication system shall be provided in all new school buildings so that teachers can communicate with the school's main office from their work stations.
- Section 8.** The Board agrees to make available for each building typing, duplicating facilities, and clerical personnel to aid the employees in the proper execution of their assigned duties.
- Section 9.** An employee lounge shall be provided in any new buildings, or considered in additions of existing buildings. These and existing lounges shall be adequately furnished and cleaned daily. Air conditioning shall be installed in all faculty lounges.
- Section 10.** Annually, each employee shall be given the opportunity to submit, through the principal, requisitions for instructional materials and supplies for the following school year. Such requests shall be submitted on forms provided by the Director of Business Affairs and shall be in sufficient detail as to provide positive identification on all items for the purpose of taking bids and purchasing. Requests shall also contain a statement as to the intended use of the item and how it will contribute to the effective presentation of the subject for which it is intended; this information to be used by the

Article V: Employee Facilities, Equipment and Materials (cont'd.)

principal, appropriate administrator, and the Superintendent in determining the educational priority to be assigned the request. These requests shall be due in time for their consideration in the preparation of the tentative budget, as determined by the Superintendent and the Director of Business Affairs.

- 10.1 The need for the employees to know the disposition of their requests prior to the start of school in the fall is recognized, and as a general practice, this information will be in the hands of the respective principals one week before the opening of school.
- 10.2 Employees may also submit, through their respective principals, requisitions or requests for materials necessary during the current school year. Needless to say, employees are encouraged to include items for which the need is foreseeable in their annual requisitions, and items requested during the year should be identified in detail, and the need justified the same as with annual requests. Notification to the employee through the principals as to the disposition or status of the request shall be made within three or four weeks of the receipt of the request in the central office.

Section 11. In that textbooks, supplies, and computer software are tools of the teaching profession, the Board expects the selection of textbooks, supplies, and computer software to involve the classroom teacher. The Board recognizes that library reference materials, maps and globes, laboratory equipment, audio-visual equipment, teaching aids, current periodicals, standardized tests and questionnaires, and similar materials are also tools of the teaching profession. Further, textbooks should reflect the contribution of minority groups to the historical, scientific, and social development of the United States, and this factor shall be one of the criteria, where applicable, to be used in the ultimate selection of textbooks and other materials. The Board recognizes that the teachers of a given grade level, subject area or department, such as Special Education, Music, P.E., are the most knowledgeable to select the appropriate textbooks, library materials and other instructional materials for their subject and/or grade level. Accordingly, the following procedure shall be used to adopt textbooks, library materials and any supplemental instructional materials:

- 11.1 Textbook adoption shall be on recommendation of the Superintendent or his/her delegated representative with the advice of a representative committee of teachers involved in its use. The teachers in the grade level or subject area shall, after study and investigation, make recommendations to the appropriate department chairman, sub-department, or elementary curriculum chairman. The recommendations, with a written endorsement and certificate of evaluation, as originally presented by the teachers, shall then be submitted to the appropriate administrator who shall present the recommendations to the Superintendent for presentation to the Board.
- 11.2 The Board shall take formal action on the teachers' recommendations. The Board shall accept the teachers' recommendations unless it has sufficient and good cause to reject them. To take formal action shall mean to vote in official session to accept, reject, or refer back through the administration to the teachers. The Board shall notify through the administration the involved teachers of its decision within ten (10) days of its decision. If the Board's action shall be other than acceptance, such notification shall list in writing the reasons for its actions.

Section 12. The Board policy regarding computer security and District network/Internet use that was negotiated and agreed to between the Board and the CEA on or about February 5, 1998 shall govern employees' use of District computer equipment and use of the District's electronic network.

Article V: Employee Facilities, Equipment and Materials (cont'd.)

- Section 13.** Surveillance Cameras: The District agrees that it will not install surveillance cameras in student instructional areas or teachers' lounges without first giving notice and bargaining with the Association consistent with the Illinois Educational Labor Relations Act. In the event surveillance cameras are installed in student instructional areas or teachers' lounges, the following procedures shall apply:
- A. The District shall not use any surveillance tape from student instructional areas or teachers' lounges to evaluate the performance of teachers nor shall these tapes be used to investigate complaints of poor job performance lodged against teachers. Rather, surveillance tapes from student instructional areas and teachers' lounges can only be used to investigate allegations of student or teacher criminal misconduct.
 - B. If the District uses a surveillance tape to investigate teacher criminal misconduct, the Association shall be provided a copy of the surveillance tape at no cost.
- Section 14.** It is agreed that there will be a cap limit of twenty-nine students per year that may participate in the Running Start Program beginning with the 2018-19 school year.

ARTICLE VI: STAFF PROTECTION

- Section 1.** All complaints or allegations brought against a teacher(s) shall remain confidential and may only be disclosed or discussed with persons with a need to know the information. Any complaint or allegations against a teacher(s), deemed by the Superintendent or his/her designee to be appropriate for investigation and which might warrant action against the teacher(s), shall be brought to the attention of the teacher(s) involved in a timely manner and before any final action against the teacher(s). The Superintendent or his/her designee will schedule a conference with the teacher(s) to discuss the complaint and to allow the teacher(s) to respond to the complaint. Complaints that have not been investigated or which are determined by the Board or its representative to have no validity shall not be placed in the teacher's personnel file.
- No notice of a complaint by a parent, parents, or student shall be included in the teacher's personnel file unless a conference is held between the teacher and an administrator and a copy of the complaint is given to the teacher in writing. Following the conference the administrator will give the teacher a written summary of the conference and may place the summary in the personnel file. The administrator may offer to remove the summary from the personnel file after a specified period of time provided no further incidents of that nature or of a related nature are observed or reported during that time period. No material related to any such complaint shall be used for punitive or disciplinary action against a teacher unless it has been placed in the teacher's personnel file in accordance with the requirements of this Article. This does not preclude administrators from holding conferences with the teacher for the purpose of gaining information concerning the problem or tendering remedial suggestions.
- Section 2.** The teacher shall have the right to answer any material filed under Section 1 above, and her/his answer shall be attached to the complaint.

Article VI: Staff Protection (cont'd.)

- Section 3.** The Board shall indemnify and protect employees against any loss, damage, or destruction of personal effects while on duty for the District due to fire or "acts of God," subject to the insurable interest of the School District against such losses.
- Section 4.** Although the Board recognizes that the teacher has the responsibility for the maintenance of discipline within his or her classroom, the Board also recognizes its responsibility to give all reasonable support and assistance to the teacher with respect to the maintenance of control and discipline in the classroom.
- 4.1 A teacher may temporarily exclude a pupil from a class when, in the opinion of the teacher, the grossness of an offense, the persistence of the behavior, or the disruptive effect of any violation makes the continued presence of the pupil intolerable. The teacher shall fill out the appropriate form, indicating the problem and what remedial steps have been taken, and send it to the principal.
- 4.2 A pupil temporarily excluded by a teacher shall be sent from the classroom to the appropriate office, and the pupil shall be referred to the building principal or the principal's designee.
- 4.3 The building principal or the principal's designee shall take appropriate action to solve the discipline problem. Should the principal's decision include the re-admittance of the pupil to class, the teacher shall be notified in writing or through a teacher/principal conference of the conditions under which the re-admittance of the pupil is granted.
- 4.4 If the misconduct continues or if the pupil fails the conditions as set by the building principal for re-admittance, the teacher and principal shall meet to resolve the situation.
- Section 5.** Procedures for suspension and expulsion of pupils from school shall be distributed to administrators, teachers, students and parents each year.
- Section 6.** The Board's policy governing the use of corporal punishment shall be in accordance with the School Code. A written statement by the Board governing the use of corporal punishment of pupils shall be distributed to all employees no later than the first week of each school term.

ARTICLE VII: EMPLOYEE AUTHORITY AND RESPONSIBILITY

- Section 1.** The Board recognizes its responsibility to give all reasonable support and assistance to employees with respect to the maintenance of control and discipline in the classroom. The Board further recognizes that the teacher may not be expected to assume ongoing responsibility for emotionally disturbed students.
- 1.1 The parties recognize that pupils having special problems may require specialized experience. Teachers having such students in their classroom may request special help.
- 1.2 The Board, to assist the teacher, will endeavor to provide remedial reading teachers in accordance with the State recommendation.

ARTICLE VIII: EMPLOYEE EVALUATION

- Section 1.** Certified employees shall be evaluated while serving in their professional capacities by an administrator qualified under 105 ILCS 5/24A-3. The evaluator is responsible for written evaluations of all certified employees assigned to him/her. The evaluator's responsibilities include:
- 1.1 Orienting each employee to the evaluative procedures and instruments during the first five weeks of their evaluation cycle.
 - 1.2 Assuring that all tenured employees who receive a proficient or an excellent evaluation are evaluated at least once every three years which shall consist of the following:
 - 1.2.1 A goal-setting and evaluation procedures pre-conference (with access to the evaluation plan documents which will be explained to the employee) within the first forty (40) employee working days of the evaluation cycle. The evaluation cycle will begin February 16. Each employee who has attended the goal-setting and evaluation pre-conference will sign off that they attended said conference. [For the 2012-2013 school year ONLY, tenured teachers' evaluation cycle will begin on the first working day of the school year and the goal-setting and evaluation procedures pre-conference will be conducted within the first five (5) weeks of the work year.]
 - 1.2.2 At least one formal observation consisting of a pre-conference, an observation (30 minutes minimum) within 10 working days of the pre-conference, and a post-observation conference within 10 days of the observation. The purpose of the post-observation conference will be to discuss the over-all performance observed. In addition, the administrator will provide the employee an opportunity to request additional observation(s) *and be observed* for purposes of demonstrating improved performance in any area.
 - 1.2.3 Informal performance observations will be as needed or appropriate. Within ten (10) working days, written comments which are noted as an informal observation will be shared with the employee. A conference will be held between the evaluator and employee to discuss the informal observation report, provided the employee submitted a written request for such a conference to the evaluator within 10 school days from the date he/she received the informal observation report.

The administrator will provide the employee an opportunity to request additional observation(s) *and be observed* for purposes of demonstrating improved performance in any area.
 - 1.2.4 A performance reflection conference will be held between the employee and his/her evaluator by February 1 of the final year of the evaluation cycle.
 - 1.2.5 A summative conference will be held prior to February 15 of the final year of the evaluation cycle. The written summative evaluation document, which will include the overall performance rating, will be presented to the employee at this conference.

Article VIII: Employee Evaluation (cont'd.)

1.2.6 The employee may request in writing additional informal and/or formal observations throughout the evaluation cycle but prior to the date of the performance reflection conference.

1.3 Non-tenured employees will receive a written evaluation every year which shall consist of the following:

1.3.1 A goal-setting and evaluation procedure pre-conference (with access to the evaluation plan documents provided which will be explained to the employee) within the first five (5) weeks of the evaluation cycle. For first-year employees, the evaluation cycle will begin on the first day of employment; for continuing employees, the evaluation cycle will begin on February 16. Each employee who has attended the goal-setting and evaluation pre-conference will sign off that they attended such conference.

1.3.2 At least one formal observation consisting of a pre-conference, an observation (30 minutes minimum) within 10 working days of the pre-conference, and a post-observation conference within 10 days of the observation. The purpose of the post-observation conference will be to discuss the over-all performance observed. In addition, the administrator will provide the employee an opportunity to request additional observation(s) and be observed for purposes of demonstrating improved performance in any area.

1.3.3 Informal performance observations will be as needed or appropriate. Within ten (10) working days, written comments which are noted as an informal observation will be shared with the employee. A conference will be held between the evaluator and employee to discuss the informal observation report, provided the employee submitted a written request for such a conference to the evaluator within 10 school days from the date he/she received the informal observation report.

The administrator will provide the employee an opportunity to request additional observation(s) *and be observed* for purposes of demonstrating improved performance in any area.

1.3.4 A performance reflection conference will be held between the employee and his/her evaluator by February 1.

1.3.5 A summative conference will be held prior to February 15 of the final year of the evaluation cycle. The written summative evaluation document, which will include the overall performance rating, will be presented to the employee at this conference.

1.3.6 The employee may request, in writing, additional informal and/or formal observations throughout the evaluation cycle but prior to the date of the performance reflection conference.

Article VIII: Employee Evaluation (cont'd.)

- 1.4 Documents of an evaluative nature which may be referenced in or attached to an employee's final evaluation provided the documents were written remarks shared by/with the employee. All observations (informal and formal) shall be based on verifiable, or observable, or measurable criteria and/or conform to any applicable rubric and ratings system of the evaluation plan.
- 1.5 The written summative evaluation document, after being signed by the employee, shall be filed in the employee's personnel file in the central administration office, and a duplicate of that report shall be made available to the employee. The employee may attach written remarks to this document.
- 1.6 Providing definite, positive assistance in rectifying professional difficulties, if any are indicated, during the evaluation cycle. In the event of remediation, a consulting employee from within the District, when possible, will be made available. The consulting employee shall be selected from a list of qualifying consulting employees supplied by the Association, or from a list supplied by the **Regional Office of Education**, in the event the Association elects not to provide such a list.
- 1.7 Reports of substitute employees should not be of an evaluative nature and a copy of the report will be available to the regular employee.

Section 2. Itinerant staff shall be assigned to a home-school by the administration prior to the first week of school. Except for IEP coordinators and school psychologists, the home-school principal, or his/her qualified designee, will be the evaluator of the itinerant employee. IEP coordinators and school psychologists will be evaluated by the district's special education director.

Section 3. All monitoring or observation of the work performance of an employee shall be conducted with the full knowledge of the employee.

Section 4. The above stipulations do not preclude informal and impromptu visits to the classroom for the purpose of informal evaluation.

Section 5. In the event that a tenured employee receives a performance rating of "Needs Improvement," the employee shall be subject to a professional development plan. The evaluator, in consultation with the employee, and taking into account the employee's on-going professional responsibilities including his or her regular teaching assignments, shall develop the professional development plan. The evaluator and employee will have an initial meeting to discuss the employee's performance issues as indicated from deficiencies noted in their evaluation. A second meeting will be held to finalize the professional development plan, at which time the employee may bring a District employee to provide professional support at this meeting. The professional development plan shall be developed within 30 school days of the receipt of the "Needs Improvement" rating by the teacher.

Section 6. In the event that a tenured employee receives a performance rating of "Unsatisfactory," the employee shall be subject to a remediation plan. The certified employee, the Association, a consulting teacher and the employer all shall participate in the development of the remediation plan. The development and commencement of the remediation plan shall commence within 30 school days of the receipt of the "Unsatisfactory" rating by the teacher.

Article VIII: Employee Evaluation (cont'd.)

Section 7. The evaluation plan may be changed in accordance with the Illinois School Code, 105 ILCS 5/24A-4 and state regulations. Such changes, if any, shall be developed in cooperation with the Association. The Association will appoint a committee of five (5) members to meet with five (5) District administrators to cooperate in the development of any changes to the District's evaluation plan. The parties will mutually agree on the date/time for committee meetings. Until such time, the certified employee evaluation instrument in effect during the current Agreement shall continue to be used.

ARTICLE IX: EMPLOYEE DISCIPLINE

Section 1. For members of the bargaining unit represented by the Association, employee discipline shall mean written reprimand, suspension without pay, or dismissal. The Board subscribes to the principles of due process and progressive discipline, and shall not administer discipline against a teacher without good cause. For purposes of this Article, dismissal shall not apply to non-tenured teachers. Tenured teachers may only be dismissed pursuant to the Illinois School Code.

- 1.1 Prior to administering discipline, the Board or the appropriate administrator shall conduct a fair and objective investigation to determine whether the teacher has violated a rule or policy of the District. The alleged offense and the past record of the teacher will be taken into consideration when deciding whether to administer discipline and in determining the appropriate degree of discipline. The degree of discipline to be administered in a particular case shall be reasonably related to the seriousness of the proven offense.
- 1.2 Prior to administering a written reprimand, the administrator issuing the written reprimand shall provide to the teacher written notice of the allegations in question, and shall provide the teacher the opportunity to have a hearing on the allegations before the administrator issuing the written reprimand. If the teacher requests such a hearing, he/she shall be entitled to have an Association representative of his/her choice present at the hearing to advise, assist, and represent the teacher. At the hearing, the teacher and his/her Association representative shall have the opportunity to cross-examine witnesses bringing testimony against the teacher, and shall have the opportunity to present evidence on his/her own behalf.
- 1.3 Suspensions without pay may only be issued by the Superintendent or the Board. Teachers suspended without pay may request a hearing in closed session before the Board to review his/her suspension without pay. The teacher shall be entitled to have an Association representative of his/her choice present at the hearing to advise, assist, and represent the teacher. At the hearing, the teacher and his/her Association representative shall have the opportunity to cross-examine witnesses bringing testimony against the teacher, and shall have the opportunity to present evidence on his/her own behalf.

Article IX: Employee Discipline (cont'd.)

- Section 2.** Nothing in this Article shall be interpreted to prevent the Superintendent from immediately placing on a non-disciplinary administrative leave with pay any employee whose conduct can reasonably be construed to create a condition of emergency which threatens or may threaten the health, safety or welfare of any student or school personnel. Prior to imposing an administrative leave with pay on an employee, the principal shall inform the employee of the decision and the reason(s) therefore. Following completion of the investigation, if the District decides that no disciplinary action is warranted, no record of the administrative leave with pay or the investigation will be included in the employee's personnel records. If, following the completion of the investigation, the District decides that disciplinary action is warranted, the employee shall be afforded the due process set forth in Section 1 above.
- Section 3.** All meetings or hearings conducted pursuant to this Article shall be confidential.
- Section 4.** The District will not disclose personnel information except in accordance with the Illinois Personnel Records Review Act.

ARTICLE X: EMPLOYMENT QUALIFICATIONS AND ASSIGNMENTS

- Section 1.** Employees shall not be assigned on a regular basis outside the scope of their teaching certificate or their major or minor fields of preparation except for good cause.
- Section 2.** No new teacher shall normally be employed for a regular teaching assignment who does not have a bachelor's degree from an accredited college or university. An exception shall be made in the case of vocational instructors whose need for technical skill in the subject to be taught makes it necessary to compromise standards as to formal training in order to secure a teacher capable of performing the assignment well.
- Section 3.** The employment of teachers shall be confined to candidates holding proper certification and qualifications as it pertains to their position(s) in accordance to State Board of Education Document Number 1.
- Section 4.** The Board shall continue to provide reasonable funds for staff development activities such as attendance at professional conferences and meetings and in-district programs relating to their teaching assignment and professional growth as a teacher. Prior authorization of the Superintendent is required to attend professional conferences and meetings. Limitations may be placed on the funds allocated for an individual to attend a specified professional conference or meeting.
- Section 5.** All teachers shall be notified as soon as possible of their specific assignments for the next school year.
- Section 6.** Employees may make written application to the Director or Assistant Superintendent of Human Resources for transfer to any available open position in the District for which they are qualified.

Article X: Employment Qualifications and Assignments

Section 7. The Board supports a policy of considering filling vacancies, including vacancies in supervisory and administrative positions from within the faculty and staff. Whenever a permanent vacancy arises, the Superintendent, or his/her designee, shall post notice of same on the central office bulletin board and, when buildings are staffed with teachers, send a written notice to each school building for posting, and notice to the Association President. The Superintendent or his/her designee may simultaneously place a public advertisement for the purpose of accepting external applications for the vacant position. Whenever a permanent vacancy arises two (2) weeks before the start of school, teachers shall be given a minimum of three (3) calendar days to make application. Any time buildings are staffed with teachers, a teacher shall be given a minimum of three (3) school days to make application. If an applicant, following an interview, is not selected, he/she may contact the administrator with whom they interviewed within ten (10) school days of the notification. Upon the request of the employee, a conference will be held and the reasons for the selection of another candidate will be discussed.

Section 8. The District agrees that, in the event it considers the involuntary transfer of a member of the bargaining unit represented by the Association, such involuntary transfer will only be implemented for legitimate District purposes and not in an arbitrary or capricious manner, or for punitive reasons. The District will not implement such a transfer without providing to the affected teacher(s) and the Association a written notice containing an explanation as to the reasons(s) why the transfer is being made. This notice shall be in writing and shall be given within thirty (30) calendar days prior to the effective date of the transfer. Prior to the effective date of the transfer, the Superintendent or his/her designee will meet with the affected teacher(s) and Association representative(s) to review and discuss the reasons for the transfer.

8.1 The Board shall release the teacher from their contract if they so request if a qualified replacement is available.

8.2 The teacher involuntarily transferred may apply for and will receive consideration for a transfer into future vacancies.

Section 9. Teachers Displaced for Reasons Other Than Reduction In Force ("RIF"):

In the event a teacher's position is eliminated for a reason other than a RIF, the teacher shall be permitted to bump into any position for which he/she is qualified, provided that such teacher:

- a) Is certificated for the position he/she is bumping into, and
- b) Has more District seniority than the teacher he/she is bumping.

Section 10. Positions in the Collinsville summer school program shall, to the extent possible, be filled by teachers regularly employed in the Collinsville school system.

Section 11. In filling summer school positions, consideration shall be given to a teacher member's degree of competence, experience, subject level or grade level qualifications and quality of teaching performance.

Article X: Employment Qualifications and Assignments (cont'd)

Section 12. All openings for summer school shall be posted as early as possible so interested teacher members may apply.

Section 13. The ultimate selection of summer school teachers to be recommended to the Board of Education for employment shall be made by the Superintendent of Schools in accordance with the above guidelines.

Section 14. Permanent Substitute Teacher:

The Board and the CEA agree as follows with respect to permanent substitute teachers:

1. The position of permanent substitute teacher, if and when utilized by the Board or Administration, will be considered included in the bargaining unit represented by the CEA.
2. The position of permanent substitute teacher will not be utilized except in cases of extreme emergency and where no other practical alternative options are available.
3. The position of permanent substitute teacher shall not be used as a form of disciplinary action against a teacher; nor shall a teacher be involuntarily assigned to the position of permanent substitute teacher as a means to avoid, bypass, or forego the agreed upon procedures for employee observation, evaluation, remediation, and discipline.
4. A teacher who is assigned to the position of permanent substitute teacher shall suffer no reduction in salary, benefits, seniority, employment status, or other terms and conditions of employment due to the assignment to permanent substitute teacher.
5. An assignment to the position of permanent substitute teacher shall be considered a temporary assignment which will not exceed the remainder of the school year.
6. Individuals assigned to the position of permanent substitute teacher shall be properly certified and qualified for the duties attendant to that position, in accordance with the Agreement, Board policies, rules and regulations of the Illinois State Board of Education, and applicable state and federal statutory and case law.
7. The job description which will be utilized for the position of permanent substitute teacher shall be the Teacher Job Description which is contained in the District's Evaluation Plan.
8. Individuals assigned to the position of permanent substitute teacher shall be entitled to a duty-free lunch period equivalent to that provided to all other bargaining unit members within the building to which the permanent substitute teacher is assigned.
9. Individuals assigned to the position of permanent substitute teacher shall be entitled to relief and preparation periods in accordance with the provisions of the Agreement.

Article X: Employment Qualifications and Assignments (cont'd)

10. An individual assigned to the position of permanent substitute teacher shall not be formally evaluated until after that individual resumes a regular classroom assignment. The time spent as a permanent substitute teacher shall not be included in the evaluation of such individual, unless the teacher fails to perform the duties of the permanent substitute position.
11. An individual assigned to the position of permanent substitute teacher and who is required to travel between or among work sites as a part of that assignment shall be entitled to compensation for mileage in accordance with the Agreement.
12. The workday for a permanent substitute teacher shall be the same as for all other bargaining unit members within the building to which the permanent substitute teacher is assigned.
13. The duties of a permanent substitute teacher shall be essentially the same in nature as those of the teacher whom the permanent substitute teacher is replacing. A permanent substitute teacher shall not be expected or required to perform work or duties that do not normally fall within the purview of certified teaching work. Individuals assigned to the position of permanent substitute teacher shall not be expected or required to write lesson plans, unless the regular teacher is unable or unwilling to write the lesson plans.
14. An individual assigned to the position of permanent substitute teacher will be the first called each day when the District is calling to arrange for substitutes.

Section 15. Standards and Expectations for Coaches

This list is intended by the District and the CEA to serve as a set of guidelines and mutual understandings to assist coaches in developing and implementing their respective programs, and not to be a part of the evaluation of coaches, except as previously bargained and included in the coaches' evaluation process and instrument.

1. Conduct regular practices appropriate to the sport.
2. Teach the fundamentals and rules of the game to participants.
3. Encourage participants, by use of example, to practice good sportsmanship in practice and at games, both in victory and in defeat.
4. Develop and implement a set of team rules and expectations that will be applied fairly and equitably to all participants.
5. Abide by IHSA and appropriate conference rules, constitutions, and by-laws.
6. Maintain open and honest communications with the athletic director and administrative staff.
7. Maintain open and honest communications with players and parents.

Article X: Employment Qualifications and Assignments (cont'd)

8. Remember that coaching decisions should reflect the best interest of the team/program.
9. Assist athletes in the pursuit of college/university scholarships.
10. Work with the booster club (if one exists) to promote the program.
11. Maintain positive communication with the press; report contest results to the press in a timely manner.
12. Encourage the athlete to do his/her best.
13. Maintain the safety and welfare of athletes during practices and competition.
14. Maintain current knowledge of techniques and strategies of the game.
15. The coach shall have the sole responsibility to determine who competes in the contest and the amount of playing time for each player.
16. The Board agrees to the following item in the Standards and Expectations for Fans and Parents:

With respect to any questions, concerns, or complaints that a participant, parent or guardian, or fan may have concerning any aspect of the program, the following communication channel will be adhered to:

- a. If a participant, parent or guardian, or fan has any questions, concerns, or complaints, about their son(s)/daughter(s) exclusively, or the program, they should first contact their son(s)/daughter(s)' coach at a time that can be mutually agreed upon. The day of a contest is usually not considered a mutually agreed upon time by the coaching staff. The coaching staff should be contacted during reasonable daytime hours.
- b. If a participant, parent or guardian, or fan has any questions, concerns, or complaints, the proper communication channels are listed below:
 - 1) Appropriate coach for the team level
 - 2) Head Coach
 - 3) Athletic Director
 - 4) Principal
- c. Meeting with the Class Level Coaches may include the Head Coach at the option of the Class Level Coach. All meetings may include the option of having the next level of personnel in attendance. Meetings with the next level of staff may be requested if the concerns have not been remedied. However, the proper chain of command must be followed.

Article X: Employment Qualifications and Assignments (cont'd)

- d. The participant, parent or guardian, or fan raising the question, concern, or complaint can expect an explanation from the Coach regarding the Coach's decision; however, the participant, parent or guardian, or fan will be expected to accept/respect the explanation provided for them.
- e. Any questions, concerns or complaints raised by a participant, parent or guardian, or fan shall be handled in a confidential manner among the coach involved and his/her Association representatives if requested, the person or persons raising the question, concern or complaint, and the individual(s) indicated in the above-listed proper communication channels, as appropriate.
- f. No such question, concern, or complaint shall be discussed with or presented to any other individuals without the prior knowledge and agreement of the involved Coach, and without first exhausting the above-listed communication channel.

ARTICLE XI: CLASS SIZE

Section 1. The administration shall make all efforts not to have more than twenty-four (24) pupils assigned to Kindergarten and Grades 1, 2, and 3. All efforts shall be made not to have more than twenty-eight (28) pupils assigned to Grades 4, 5, and 6.

1.1 If a class size for Grades K-6 is larger than the above after the first two weeks of school of any given semester, the Superintendent of Schools shall set a meeting date with the teachers who so desire and the building principals whose class sizes exceed the stated numbers. If the problem of oversized classes is not resolved at this meeting, the Superintendent shall give a written report to the Association within one week of the above mentioned meeting, stating the reasons class size or sizes cannot, or should not, be reduced, and a copy of the report shall be presented to the Board in open meeting.

Section 2. All efforts shall be made for junior high middle school and high school classes not to exceed thirty (30) pupils, except in team teaching situations and where work stations will determine the number of pupils per class.

2.1 If a class size for middle school or high school are larger than the above after the first two weeks of school of any given semester, the Superintendent of Schools shall have a meeting within the third week of the semester with the teachers, Association representatives, and the building principals whose class sizes exceed the stated numbers. The Superintendent shall notify all parties of the meeting.

Article XI: Class Size (cont'd)

- Section 3.** The term “make all efforts”, as used above in Section 1 shall take into consideration potential negative impact on students and will include, but not be limited to the following:
- a. Transferring students between sections in the building.
 - b. Busing students to a different building.
 - c. Requesting parents to voluntarily transport their child to a different building.
 - d. Create a new section subject to Board approval
 - e. Requesting recommendations from the Association for ideas on how to address the class size issue(s).

Section 4. 70/30 IEP Ratio. 70/30 class ratio.

- 4.1 The 30% shall be calculated by the number of students enrolled in the class.
- 4.2 If more than 30% of the students have IEP's, then the Administration shall notify the Association with ten (10) working days of the overage (of the circumstance) and the Association leadership and district shall mutually agree on any exception by using ISBE Form 34-38A.

Section 5. Special Education Caseload

In any general education classroom, the total number of general education students and students with special needs will be subject to the class size language set forth in Article XI of the current parties' collective bargaining agreement and such numbers will not exceed the case load/class size limits pertaining to students with special needs as set forth in Section 226.730 of the Illinois Administrative Code.

A special education teacher or educational assistant(s) shall be present with the general education teacher, as mandated by the student's IEP, while special needs students are in the general education classroom with the general educational teacher.

If a student is enrolled in a PE and/or Music section that exceeds the maximum class capacity due to grade level class size or 70/30 ratio, then an Educational Assistant will remain with the student(s) during that specific class period.

Section 6. ELL/Bilingual

Dual Language teachers shall be provided substitutes (up to 5 days for Kindergarten and 2 days for 1st – 6th) to complete state testing.

Any certified teacher asked to administer language proficiency tests before the start of the school year shall be compensated at the contractual hourly rate.

ARTICLE XII: REDUCTION IN TEACHERS

- Section 1.** When reductions in the total teaching staff are under consideration, the Board shall so inform the Association at least thirty (30) days prior to a final decision. The Association shall be given an opportunity to suggest reasonable alternatives to reductions. Within fifteen (15) days of notification, the Association shall submit its suggestions in writing and the Board or its representative shall respond in writing within fifteen (15) days of receipt of the Association's suggestions. The Board agrees that it will not implement a reduction in force until after bargaining in good faith has been completed.
- Section 2.** Reduction of tenured or non-tenured teachers, other than through attrition, as a result of the decision of the school board to decrease the number of teachers employed by the board or discontinue some particular type of teaching service, shall be as follows:
- A. Each teacher shall be categorized into one or more positions for which the teacher is qualified to hold. Within each position the teachers shall be placed in Grouping 1, 2, 3 or 4, which are defined as follows:
1. **Group 1:** Non-tenured teachers who have not received a performance evaluation rating.
 2. **Group 2:** Non-tenured and tenured teachers who have received a Needs Improvement or Unsatisfactory performance evaluation rating on either of the teacher's last 2 performance evaluation ratings.
 3. **Group 3:** Non-tenured and tenured teachers who have received a performance evaluation rating of at least Satisfactory or Proficient on both of the teacher's last 2 performance evaluation rating, if only one rating is available, unless the teacher qualifies for placement into Group 4.
 4. **Group 4:** Non-tenured and tenured teachers whose last 2 performance evaluation ratings are Excellent and each teacher with 2 Excellent performance evaluation ratings out of the teacher's last 3 performance evaluation ratings with a third rating of Satisfactory or Proficient.
- B. Reduction In Force Committee: This committee will be comprised of an equal number of Association members and District Administrators.
- C. Among teachers qualified to hold a position, teachers must be dismissed in the order of their groupings, with teachers in Group 1 dismissed first and teachers in Group 4 dismissed last.

Article XII: Reduction in Teachers (cont'd)

D. The sequence of dismissal within each Group shall be as follows:

1. **Group 1:** As the discretion of the school board
2. **Group 2:** The teacher with the lowest average evaluation rating shall be dismissed first and so on. The teacher's average performance evaluation rating shall be calculated using the teacher's last 2 performance evaluation ratings, if 2 ratings are available, or the teacher's last performance evaluation rating, if only one rating is available, using the following numerical values: 4 for Excellent; 3 for Proficient or Satisfactory; 2 for Needs Improvement; and 1 for Unsatisfactory. If teachers in Group 2 have the same average performance evaluation ratings, the order of dismissal shall comply with the order of dismissal for teachers in Group 2, 3 and 4.
3. **Group 2, Group 3 and Group 4:**
 - a. Those teachers with one (1) year or less of service in the District.
 - b. Those teachers with more than one (1) year but less than two (2) years of service in the District.
 - c. Those teachers with more than two (2) years but less than three (3) years of service in the District but who have not achieved tenure.
 - d. Those teachers with two (2) years but less than three (3) years of service in the District.
 - e. Those teachers with three (3) years but less than four (4) years of service in the District.
 - f. Etc.

If two (2) or more teachers have had equal length of service in the District, then the tie-breakers are as follows:

- I. Teachers dismissed first at the BA Vertical Lane; teachers dismissed second at the BA +16 Vertical Lane; and so on.
- II. Actual hiring date by the Board.
- III. In case of equal seniority up through Point (b) above, the following shall apply: Grades Kindergarten through Grade Six teachers shall be given priority at the K through 6 levels and Grade 7 through Grade 12 teachers shall be given priority for positions at the 7 through 12 levels.
- IV. If a final tie-breaker is needed, the selection of the teacher will be made by the casting of lots, in the presence of all parties in interest.

Article XII: Reduction in Teachers (cont'd)

- E. Teachers may not enroll in classes after March 1 for purposes of either bumping or to avoid being bumped. For those teachers who may be involved in the bumping process who have received additional certification in another subject area or level prior to March 1, or who are enrolled during the term that March 1 falls, must submit substantiating evidence for completed courses or contemplated completed courses to the Assistant Superintendent, Personnel, by March 1. Failure to notify the Assistant Superintendent, Personnel, by this date relieves the Board of its bumping obligation as it pertains to this Section.
- F. Seniority shall be defined as continuous contractual service, including Board leave. Seniority does not accumulate from a previous contractual employment, but only from the last official hiring date; except where an honorable discharge was given because of a reduction and the teacher returns within two (2) years from the layoff date.

Section 3. If the Board increases the number of teachers, or if a teacher resigns at any time after the layoff(s), the Board shall offer re-employment to the teacher laid off Group 2, 3 or 4 in the reverse order of the layoff specified above provided said teacher has proper certification. Said offer of re-employment shall be subject to a fifteen (15) month limitation from the last day of contractual teacher-pupil contact. All known vacancies shall be filled prior to the opening of the school term if properly certificated reduced staff are available.

- 3.1 A teacher's failure to respond affirmatively within twenty (20) calendar days after mailing of the Board's letter sent by registered mail to the teacher's address on file with the Board recalling such teacher shall result in termination of the teacher's rights of recall hereunder. The Board will accept from the teacher any signed statement indicating a desire not to be hired back as it pertains to this Article.

Section 4. If an employee's position is eliminated under a Reduction In Force, that person shall be permitted to bump into any position for which he/she is qualified, provided that such teacher:

- a) is certificated for the position he/she is bumping into, and
- b) has more District seniority than the teacher he/she is bumping; and
- c) is in the same or higher Group number than the teacher he/she is bumping.

- 4.1 In case of equal seniority, grades kindergarten through six teachers shall be given priority at the K through 6 levels, and grades 7 through 12 teachers shall be given priority for positions at the 7 through 12 levels.

Section 5. The parties specifically agree that all "Proficient" ratings issued to teachers on or before September 1, 2012 under the current teacher evaluation plan shall be considered ratings of "Excellent" for purposes of determining a teacher's placement in the appropriate Grouping for purpose of a Reduction In Force.

ARTICLE XIII: LEAVES

Section 1. Sick Leave

- 1.1 Each teacher shall be entitled to a normal annual allotment of thirteen (13) total sick leave days per year with unlimited accumulation. Teachers who reach an accumulation of one hundred thirty-five (135) days of sick leave at the end of a school year will be entitled to a normal annual allotment of thirty-five (35) sick leave days at the start of the next school year. For each school year after a teacher receives the thirty-five (35) day normal allotment of sick leave, the teacher will receive a normal allotment of thirteen (13) sick leave days until the teacher reaches the next threshold of 225 accumulated days. Teachers who reach an accumulation of two hundred twenty-five (225) days of sick leave at the end of a school year will be entitled to a normal annual allotment of fifty-five (55) sick leave days at the start of the next school year. For each school year after a teacher receives the fifty-five (55) day normal allotment of sick leave, the teacher will receive a normal allotment of thirteen (13) sick leave days.

Any employee who receives an increased allotment as a result of meeting one of the designated sick leave days thresholds will only receive the increased allotment the first time they meet each designated threshold. Should any employee fall below one of thresholds after receiving an increased allotment, they are not eligible for a second increased allotment should they meet that threshold again. These normal annual allotment amounts will be effective the start of the 2022-2023 school year and determined based on a teacher's accumulated sick leave at the end of the 2021-22 school year.

Such sick leave shall accumulate without limit. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, Sick leave shall also be interpreted to mean birth, adoption, placement for adoption, and the acceptance of a child in need of foster care. The immediate family, for the purposes of this Section, shall include: parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians and any relative living in the same household. Prior to the return to duty from any serious illness or injury, a statement from a physician attesting to the physical and/or emotional and/or mental ability of the teacher to perform his/her work responsibilities must be presented to his/her immediate supervisor.

- 1.2 A Sick Leave Bank will be established to provide extended sick leave to employees who, as a consequence of an approved prolonged personal illness or hospitalization and recovery, have exhausted their accumulated sick leave. The Sick Leave Bank will be subject to the following (only exception could be child with catastrophic circumstances) guidelines:
- 1.2.1 All employees covered by this Agreement and all Unit 10 administrators and supervisors shall have the opportunity to participate in the Bank. Participation in the Bank by an employee shall be voluntary. An employee who is not a participant in the Bank shall not be eligible to withdraw days from the Bank.

Article XIII: Leaves (cont'd.)

- 1.2.2 A three-member Sick Leave Bank committee will be established each school year to act as the governing body for the administration of the Sick Leave Bank. Said committee shall consist of two (2) employees named by the Association, and an administrator named by the Superintendent. The Sick Leave Bank committee shall be authorized to promulgate written rules and regulations for the implementation and administration of the Bank. If the Board goes against the unanimous recommendation of the committee, they must state their reasons in writing.
- 1.2.3 Employees desiring to participate in the Bank shall file written notification of such desire with the Sick Leave Committee at any time from the first full week of school through September 15 of any school year. The employee's participation in the Bank shall continue from year to year unless revoked in writing by the employee between the first full week of school and September 15 of any year. Employees must have accumulated at least 30 unused sick days to be eligible to join the Bank.
- 1.2.4 Each employee participating in the Bank shall contribute yearly two (2) non-redeemable sick days to the Bank. If the Bank contains 500 or more days at the end of a school year, no additional contributions shall be made for the following year, except that new participants shall be required to contribute a minimum of two (2) days.
- 1.2.5 No employee will be able to withdraw days from the Sick Leave Bank until their own accumulated sick leave days have been exhausted and a request has been presented to the Sick Leave Bank Committee for Sick Leave Bank withdrawal, accompanied by a doctor's written verification of the employee's illness.
- 1.2.6 Members of the Sick Leave Bank will be eligible to withdraw a maximum of ninety (90) sick leave days from the Bank during a 3-year period of time.
- 1.2.7 Any days remaining in the Bank at the end of a school year will be carried forward to the next school year.
- 1.2.8 In the event the Bank is depleted of days before the end of the school year, the Bank will cease to furnish benefits for the remainder of that year.
- 1.2.9 The Sick Leave Bank will not apply for normal maternity leave or child-care or for persons receiving Worker's Compensation.
- 1.2.10 If the employee commences to draw disability benefits under the State Retirement System, she/he will cease to draw benefits from the Sick Leave Bank.
- 1.2.11 Should the Bank be dissolved for any reason with days remaining in the Bank, the days shall be returned to all currently participating employees on a pro-rated basis.

Article XIII: Leaves (cont'd.)

1.3 Employee Catastrophic Illness and Injury Policy:

- 1.3.1 In the event that a certified employee (i.e. ineligible for the District's sick bank) contracts a catastrophic illness or injury and in the event the said employee has insufficient sick days to complete the recovery from the incident, it will be the policy of the Board of Education to allow other employees to donate sick days up to sixty (60) school days to the individual. Employees eligible to donate sick days are those who have accumulated sick days in excess of forty-five (45) days. If the ill or injured employee commences to draw benefits under the state retirement or disability system, he/she will cease to draw benefits from donated days. Any remaining donated days will be placed in a reserve for future needs under this policy. In the event of the death of the requester, any remaining days will be placed in reserve for future needs of this policy. Donated days once accepted by the Sick Bank Committee for this purpose are non-returnable. Only the number of days requested by the ill or injured employee will be granted. Reapplication is required if the ill or injured employee needs more days than originally requested. Under no circumstances will the total of donated days allowed be more than sixty (60) school days in a three year time period. Donations will be made per incident. Employees donating sick days will utilize the form provided by the Superintendent's office. Individual records of donations will remain confidential and become part of the employee's personnel record. Once the number of donated days reaches the number required by the application, other donations will not be accepted and will be returned.
- 1.3.2 The donation of sick days to another employee will be deducted from the donor's accumulated sick days and will not be eligible for Teachers' Retirement System credit. The donor's attendance incentive will not be affected.
- 1.3.3 This policy is not available to those certified employees who have become eligible to join the District's regular Sick Bank Reserve. This policy does not apply for normal maternity leave, child care or care of relatives. (Only exception could be child with catastrophic circumstances.)
- 1.3.4 It will be the responsibility of the Sick Bank Committee to inform the certified staff of donations needed under this policy.

Section 2. Parental Leave

- 2.1 Parental leave applies to the birth, pending adoption, adoption or placement for adoption of a child. Eligible teachers shall be entitled to twelve weeks of unpaid parental leave consistent with the Board's policy under the Family Medical Leave Act. The Board shall continue to pay its portion of the teacher's health insurance premium during any period covered under FMLA.

Parental leave may be granted by the Board without pay beyond the 12 weeks of FMLA leave. Leave shall not exceed one calendar year per pregnancy, and the employee shall retain and accrue seniority during the first year of the leave or part thereof and during any period of FMLA leave, but shall not accrue seniority for any period of the leave that is extended beyond the first year or part thereof, except as required by the Family and Medical Leave Act. The employee shall advance a step on the salary schedule provided that the employee has completed at least 80 days of the school year.

Article XIII: Leaves (cont'd.)

- 2.2 The employee shall notify the Director or Assistant Superintendent of Human Resources of the intent to take a maternity leave and the dates the leave is requested 30 days prior to the date the leave is to commence.
- 2.3 Sick leave may be used if needed for medical reasons if the employee is unable to work either prior to commencement of leave following the designated return to work date. Use of sick leave may require a physician's statement.
- 2.4 Subject to the regulation of the insurance carrier, employees on maternity leave may, by their own arrangement, continue their membership in the insurance plan of the District.
- 2.5 Employees returning from maternity leave shall be assigned to a position for which they are qualified, but not necessarily the exact assignment held prior to taking leave.
- 2.6 Extension of maternity leave may be granted by mutual agreement in the event of an unforeseen problem.
- 2.7 Prior to their return to duty, a statement from their physician attesting to their physical ability to resume their teaching responsibilities must be presented to their immediate supervisor.

Section 3. Personal Leave

- 3.1 The Board shall grant three (3) days personal leave per year at full pay, subject to the following conditions:
 - 3.1.1 Such leave shall be accumulative up to a maximum of three (3) days. No more than five (5) bargaining unit members may use personal leave before a school holiday and no more than five (5) bargaining unit members may use personal leave after a school holiday. Bargaining unit members are only allowed this type of approval once per school year. A member may only take leave before OR after the holiday (If you take personal leave before a holiday you can not take personal leave after the holiday). Members will be approved on a first come, first serve basis.
 - 3.1.2 Once an employee has accumulated the maximum of three (3) unused personal leave days, any additional personal leave days granted to the employee pursuant to this Section will accumulate as sick leave.
 - 3.1.3 Any notification of personal leave shall be made at least three (3) calendar days prior to the date of the leave (except in emergencies) in the absence management system. No reason need be given. A voluntary reason may be given if desired.
 - 3.1.4 Any employee who has accumulated personal leave days prior to the effective date of this Agreement shall have all such accumulated personal leave days converted into sick days and added to her/his sick leave accumulation upon the effective date of this Agreement. Such conversion shall be reflected on the employee's paycheck stub for the payroll period immediately following the effective date of this Agreement.

Article XIII: Leaves (cont'd.)

3.1.5 This Section should not be construed that sick leave days and personal leave days are interchangeable.

Section 4. Jury Duty

4.1 Necessary time absent shall be allowed for jury duty. The employee shall be afforded the difference in pay between the employee's daily rate and the per diem rate for this duty. The per diem rate shall not include compensated expense for meals, travel, etc.

Section 5. Sustained Incapacity

5.1 In the event an employee experiences a continual illness or serious injury within a given school term which would prevent them from performing their regular duties in Unit 10, salary payments would continue for the current fiscal year or school term, provided the employee has been a certified employee in the School District for twenty (20) years and has sixty (60) days accumulated sick leave.

Section 6. Funeral Leave

6.1 Reasonable time at full pay shall be granted for funeral leave for members of the immediate family. Such leave shall not be deducted from sick leave. Prior arrangements with the Superintendent or his/her designee is required for determination of the number of days to be granted. For purposes of this Section, immediate family shall be defined as follows: parents, spouse, domestic partner, brothers, sisters, children, grandparents, grandchildren, parents-in-law, sisters-in-law, brothers-in-law, grandparents-in-law, legal guardians, and any relative living in the same household. Funeral leave for other than members of the immediate family must be requested in advance, in writing, and approved by the Superintendent and shall be deducted from accumulated sick leave.

Section 7. Military Leave

7.1 Military leave shall be granted upon application to the Board of Education to any staff member who is inducted or enlists in any branch of the armed forces of the United States and serves no more than

one enlisted period. They shall be accorded a position for which they are qualified at the beginning of the school term following their release from active duty, provided notice of their intent to return to the school is received not later than June 1st preceding the school year following their return. Upon return from such leave, a staff member shall be placed on the salary schedule at the level which they would have achieved had they remained actively employed in the system during the period of their absence. Sick leave shall not accrue during military leave. That which was accumulated before leave shall remain in force. Credit for military service shall not count toward the acquiring of tenure. This does not apply to employees under contract where no duties were performed.

7.2 If National Guard or Reserve annual tour of training should occur during the school year, the employee required to participate shall be granted temporary leave of absence. The employee shall receive their regular salary minus basic pay which they will receive from the government for each school day spent in government service.

Article XIII: Leaves (cont'd.)

Section 8. Sabbatical Leave

- 8.1 The sabbatical leave program is for certificated personnel. It is to be granted primarily for the purpose of improvement of the School District and secondarily for the individual's benefit.
- 8.2 The sabbatical leave may be used for such activities as research, study, and travel, with emphasis placed on special type programs that are of educational value. The sabbatical leave is not intended to merely give the recipient an opportunity to attend classes or attain an advanced degree that otherwise could be earned through evening and summer classes--unless it falls into a special program category.
- 8.3 The approval or denial of the sabbatical leave therefore will be determined by the nature of the request and its educational value as perceived by the applicant, the screening committee, and the Board of Education.
- 8.4 All applicants for sabbatical leave must have a bachelor's degree, a minimum of six (6) consecutive years full-time experience in this school system, and have at least seven (7) full years of teaching service available before mandatory retirement age.
- 8.5 The maximum number of full year sabbaticals granted annually shall be two (or four one-half year sabbaticals).
- 8.6 Sabbatical leaves may be granted for periods of one or two Unit No. 10 semesters.
- 8.7 Teachers granted sabbatical leave shall receive the minimum salary as provided by the Illinois School Code or one-half their yearly salary, whichever is greater. Salaries will be paid bi-weekly to those on leave the same as those on regular service.
- 8.8 The sabbatical leave time shall not be construed as a break in consecutive years of service.
- 8.9 Sabbatical leaves shall not be granted to any individual more than once every seven (7) years.
- 8.10 All who are granted sabbatical leaves will be expected to return to this school system for a minimum of one full year's service immediately following completion of the sabbatical leave program, or return all monies received under the sabbatical leave program, except in the case of death or permanent disability. The return service requirement may be postponed at the discretion of the Board of Education upon the recommendation of the Superintendent and the Sabbatical Leave Screening Committee.
- 8.11 Upon the recommendations of the Superintendent and the Sabbatical Leave Screening Committee, and with the approval of the Board, the sabbatical leave may be continued for the benefit of the School District to complete work in process. The teacher shall receive all benefits of this sabbatical leave program for the continued period except salary.
- 8.12 Leave of absence may be granted for a period following the sabbatical leave year, but shall include no benefits beyond the normal leave of absence.

Article XIII: Leaves (cont'd.)

- 8.13 The return service requirement of one full year's service immediately following a sabbatical leave shall be postponed during a granted leave of absence or sabbatical leave continuation, but must be fulfilled at the end of this extension of leave or the financial restitution made.
- 8.14 The screening committee shall be composed of the Superintendent and three administrators appointed by the Superintendent, plus eight faculty members to be selected by the teachers' organization. Two members of the faculty group shall represent the high school, two members shall represent the junior high school, and four members shall represent the elementary schools.
- 8.15 Each year two teacher members will be replaced.
- 8.16 The screening committee will evaluate the written applications and recommend to the Board of Education an order for selection of the sabbatical leave candidate.
- 8.17 Work plans for the sabbatical leave must be submitted with application for leave to the Superintendent. The Board of Education requires a final progress report to be sent to the Superintendent by all teachers on sabbatical leave within a month after completion of sabbatical. The report shall be shared with the members of the screening committee.
- 8.18 Applications for all sabbatical leaves must be submitted in writing to the Board office by April 15th of the school year preceding the requested leave. At the Board office, applications will be dated at receipt and a record made of the receipt. Applications will then be forwarded to the screening committee no later than April 20th.
- 8.19 The screening committee shall submit a list of recommendations, along with all applications received, to the Superintendent by May 1.
- 8.20 The Board of Education shall take final action no later than the regular Board meeting in May.
- 8.21 The Superintendent shall notify the screening committee and all applicants as to the final decision of the Board within five (5) days after the final action of the Board.

Section 9. For employees who wish to be absent from work beyond the use of sick leave, personal leave, funeral leave, or leave of absence, deduct days may be requested. This request must be presented to the Superintendent of Schools, in writing, on the District Deduct Day Request Form stating the reason for the need to be absent. These days will not be granted automatically and will only be considered for unusual situations. For any days needed for absence due to an extended illness or injury where sick leave has terminated, a written request will not be necessary; these days will be automatically deducted from the employee's salary.

Article XIII: Leaves (cont'd.)

Section 10. Unused Accumulated Sick Leave Days

10.1 The employee shall be entitled to apply any or all of his/her accumulated sick leave days upon retirement for additional service credit with the Illinois Teachers' Retirement System in accordance with the maximum amount of additional service credit allowable under the applicable TRS Rules and Regulations.

ARTICLE XIV: ATTENDANCE INCENTIVE

Section 1. Upon an employee's separation or retirement from Collinsville Community Unit School District No. 10, the employee shall be credited for each year of good attendance in the District in accordance with the following schedule, which schedule applies to years of good attendance earned prior to the 2019-2020 contract year:

<u>Annual Days of Attendance</u>	<u>Attendance Incentive Compensation</u>
180 Days	\$480.00
179 Days	\$385.00
178 Days	\$300.00
177 Days	\$225.00
176 Days	\$200.00
175 Days	\$175.00
174 Days	\$150.00
173 Days	\$125.00

Upon an employee's separation or retirement from Collinsville Community Unit School District No. 10, the employee shall be credited for each year of good attendance in the District in accordance with the following schedule, which schedule applies to years of good attendance earned in the 2019-2020 contract year and thereafter:

<u>Annual Days of Attendance</u>	<u>Attendance Incentive Compensation</u>
180-179 Days	\$500.00
178-177 Days	\$400.00
176-175 Days	\$300.00
174-173 Days	\$150.00

Article XIV: Attendance Incentive (cont'd.)

In determining the employee's record of attendance for the purposes of this Section, only the use of sick leave and personal leave will be considered as days of non-attendance to be subtracted from the employee's perfect attendance record. The employee's use of family and medical leave, Association leave, jury duty or court appearance leave, funeral leave, maternity or child-rearing leave, military leave, sabbatical leave, unpaid leaves of absence, leaves for professional development, absence due to in-service training, leave provided under the Americans with Disabilities Act, leave required due to an employment-related injury or illness under the Illinois Workers' Compensation and Occupational Diseases Act, the employee's observance of religious holidays, and any other leave taken at the request of the Board shall be counted as days of attendance for purposes of this Section.

Upon written request from an employee, the District shall provide written notification to the employee, not later than 30 calendar days following receipt of the employee's request, as to the amount of compensation the employee has earned pursuant to this Section as of the start of that school year.

Upon the death of an employee qualified under this Section, the monies due for the time so accumulated will be paid to the estate of the employee.

In order to qualify for attendance incentive compensation, an employee must have at least 10 accumulated sick leave days at the time of separation or retirement.

- Section 2.** The Board and the Association agree that if, during the term of this Agreement, any changes occur in TRS rules and regulations, or in interpretation thereof, which would reduce, diminish, abrogate, or negate any of the benefits provided by this Article as of the effective date of this Agreement, the parties will meet within sixty (60) calendar days following the effective date of the TRS rule or interpretation change to renegotiate the provisions of the Agreement directly affected by such change, for the purpose of bringing the provisions of this Article into compliance with any such change so that the benefits provided pursuant to the Article as of the effective date of this Agreement are not reduced, diminished, abrogated, or negated.
- Section 3.** Upon submission of a 1, 2, or 3 year notice of retirement, part of the Attendance Incentive will be added to the teacher's creditable earnings in each year of the pre-retirement to increase the teacher's total creditable earnings to a maximum of 6% over the previous year's earnings.
- Section 4.** Any Attendance Incentive that the teacher would not receive because of the 6% limit, will be paid to the teacher post-retirement as non-creditable earnings.
- Section 5.** Failure of a teacher to retire as scheduled will result in the teacher receiving payment only for the balance of his/her incentive benefit when he/she reapplies for retirement. This remaining balance will be subject to the 6% limit and post-employment payment procedures.
- Section 6.** The parties agree to submit this concept to TRS for its review and approval Section 76. In the event legislation and/or administrative rules do not include attendance incentive payments in the 6% TRS penalty cap calculation, the parties agree the attendance incentive will be paid to retiring teachers in a manner to maximize creditable earnings.

Article XIV: Attendance Incentive (cont'd.)

Section 7. Effective with the 2019-2020 school year, the employee may elect to have the attendance incentive paid out on a yearly basis. If the employee elects to have their attendance incentive paid out on a yearly basis they must submit an irrevocable request to the Director of Human Resources prior to September 1st. Once the employee is enrolled in a yearly pay out they will remain that way until they separate or retire from Collinsville Community Unit School District No. 10. The yearly pay out for the attendance incentive will be paid by July 31st. All yearly attendance incentives earned prior to the 2019-2020 contract year and earned in any contract year prior to an employee making an election for a yearly pay out shall be paid to the employee upon the employee's separation or retirement from Collinsville Community Unit School District No. 10 pursuant to the procedures set forth above.

ARTICLE XV: FRINGE BENEFITS

Section 1. Health Insurance

- 1.1 For each full-time employee who desires to participate, the Board shall pay 100% of the cost of the premium for single coverage under a group health insurance plan for the duration of the contract.
- 1.2 The District shall also provide eligible employees with 100% Board paid dental insurance and life insurance (\$11,000 life insurance coverage per employee) for the duration of this agreement.
- 1.3 In addition to the Board's contribution for single coverage, the Board shall contribute \$75.00 for each employee toward a group health plan for family/spouse coverage for each full-time employee who desires to participate in the family/spouse plan for the duration of this agreement.
- 1.4 All employees are subject to eligibility requirements.
- 1.5 Insurance Committee. A representative committee made up of all groups of employees (with at least 50% of the committee members named by the Association) will evaluate the insurance coverage, company, etc. The parties understand and agree that so long as the District continues to provide insurance through MISSVIC under a contract for insurance coverage, premium costs and benefits shall be determined by MISSVIC. Prior to the expiration of any contract with MISSVIC the Insurance Committee and Board may mutually agree to renew the MISSVIC contract. If either the Board or the Insurance Committee proposes that insurance coverage be provided by an insurance carrier other than MISSVIC then the Board and Insurance Committee shall negotiate the proposed change in the insurance carrier/company, coverage, etc. and further agree that these negotiations must be completed prior to the deadline for renewing any existing insurance carrier contract.

Section 2.

The Board shall pay, on behalf of employees an amount of 9% (9.8901 cost factor) of each employee's creditable earnings to the State of Illinois Teacher's Retirement System (TRS). A teacher's required contribution to TRS above the amount of the board's TRS contribution, and the Board's contribution on behalf of teachers, will be tax sheltered as permitted by law. The salary amount as printed on the individual employment agreement issued annually shall reflect such TRS contributions.

ARTICLE XV: Fringe Benefits (cont'd.)

- Section 3.** District 10 teachers are authorized to use their issued name badge as a pass to attend all District 10 home activities at no cost. The pass will be valid for the employee and one guest at each event, but the pass cannot be used to attend the District 10 Basketball Tournament (currently called the Schnucks Tournament) and cannot be used to attend events that IHSA charges admission fees.
- Section 4.** Collinsville CUSD 10 403(b) Plan: The District will contract with a third-party administrator (TPA) to serve as the third-party administrator of the District's 403(b) plan.
1. All aspects of the 403(b) plan shall comply with federal laws and regulations.
 2. The District will request the third-party administrator to include the following in the District's 403(b) plan, provided that 1) the item does not cost the District any additional fees/expenses and 2) the item is authorized under federal laws and regulations. The Third-Party Administrator will determine whether or not any of the items will result in an additional cost to the District and whether the item can be included in the District's 403(b) plan under federal laws and regulations.
 - a. Current vendors will be included in the 403(b) plan provided the vendor meets all criteria and obligations to be included in the plan.
 - b. The transfer of funds (exchanges) between approved products offered by different providers.
 - c. Information sharing agreements for legacy products to which new investments are not being made.
 - d. Available to all employees under the universal availability requirement.
 - e. Contribution limits, including catch up provisions for employees 50 years of age or older and catch up provisions for products that had catch up provisions for those with 15 years of service.
 - f. Opportunities to enroll in the plan products and opportunities to change investments.
 - g. On-line access to accounts.
 - h. Product features such as Roth IRA and 457(b) contributions to offer flexibility, loans, financial hardship withdrawals and payroll slots for the providers.
 3. Prior to the District implementing a discretionary change to the 403(b) plan or changing Third-Party Administrators, the District will notify its labor organizations and meet its bargaining obligations consistent with the Illinois Educational Labor Relations Act. However, the TPA shall retain the authority to make unilateral changes to the plan to ensure it remains in compliance with federal laws and regulations, but the employees shall be notified of any said changes.

ARTICLE XVI: COMPENSATION

Section 1. Salary Schedule

- 1.1 The basic salaries of employees covered by this Agreement shall be attached to and incorporated in this Agreement.

Section 2. Experience Credit

- 2.1 A new employee with experience shall be placed on the appropriate step on the salary schedule based on his/her prior full-time certified public teacher experience in state or out of state not to exceed step fifteen (15).

Experience shall be considered as teaching experience or work experience for Career Technical Education positions (i.e., CAVC teacher: Mechanic with 6 years of prior full-time experience will be placed on step 7).

- 2.2 A person hired in a position prior to November 1st will be entitled to experience credit for that entire year. A substitute in a position prior to November 1st and subsequently hired into that position will be entitled to experience credit for that entire year.

Section 3. Master's Degree Equivalency

- 3.1 Effective the 1976-77 school year, Master's Degree equivalency (40 semester hours) shall no longer be payable on the salary schedule. Those teachers who are already on the Master's Equivalency shall be paid as a Master Degree teacher in effect to the duration of their employment.

Section 4. Ten or Twelve Month Pay Period Option

- 4.1 Teachers shall have the option of receiving their salaries on a ten month basis or on a twelve month basis. Teachers who choose the ten month plan shall receive twenty-two (22) bi-weekly pays commencing in September and ending in June. Teachers who choose the twelve month plan shall receive twenty-six (26) or twenty-seven (27) bi-weekly pays commencing in September and ending in August. Anyone employed effective with the 1991- 1992 school year or thereafter shall not have the above option, but shall be placed on the twelve (12) month pay plan.

Section 5. Salary Computational Errors

- 5.1 Any error in the computation of the salary of an employee shall be corrected the next pay period after the discovery of the error.

ARTICLE XVI: Compensation (cont'd)

Section 6. Automotive Mileage

6.1 Employees required to drive their personal automobiles in the course of their employment, or otherwise using their automobiles in authorized service to the District, shall be reimbursed at the current published IRS rate.

Section 7. Summer School

7.1 Pay for teaching in the Summer School Program shall be at the rate of .00065 of beginning base. Pay for summer school work shall be paid as the Summer School Program pay period plan which shall be separate from the Teachers' 12-month pay period plan.

Section 8. Night School

8.1 Pay for teaching in the Night School Program shall be at the rate of .00065 of beginning base.

Section 9. Saturday School

9.1 Pay for teaching in the Saturday School Program shall be at the rate of .00065 of beginning base.

Section 10. Homebound Program

10.1 Pay for teaching in the Homebound Program shall be at the rate of .00065 of beginning base.

Section 11. Irregular Teaching Duty

11.1 Teachers who are assigned six periods of teaching duty shall be paid at the rate of nine percent (9%) above their regular scheduled salary.

Section 12. Driver's Education (Behind the Wheel)

12.1 Pay for teaching in the Driver's Education (BTW) Program shall be at the rate of .00065 of beginning base.

Section 13. No Unauthorized Deduction

13.1 Deductions from an employee's pay will only be made with authorization from the employee or if required by law.

Section 14. Worker's Comp

During the period of time when a teacher is collecting benefits provided by the Illinois Workers' Compensation and Occupational Disease Act, the district will pay the employee an amount equal to the difference between the employee's regular net pay (including stipends) and the amount the employee is receiving from workers' comp.

Section 15. 60-hour Master's Degrees

- 15.1 Beginning with the 1997-98 school year, certified positions that require a master's degree and that degree requires 60 hours of work beyond the bachelor's degree, shall be placed on the salary schedule at the master's plus 24 level and given credit for a master's plus 28 toward further advancement on the salary schedule.

Section 16. Lead Teachers

- 16.1 Lead Teacher position for Caseyville, Jefferson, Twin Echo, Summit, Webster, Maryville, Kreitner, DIS, Hollywood Heights, and Renfro.

The lead teacher will act only in the absence of the building principal(s) in emergency response situations. When the lead teacher is called out of their classroom to perform such duties, their class will be covered by an adult employee. Compensation will be on an hourly basis with the rate being the agreed upon hourly rate (.00065). The building principal will appoint the position.

Section 17. Early Retirement Incentive

The Board shall recognize the service of full-time teachers who have rendered at least fifteen (15) years of full-time TRS creditable service to Collinsville Community Unit School District No. 10 and who are eligible to receive regular retirement pension benefits through the Teachers' Retirement System of the State of Illinois.

1. Requirements to Qualify – To be eligible for this benefit, a teacher must comply with all of the following requirements and limitations:
 - a. Must have a minimum of fifteen (15) years of full-time teaching service in the Collinsville School District at the time the retirement notice is submitted in order to be eligible for this early retirement incentive; and
 - b. Must be at least sixty (60) years of age by December 31 of the year of retirement; or
 - c. Must be at least fifty-five (55) years of age by December 31 of the year of retirement with thirty-five (35) years of creditable service (including accumulated sick leave) with the Illinois Teachers Retirement System; and
 - d. Must submit an irrevocable letter of resignation for retirement. As many as the last three (3) years of an employee's career may be included in the pre-retirement period. An irrevocable letter of resignation establishing the date of retirement will create and determine the length of the pre-retirement period; and
 - e. The irrevocable letter of resignation for retirement must be submitted to the Superintendent on or before October 1st and indicate a pre-retirement period from 1 to 3 years in duration. For example, an employee who submits an irrevocable notice of retirement by October 1, 2019 may indicate a retirement date of June 30, 2020, 2021, or 2022.
2. Total payment due under the Collinsville Retirement Program will be as follows:

One year retirement notice:	\$1,500
Two year retirement notice:	\$3,000
Three year retirement notice:	\$4,500

ARTICLE XVI: Compensation (cont'd)

3. This retirement program payment may be paid in two forms -1) TRS creditable earnings and/or 2) a retirement severance payment—and shall be paid according to the following procedures.
 - a. A calculation will be made comparing the employee's creditable earnings of the immediately previous year with his/her creditable earnings of the year he/she gave notice. If such creditable earnings are less than 106% of his/her creditable earnings of the previous year, that portion of the retirement program payment (\$1,500) will be paid to the employee as creditable earnings in the last pay period in June, but in no case shall the retirement incentive cause the employee's creditable earnings to exceed 106% of his/her previous year's creditable earnings and the \$1,500 retirement payment will be reduced in an amount to ensure the teacher's creditable earnings does not exceed a 6% increase.
 - b. For each succeeding year of the notice period, a comparison will be made between the employee's creditable earnings of the previous year and the current year. That portion of the program payment up to a maximum of \$1,500 will be paid to the employee as creditable earnings in the last pay period of June in each subsequent year of the retirement program, but in no case shall the retirement incentive cause the employee's creditable earnings to exceed 106% of his/her previous year's creditable earnings and the \$1,500 retirement payment will be reduced in an amount to ensure the teacher's creditable earnings does not exceed a 6% increase.
 - c. In the event the entire program payment due the employee is not paid as creditable earnings during the notice period, the remaining balance will be paid to the employee as a severance payment. Such payment shall be made within ten (10) days after the employee's last workday and/or receipt of his/her last paycheck, whichever comes last. This severance payment will not be treated as creditable earnings under TRS.
 - d. In the event an employee who elects this retirement incentive and subsequently becomes ineligible to retire on the date designated in his/her irrevocable notice because (s)he does not have sufficient years of TRS creditable service (e.g., teacher expected to retire with 35 years of TRS service by using 2 years of sick leave but had to use a number of sick leave days, pursuant to The School Code, and is no longer able to purchase 2 years of service credit), the Board may allow the employee to rescind his/her retirement or the Board may move the effective retirement date to the first date on which the employee obtains thirty-five (35) years of creditable service (including accumulated sick leave). The teacher will not be required to pay back any retirement benefits received, but shall be removed from the retirement program. Moreover, the teacher shall not be eligible to re-enter the retirement program.
 - e. The parties agree that if the state pension statute and/or regulations change in any manner during the term of this contract that would create a penalty or additional cost to the District for offering this retirement program to employees, the parties will re-open and renegotiate this retirement program language.

ARTICLE XVII: COMMITTEES

VOCATIONAL COMMITTEE:

The Board of Education and the Collinsville Education Association shall continue a joint committee for the purpose of studying the concerns facing the future of the Area Vocational Center. This committee shall consist of Board/Administrative representatives and members of the Collinsville Education Association. This committee shall also include high school and vocational school administrators who are involved with the Center's program.

SPECIAL EDUCATION CONCERNS:

The Board and Association agree to form a committee composed of an equal number of Board/Administration representatives and an equal number of Association representatives. Association members of the committee shall be from within the Special Education Department and/or regular education teachers involved in co-teaching or REI programs. The Director of Special Education shall be an administrative appointee to the committee and shall serve as chairperson. The Association shall appoint a vice-chairperson from their members on the committee.

This committee will address items of concern within the Special Education Department which are procedural in nature and best clarified within the Special Education Department.

The committee shall meet as needed or quarterly but no less than one time each quarter during each school year. Subject matter to be discussed shall be submitted in advance of the meeting for a pre-established agenda. Subjects on the pre-agenda shall be alternately listed between those submitted by the CEA and the administration. The chairperson and vice-chairperson shall meet prior to all meetings to mutually establish the agenda.

BOARD LIAISON BUDGET COMMITTEE:

The Collinsville Education Association shall select a member to serve as a liaison to the Board of Education, through the Director of Business Affairs, regarding budgetary matters. This liaison shall be allowed reasonable access to the Director of Business Affairs to discuss and offer input on financial decisions of the District and develop a consistent understanding of Unit 10's finances for the Collinsville Education Association.

ARTICLE XVIII: TERMINATION AND NEGOTIATIONS PROCEDURES

- Section 1.** The parties agree that their duly designated representatives shall negotiate in good faith with respect to terms and conditions of employment.
- Section 2.** Both parties agree that it is their mutual responsibility to meet at reasonable times and negotiate in good faith with respect to salaries, fringe benefits, conditions of employment, grievance procedures, and other matters of mutual concern.
- Section 3.** Both parties agree that it is their mutual responsibility to confer upon their respective representatives the necessary power and authority to make proposals, consider proposals, make counter-proposals in the course of negotiations, and to reach tentative agreements which shall be presented respectively to the Board and the Association for ratification.
- Section 4.** Each party to negotiations shall select its negotiating representatives provided that the Board shall not select a member of the Association bargaining unit.

Article XVIII: Termination and Negotiations Procedure (cont'd.)

- Section 5.** Negotiations shall begin no later than May 1 of each year unless both parties agree to an alternate date. Meetings shall be held as necessary at times and places agreed to by both parties.
- Section 6.** Each negotiations committee shall designate a member who shall serve as exclusive spokesperson for the respective committee except as they may call on other committee members or advisors for specific comment. No members of other Unit #10 bargaining groups shall be present unless mutually agreed upon.
- Section 7.** The public shall not be invited to the negotiation sessions.
- Section 8.** Unless otherwise agreed, each committee shall be wholly and completely free to communicate any and all aspects of the negotiations process to both their respective groups and to the public. All press items shall be released through official channels to be designated each year at the start of negotiations.
- Section 9.** The Superintendent and the central administrative staff shall serve as resource consultants and shall furnish copies of the tentative budget, monthly expenditures, and copies of the proposed amendments and additions to the administrative and Board Policies affecting employees, and such other readily available and pertinent information as the Association may request. Requests to the Superintendent shall be made to the Board and the Superintendent and requests to the Association shall be made to the President.
- Section 10.** Each party will keep its own records of negotiation meetings. Both parties shall be allowed to utilize a tape recorder.
- Section 11.** During negotiations, agreed upon items shall be reduced to writing and signed prior to the adjournment of the meeting at which agreement was reached.
- Section 12.** An impasse date will be determined by both parties at the start of negotiations each year. Either party may declare to the other in writing that an impasse exists, and the Federal Mediation and Conciliation Service shall be requested by the parties to appoint a mediator from its staff. The mediator shall meet as soon as possible with the parties or their representatives or both, either jointly or separately, and shall take such steps as the mediator deems appropriate to persuade the parties to resolve their differences and effect a mutually acceptable agreement.
- Section 13.** The costs for the mediator shall be equally shared by the Board and the Association.
- Section 14.** This Agreement shall be subject to change or supplement at any time by mutual consent of the parties. Any such change or supplemental agreement shall be reduced to writing, signed by the parties and submitted to the Board and Association for approval.
- Section 15.** The Board shall not issue individual teacher contracts or employment agreements before a negotiated agreement has been reached between the Board and the Association. The Board may issue individual contracts to newly employed teachers.

Article XVIII: Termination and Negotiations Procedure (cont'd.)

Section 16. When the Association and Board reach tentative agreement on all matters being negotiated, the agreed upon items shall be submitted to the membership of the Association for ratification and to the Board for official approval.

ARTICLE XIX: EFFECT OF AGREEMENT

Section 1. Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, then that article, section or clause shall be deleted from this Agreement to the extent that it violates the law. The remaining articles, sections and clauses shall remain in full force and effect for the duration of this Agreement if not affected by the deleted article, section or clause.

Section 2. The terms and conditions set forth in this Agreement represent the full and complete understanding between the parties. The terms and conditions may be modified only through the written mutual consent of the parties.

Section 3. The terms and conditions of this Agreement shall be reflected in individual contracts or employment agreements.

Section 4. The Association agrees not to strike during the duration of this Agreement.

Section 5. This contract becomes effective on the first day of the 2022-23 school year and remains in effect until the first day of the 2025-2026 school year.

This Agreement is signed and adopted this ____ day of _____, 2022 and effective _____, 2022.

(All references within the collective bargaining agreement shall reflect a three year agreement (2022-23, 2023-24, 2024-25).

In witness thereof:

For the Collinsville Education Association

For the Board of Education
Collinsville Unit #10 School District

CEA Co-President

CCUSD No. 10 President

CEA Co-President

CCUSD No. 10 Secretary

CEA Secretary

Collinsville Unit School District No. 10

Salary Schedule for Fiscal Year 2022-2023

0.09890143 TRS

\$26.51 per hour, contract section 6.0

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
	\$37,119	\$38,975	\$40,831	\$41,759	\$42,687	\$43,615	\$44,543
	\$3,671	\$3,855	\$4,038	\$4,130	\$4,222	\$4,314	\$4,405
1	\$40,790	\$42,830	\$44,869	\$45,889	\$46,909	\$47,929	\$48,948
	\$38,975	\$40,831	\$42,687	\$43,615	\$44,543	\$45,471	\$46,399
	\$3,855	\$4,038	\$4,222	\$4,314	\$4,405	\$4,497	\$4,589
2	\$42,830	\$44,869	\$46,909	\$47,929	\$48,948	\$49,968	\$50,988
	\$40,831	\$42,687	\$44,543	\$45,471	\$46,399	\$47,327	\$48,255
	\$4,038	\$4,222	\$4,405	\$4,497	\$4,589	\$4,681	\$4,772
3	\$44,869	\$46,909	\$48,948	\$49,968	\$50,988	\$52,008	\$53,027
	\$42,687	\$44,543	\$46,399	\$47,327	\$48,255	\$49,183	\$50,111
	\$4,222	\$4,405	\$4,589	\$4,681	\$4,772	\$4,864	\$4,956
4	\$46,909	\$48,948	\$50,988	\$52,008	\$53,027	\$54,047	\$55,067
	\$44,543	\$46,399	\$48,255	\$49,183	\$50,111	\$51,039	\$51,967
	\$4,405	\$4,589	\$4,772	\$4,864	\$4,956	\$5,048	\$5,140
5	\$48,948	\$50,988	\$53,027	\$54,047	\$55,067	\$56,087	\$57,106
	\$46,399	\$48,255	\$50,111	\$51,039	\$51,967	\$52,895	\$53,823
	\$4,589	\$4,772	\$4,956	\$5,048	\$5,140	\$5,231	\$5,323
6	\$50,988	\$53,027	\$55,067	\$56,087	\$57,106	\$58,126	\$59,146
	\$48,255	\$50,111	\$51,967	\$52,895	\$53,823	\$54,751	\$55,679
	\$4,772	\$4,956	\$5,140	\$5,231	\$5,323	\$5,415	\$5,507
7	\$53,027	\$55,067	\$57,106	\$58,126	\$59,146	\$60,166	\$61,185
	\$50,111	\$51,967	\$53,823	\$54,751	\$55,679	\$56,607	\$57,535
	\$4,956	\$5,140	\$5,323	\$5,415	\$5,507	\$5,598	\$5,690
8	\$55,067	\$57,106	\$59,146	\$60,166	\$61,185	\$62,205	\$63,225
	\$51,967	\$53,823	\$55,679	\$56,607	\$57,535	\$58,463	\$59,391
	\$5,140	\$5,323	\$5,507	\$5,598	\$5,690	\$5,782	\$5,874
9	\$57,106	\$59,146	\$61,185	\$62,205	\$63,225	\$64,245	\$65,264
	\$53,823	\$55,679	\$57,535	\$58,463	\$59,391	\$60,319	\$61,247
	\$5,323	\$5,507	\$5,690	\$5,782	\$5,874	\$5,966	\$6,057
10	\$59,146	\$61,185	\$63,225	\$64,245	\$65,264	\$66,284	\$67,304

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
11	\$55,679	\$57,535	\$59,391	\$60,319	\$61,247	\$62,175	\$63,103
	\$5,507	\$5,690	\$5,874	\$5,966	\$6,057	\$6,149	\$6,241
	\$61,185	\$63,225	\$65,264	\$66,284	\$67,304	\$68,324	\$69,343
12	\$57,535	\$59,391	\$61,247	\$62,175	\$63,103	\$64,031	\$64,958
	\$5,690	\$5,874	\$6,057	\$6,149	\$6,241	\$6,333	\$6,424
	\$63,225	\$65,264	\$67,304	\$68,324	\$69,343	\$70,363	\$71,383
13	\$59,391	\$61,247	\$63,103	\$64,031	\$64,958	\$65,886	\$66,814
	\$5,874	\$6,057	\$6,241	\$6,333	\$6,424	\$6,516	\$6,608
	\$65,264	\$67,304	\$69,343	\$70,363	\$71,383	\$72,403	\$73,422
14	\$61,247	\$63,103	\$64,958	\$65,886	\$66,814	\$67,742	\$68,670
	\$6,057	\$6,241	\$6,424	\$6,516	\$6,608	\$6,700	\$6,792
	\$67,304	\$69,343	\$71,383	\$72,403	\$73,422	\$74,442	\$75,462
15	\$63,103	\$64,958	\$66,814	\$67,742	\$68,670	\$69,598	\$70,526
	\$6,241	\$6,424	\$6,608	\$6,700	\$6,792	\$6,883	\$6,975
	\$69,343	\$71,383	\$73,422	\$74,442	\$75,462	\$76,482	\$77,502
16	\$63,103	\$64,958	\$66,814	\$69,598	\$70,526	\$71,454	\$72,382
	\$6,241	\$6,424	\$6,608	\$6,883	\$6,975	\$7,067	\$7,159
	\$69,343	\$71,383	\$73,422	\$76,482	\$77,502	\$78,521	\$79,541
17	\$63,103	\$64,958	\$66,814	\$69,598	\$72,382	\$73,310	\$74,238
	\$6,241	\$6,424	\$6,608	\$6,883	\$7,159	\$7,250	\$7,342
	\$69,343	\$71,383	\$73,422	\$76,482	\$79,541	\$80,561	\$81,581
18	\$63,103	\$64,958	\$66,814	\$69,598	\$72,382	\$75,166	\$76,094
	\$6,241	\$6,424	\$6,608	\$6,883	\$7,159	\$7,434	\$7,526
	\$69,343	\$71,383	\$73,422	\$76,482	\$79,541	\$82,600	\$83,620
19	\$63,103	\$64,958	\$66,814	\$69,598	\$72,382	\$75,166	\$77,950
	\$6,241	\$6,424	\$6,608	\$6,883	\$7,159	\$7,434	\$7,709
	\$69,343	\$71,383	\$73,422	\$76,482	\$79,541	\$82,600	\$85,660
20	\$64,958	\$66,814	\$68,670	\$71,454	\$74,238	\$77,022	\$79,806
	\$6,424	\$6,608	\$6,792	\$7,067	\$7,342	\$7,618	\$7,893
	\$71,383	\$73,422	\$75,462	\$78,521	\$81,581	\$84,640	\$87,699
21	\$65,478	\$67,334	\$69,190	\$71,974	\$74,758	\$77,542	\$80,326
	\$6,476	\$6,659	\$6,843	\$7,118	\$7,394	\$7,669	\$7,944
	\$71,954	\$73,994	\$76,033	\$79,092	\$82,152	\$85,211	\$88,270

Collinsville Unit School District No. 10

Salary Schedule for Fiscal Year 2023-2024

0.098901431 TRS

\$27.44 per hour, contract section 6.0

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
1	\$38,418	\$40,339	\$42,260	\$43,221	\$44,181	\$45,142	\$46,102
	\$3,800	\$3,990	\$4,180	\$4,275	\$4,370	\$4,465	\$4,560
	\$42,218	\$44,329	\$46,440	\$47,495	\$48,551	\$49,606	\$50,662
2	\$40,339	\$42,260	\$44,181	\$45,142	\$46,102	\$47,062	\$48,023
	\$3,990	\$4,180	\$4,370	\$4,465	\$4,560	\$4,655	\$4,750
	\$44,329	\$46,440	\$48,551	\$49,606	\$50,662	\$51,717	\$52,772
3	\$42,260	\$44,181	\$46,102	\$47,062	\$48,023	\$48,983	\$49,944
	\$4,180	\$4,370	\$4,560	\$4,655	\$4,750	\$4,845	\$4,940
	\$46,440	\$48,551	\$50,662	\$51,717	\$52,772	\$53,828	\$54,883
4	\$44,181	\$46,102	\$48,023	\$48,983	\$49,944	\$50,904	\$51,865
	\$4,370	\$4,560	\$4,750	\$4,845	\$4,940	\$5,035	\$5,129
	\$48,551	\$50,662	\$52,772	\$53,828	\$54,883	\$55,939	\$56,994
5	\$46,102	\$48,023	\$49,944	\$50,904	\$51,865	\$52,825	\$53,786
	\$4,560	\$4,750	\$4,940	\$5,035	\$5,129	\$5,224	\$5,319
	\$50,662	\$52,772	\$54,883	\$55,939	\$56,994	\$58,050	\$59,105
6	\$48,023	\$49,944	\$51,865	\$52,825	\$53,786	\$54,746	\$55,707
	\$4,750	\$4,940	\$5,129	\$5,224	\$5,319	\$5,414	\$5,509
	\$52,772	\$54,883	\$56,994	\$58,050	\$59,105	\$60,161	\$61,216
7	\$49,944	\$51,865	\$53,786	\$54,746	\$55,707	\$56,667	\$57,627
	\$4,940	\$5,129	\$5,319	\$5,414	\$5,509	\$5,604	\$5,699
	\$54,883	\$56,994	\$59,105	\$60,161	\$61,216	\$62,271	\$63,327
8	\$51,865	\$53,786	\$55,707	\$56,667	\$57,627	\$58,588	\$59,548
	\$5,129	\$5,319	\$5,509	\$5,604	\$5,699	\$5,794	\$5,889
	\$56,994	\$59,105	\$61,216	\$62,271	\$63,327	\$64,382	\$65,438
9	\$53,786	\$55,707	\$57,627	\$58,588	\$59,548	\$60,509	\$61,469
	\$5,319	\$5,509	\$5,699	\$5,794	\$5,889	\$5,984	\$6,079
	\$59,105	\$61,216	\$63,327	\$64,382	\$65,438	\$66,493	\$67,549
10	\$55,707	\$57,627	\$59,548	\$60,509	\$61,469	\$62,430	\$63,390
	\$5,509	\$5,699	\$5,889	\$5,984	\$6,079	\$6,174	\$6,269
	\$61,216	\$63,327	\$65,438	\$66,493	\$67,549	\$68,604	\$69,660
11	\$57,627	\$59,548	\$61,469	\$62,430	\$63,390	\$64,351	\$65,311
	\$5,699	\$5,889	\$6,079	\$6,174	\$6,269	\$6,364	\$6,459
	\$63,327	\$65,438	\$67,549	\$68,604	\$69,660	\$70,715	\$71,770

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
12	\$59,548	\$61,469	\$63,390	\$64,351	\$65,311	\$66,272	\$67,232
	\$5,889	\$6,079	\$6,269	\$6,364	\$6,459	\$6,554	\$6,649
	\$65,438	\$67,549	\$69,660	\$70,715	\$71,770	\$72,826	\$73,881
13	\$61,469	\$63,390	\$65,311	\$66,272	\$67,232	\$68,192	\$69,153
	\$6,079	\$6,269	\$6,459	\$6,554	\$6,649	\$6,744	\$6,839
	\$67,549	\$69,660	\$71,770	\$72,826	\$73,881	\$74,937	\$75,992
14	\$63,390	\$65,311	\$67,232	\$68,192	\$69,153	\$70,113	\$71,074
	\$6,269	\$6,459	\$6,649	\$6,744	\$6,839	\$6,934	\$7,029
	\$69,660	\$71,770	\$73,881	\$74,937	\$75,992	\$77,048	\$78,103
15	\$65,311	\$67,232	\$69,153	\$70,113	\$71,074	\$72,034	\$72,995
	\$6,459	\$6,649	\$6,839	\$6,934	\$7,029	\$7,124	\$7,219
	\$71,770	\$73,881	\$75,992	\$77,048	\$78,103	\$79,159	\$80,214
16	\$65,311	\$67,232	\$69,153	\$72,034	\$72,995	\$73,955	\$74,916
	\$6,459	\$6,649	\$6,839	\$7,124	\$7,219	\$7,314	\$7,409
	\$71,770	\$73,881	\$75,992	\$79,159	\$80,214	\$81,270	\$82,325
17	\$65,311	\$67,232	\$69,153	\$72,034	\$74,916	\$75,876	\$76,837
	\$6,459	\$6,649	\$6,839	\$7,124	\$7,409	\$7,504	\$7,599
	\$71,770	\$73,881	\$75,992	\$79,159	\$82,325	\$83,380	\$84,436
18	\$65,311	\$67,232	\$69,153	\$72,034	\$74,916	\$77,797	\$78,758
	\$6,459	\$6,649	\$6,839	\$7,124	\$7,409	\$7,694	\$7,789
	\$71,770	\$73,881	\$75,992	\$79,159	\$82,325	\$85,491	\$86,547
19	\$65,311	\$67,232	\$69,153	\$72,034	\$74,916	\$77,797	\$80,678
	\$6,459	\$6,649	\$6,839	\$7,124	\$7,409	\$7,694	\$7,979
	\$71,770	\$73,881	\$75,992	\$79,159	\$82,325	\$85,491	\$88,658
20	\$67,232	\$69,153	\$71,074	\$73,955	\$76,837	\$79,718	\$82,599
	\$6,649	\$6,839	\$7,029	\$7,314	\$7,599	\$7,884	\$8,169
	\$73,881	\$75,992	\$78,103	\$81,270	\$84,436	\$87,602	\$90,769
21	\$67,770	\$69,691	\$71,612	\$74,493	\$77,374	\$80,256	\$83,137
	\$6,703	\$6,893	\$7,083	\$7,367	\$7,652	\$7,937	\$8,222
	\$74,472	\$76,583	\$78,694	\$81,861	\$85,027	\$88,193	\$91,360
22	\$68,308	\$70,229	\$72,150	\$75,031	\$77,912	\$80,794	\$83,675
	\$6,756	\$6,946	\$7,136	\$7,421	\$7,706	\$7,991	\$8,276
	\$75,063	\$77,174	\$79,285	\$82,452	\$85,618	\$88,784	\$91,951

Collinsville Unit School District No. 10

Salary Schedule for Fiscal Year 2024-2025

0.098901431 TRS

\$28.40 per hour, contract section 6.0

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
	\$39,763	\$41,751	\$43,739	\$44,733	\$45,727	\$46,721	\$47,716
	\$3,933	\$4,129	\$4,326	\$4,424	\$4,523	\$4,621	\$4,719
1	\$43,696	\$45,880	\$48,065	\$49,158	\$50,250	\$51,342	\$52,435
	\$41,751	\$43,739	\$45,727	\$46,721	\$47,716	\$48,710	\$49,704
	\$4,129	\$4,326	\$4,523	\$4,621	\$4,719	\$4,817	\$4,916
2	\$45,880	\$48,065	\$50,250	\$51,342	\$52,435	\$53,527	\$54,619
	\$43,739	\$45,727	\$47,716	\$48,710	\$49,704	\$50,698	\$51,692
	\$4,326	\$4,523	\$4,719	\$4,817	\$4,916	\$5,014	\$5,112
3	\$48,065	\$50,250	\$52,435	\$53,527	\$54,619	\$55,712	\$56,804
	\$45,727	\$47,716	\$49,704	\$50,698	\$51,692	\$52,686	\$53,680
	\$4,523	\$4,719	\$4,916	\$5,014	\$5,112	\$5,211	\$5,309
4	\$50,250	\$52,435	\$54,619	\$55,712	\$56,804	\$57,897	\$58,989
	\$47,716	\$49,704	\$51,692	\$52,686	\$53,680	\$54,674	\$55,668
	\$4,719	\$4,916	\$5,112	\$5,211	\$5,309	\$5,407	\$5,506
5	\$52,435	\$54,619	\$56,804	\$57,897	\$58,989	\$60,081	\$61,174
	\$49,704	\$51,692	\$53,680	\$54,674	\$55,668	\$56,662	\$57,656
	\$4,916	\$5,112	\$5,309	\$5,407	\$5,506	\$5,604	\$5,702
6	\$54,619	\$56,804	\$58,989	\$60,081	\$61,174	\$62,266	\$63,359
	\$51,692	\$53,680	\$55,668	\$56,662	\$57,656	\$58,650	\$59,644
	\$5,112	\$5,309	\$5,506	\$5,604	\$5,702	\$5,801	\$5,899
7	\$56,804	\$58,989	\$61,174	\$62,266	\$63,359	\$64,451	\$65,543
	\$53,680	\$55,668	\$57,656	\$58,650	\$59,644	\$60,638	\$61,633
	\$5,309	\$5,506	\$5,702	\$5,801	\$5,899	\$5,997	\$6,096
8	\$58,989	\$61,174	\$63,359	\$64,451	\$65,543	\$66,636	\$67,728
	\$55,668	\$57,656	\$59,644	\$60,638	\$61,633	\$62,627	\$63,621
	\$5,506	\$5,702	\$5,899	\$5,997	\$6,096	\$6,194	\$6,292
9	\$61,174	\$63,359	\$65,543	\$66,636	\$67,728	\$68,821	\$69,913
	\$57,656	\$59,644	\$61,633	\$62,627	\$63,621	\$64,615	\$65,609
	\$5,702	\$5,899	\$6,096	\$6,194	\$6,292	\$6,390	\$6,489
10	\$63,359	\$65,543	\$67,728	\$68,821	\$69,913	\$71,005	\$72,098
	\$59,644	\$61,633	\$63,621	\$64,615	\$65,609	\$66,603	\$67,597
	\$5,899	\$6,096	\$6,292	\$6,390	\$6,489	\$6,587	\$6,685
11	\$65,543	\$67,728	\$69,913	\$71,005	\$72,098	\$73,190	\$74,282

	BA	BA+16	MA	MA+8	MA+16	MA+24	MA+32
	\$61,633	\$63,621	\$65,609	\$66,603	\$67,597	\$68,591	\$69,585
	\$6,096	\$6,292	\$6,489	\$6,587	\$6,685	\$6,784	\$6,882
12	\$67,728	\$69,913	\$72,098	\$73,190	\$74,282	\$75,375	\$76,467
	\$63,621	\$65,609	\$67,597	\$68,591	\$69,585	\$70,579	\$71,573
	\$6,292	\$6,489	\$6,685	\$6,784	\$6,882	\$6,980	\$7,079
13	\$69,913	\$72,098	\$74,282	\$75,375	\$76,467	\$77,560	\$78,652
	\$65,609	\$67,597	\$69,585	\$70,579	\$71,573	\$72,567	\$73,561
	\$6,489	\$6,685	\$6,882	\$6,980	\$7,079	\$7,177	\$7,275
14	\$72,098	\$74,282	\$76,467	\$77,560	\$78,652	\$79,744	\$80,837
	\$67,597	\$69,585	\$71,573	\$72,567	\$73,561	\$74,556	\$75,550
	\$6,685	\$6,882	\$7,079	\$7,177	\$7,275	\$7,374	\$7,472
15	\$74,282	\$76,467	\$78,652	\$79,744	\$80,837	\$81,929	\$83,022
	\$67,597	\$69,585	\$71,573	\$74,556	\$75,550	\$76,544	\$77,538
	\$6,685	\$6,882	\$7,079	\$7,374	\$7,472	\$7,570	\$7,669
16	\$74,282	\$76,467	\$78,652	\$81,929	\$83,022	\$84,114	\$85,206
	\$67,597	\$69,585	\$71,573	\$74,556	\$77,538	\$78,532	\$79,526
	\$6,685	\$6,882	\$7,079	\$7,374	\$7,669	\$7,767	\$7,865
17	\$74,282	\$76,467	\$78,652	\$81,929	\$85,206	\$86,299	\$87,391
	\$67,597	\$69,585	\$71,573	\$74,556	\$77,538	\$80,520	\$81,514
	\$6,685	\$6,882	\$7,079	\$7,374	\$7,669	\$7,964	\$8,062
18	\$74,282	\$76,467	\$78,652	\$81,929	\$85,206	\$88,484	\$89,576
	\$67,597	\$69,585	\$71,573	\$74,556	\$77,538	\$80,520	\$83,502
	\$6,685	\$6,882	\$7,079	\$7,374	\$7,669	\$7,964	\$8,258
19	\$74,282	\$76,467	\$78,652	\$81,929	\$85,206	\$88,484	\$91,761
	\$69,585	\$71,573	\$73,561	\$76,544	\$79,526	\$82,508	\$85,490
	\$6,882	\$7,079	\$7,275	\$7,570	\$7,865	\$8,160	\$8,455
20	\$76,467	\$78,652	\$80,837	\$84,114	\$87,391	\$90,668	\$93,945
	\$70,142	\$72,130	\$74,118	\$77,100	\$80,083	\$83,065	\$86,047
	\$6,937	\$7,134	\$7,330	\$7,625	\$7,920	\$8,215	\$8,510
21	\$77,079	\$79,264	\$81,449	\$84,726	\$88,003	\$91,280	\$94,557
	\$70,699	\$72,687	\$74,675	\$77,657	\$80,639	\$83,621	\$86,604
	\$6,992	\$7,189	\$7,385	\$7,680	\$7,975	\$8,270	\$8,565
22	\$77,691	\$79,875	\$82,060	\$85,337	\$88,615	\$91,892	\$95,169
	\$71,255	\$73,243	\$75,231	\$78,214	\$81,196	\$84,178	\$87,160
	\$7,047	\$7,244	\$7,441	\$7,735	\$8,030	\$8,325	\$8,620
23	\$78,302	\$80,487	\$82,672	\$85,949	\$89,226	\$92,503	\$95,781

Collinsville CUSD #10
2022-2023 Activity Stipends

Includes 9% TRS. Percentage of Salary Schedule BA, Step 1 (\$40,790), Total Comp in yellow

Position	Step 1	Step 2	Step 3
AFS	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Art Club	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Band Director - High School	\$ 4,079	\$ 4,161	\$ 4,242
	10	10.2	10.4
Band Director - High School Assistant	\$ 2,447	\$ 2,529	\$ 2,611
	6	6.2	6.4
Band Director - Middle School	\$ 2,447	\$ 2,529	\$ 2,611
	6	6.2	6.4
Cheer Club (Pep Club)	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Chorus - Middle School	\$ 1,428	\$ 1,468	\$ 1,509
	3.5	3.6	3.7
Computer Club	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
DECA	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
*Department Chairperson	\$ 1,020	\$ 1,061	\$ 1,101
	2.5	2.6	2.7
Dorris Band	\$ 1,428	\$ 1,468	\$ 1,509
	3.5	3.6	3.7
Dorris Boys' Basketball (4)	\$ 1,020	\$ 1,061	\$ 1,101
	2.5	2.6	2.7
Dorris Girls' Basketball (4)	\$ 1,020	\$ 1,061	\$ 1,101
	2.5	2.6	2.7
DIS/Elem. S.T.E.M. Club (1-DIS/1-Elementary)	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Dorris Vocal Music	\$ 1,428	\$ 1,468	\$ 1,509
	3.5	3.6	3.7
Elementary Curriculum Chairperson (7)	\$ 1,428	\$ 1,468	\$ 1,509
	3.5	3.6	3.7
Elementary Vocal Music	\$ 1,428	\$ 1,468	\$ 1,509
	3.5	3.6	3.7
French Club	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Freshman Class Sponsor	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Future Business Leaders	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7

Position	Step 1	Step 2	Step 3
Future Nurses (HOSA)	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
German Club	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Glee Club (CHS Chorus)	\$ 2,040	\$ 2,080	\$ 2,121
	5	5.1	5.2
Honor Society (CHS and CMS)	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
JETS	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Junior Class Sponsor	\$ 1,428	\$ 1,468	\$ 1,509
	3.5	3.6	3.7
Kahoki	\$ 2,447	\$ 2,529	\$ 2,611
	6	6.2	6.4
Kahok Kadets (Flag Girls)	\$ 2,447	\$ 2,529	\$ 2,611
	6	6.2	6.4
Kahokian	\$ 2,447	\$ 2,529	\$ 2,611
	6	6.2	6.4
KahokStrong	\$ 1,428	\$ 1,468	\$ 1,509
	3.5	3.6	3.7
Key Club	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Latin Club	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Math Club (CHS and CMS)	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Math Team	\$ 1,224	\$ 1,264	\$ 1,305
	3	3.1	3.2
Math Team Assistant	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Model United Nations	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Monogram Club	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Quill and Scroll	\$ 408	\$ 449	\$ 489
	1	1.1	1.2
Safety Patrol Supervisors	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Scholar Bowl	\$ 1,224	\$ 1,264	\$ 1,305
	3	3.1	3.2
Science Club/Science Olympiad (CHS/CMS)	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7

Position	Step 1	Step 2	Step 3
Senior Class Sponsor	\$ 1,428	\$ 1,468	\$ 1,509
	3.5	3.6	3.7
SKILLS USA	\$ 1,224	\$ 1,264	\$ 1,305
	3	3.1	3.2
Sophomore Class Sponsor	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Spanish Club	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Speech and Drama Club	\$ 2,447	\$ 2,529	\$ 2,611
	6	6.2	6.4
Student Council, CHS	\$ 2,447	\$ 2,529	\$ 2,611
	6	6.2	6.4
Student Council, CMS	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7
Thespian Club	\$ 816	\$ 857	\$ 897
	2	2.1	2.2
Yearbook, CMS and Dorris	\$ 612	\$ 653	\$ 693
	1.5	1.6	1.7

* CHS Departments (business, vocational, English, special education, math, PE, fine arts, science, social studies, foreign language, guidance, industrial technology)

CMS Departments (math, reading, English, science, social science, Encore, PE & health)

Collinsville CUSD #10
2023-2024 Activity Stipends

Includes 9% TRS. Percentage of Salary Schedule BA, Step 1 (\$42,218), Total Comp in yellow

Position	Step 1	Step 2	Step 3
AFS	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Art Club	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Band Director - High School	\$ 4,222	\$ 4,306	\$ 4,391
	10	10.2	10.4
Band Director - High School Assistant	\$ 2,533	\$ 2,618	\$ 2,702
	6	6.2	6.4
Band Director - Middle School	\$ 2,533	\$ 2,618	\$ 2,702
	6	6.2	6.4
Cheer Club (Pep Club)	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Chorus - Middle School	\$ 1,478	\$ 1,520	\$ 1,562
	3.5	3.6	3.7
Computer Club	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
DECA	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
*Department Chairperson	\$ 1,055	\$ 1,098	\$ 1,140
	2.5	2.6	2.7
Dorris Band	\$ 1,478	\$ 1,520	\$ 1,562
	3.5	3.6	3.7
Dorris Boys' Basketball (4)	\$ 1,055	\$ 1,098	\$ 1,140
	2.5	2.6	2.7
Dorris Girls' Basketball (4)	\$ 1,055	\$ 1,098	\$ 1,140
	2.5	2.6	2.7
Dorris/Elementary S.T.E.M. Club (1-DIS/1-Elementary)	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Dorris Vocal Music	\$ 1,478	\$ 1,520	\$ 1,562
	3.5	3.6	3.7
Elementary Curriculum Chairperson (7)	\$ 1,478	\$ 1,520	\$ 1,562
	3.5	3.6	3.7
Elementary Vocal Music	\$ 1,478	\$ 1,520	\$ 1,562
	3.5	3.6	3.7
French Club	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Freshman Class Sponsor	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Future Business Leaders	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7

Position	Step 1	Step 2	Step 3
Future Nurses (HOSA)	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
German Club	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Glee Club (CHS Chorus)	\$ 2,111	\$ 2,153	\$ 2,195
	5	5.1	5.2
Honor Society (CHS and CMS)	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
JETS	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Junior Class Sponsor	\$ 1,478	\$ 1,520	\$ 1,562
	3.5	3.6	3.7
Kahoki	\$ 2,533	\$ 2,618	\$ 2,702
	6	6.2	6.4
Kahok Kadets (Flag Girls)	\$ 2,533	\$ 2,618	\$ 2,702
	6	6.2	6.4
Kahokian	\$ 2,533	\$ 2,618	\$ 2,702
	6	6.2	6.4
KahokStrong	\$ 1,478	\$ 1,520	\$ 1,562
	3.5	3.6	3.7
Key Club	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Latin Club	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Math Club (CHS and CMS)	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Math Team	\$ 1,267	\$ 1,309	\$ 1,351
	3	3.1	3.2
Math Team Assistant	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Model United Nations	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Monogram Club	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Quill and Scroll	\$ 422	\$ 464	\$ 507
	1	1.1	1.2
Safety Patrol Supervisors	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Scholar Bowl	\$ 1,267	\$ 1,309	\$ 1,351
	3	3.1	3.2
Science Club/Science Olympiad (CHS and CMS)	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7

Position	Step 1	Step 2	Step 3
Senior Class Sponsor	\$ 1,478	\$ 1,520	\$ 1,562
	3.5	3.6	3.7
SKILLS USA	\$ 1,267	\$ 1,309	\$ 1,351
	3	3.1	3.2
Sophomore Class Sponsor	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Spanish Club	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Speech and Drama Club	\$ 2,533	\$ 2,618	\$ 2,702
	6	6.2	6.4
Student Council, CHS	\$ 2,533	\$ 2,618	\$ 2,702
	6	6.2	6.4
Student Council, CMS	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7
Thespian Club	\$ 844	\$ 887	\$ 929
	2	2.1	2.2
Yearbook, CMS and Dorris	\$ 633	\$ 675	\$ 718
	1.5	1.6	1.7

* CHS Departments (business, vocational, English, special education, math, PE, fine arts, science, social studies, foreign language, guidance, industrial technology)

CMS Departments (math, reading, English, science, social science, Encore, PE & health)

Collinsville CUSD #10
2024-2025 Activity Stipends

Includes 9% TRS. Percentage of Salary Schedule BA, Step 1 (\$43,696), Total Comp in yellow

Position	Step 1	Step 2	Step 3
AFS	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Art Club	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Band Director - High School	\$ 4,370	\$ 4,457	\$ 4,544
	10	10.2	10.4
Band Director - High School Assistant	\$ 2,622	\$ 2,709	\$ 2,797
	6	6.2	6.4
Band Director - Middle School	\$ 2,622	\$ 2,709	\$ 2,797
	6	6.2	6.4
Cheer Club (Pep Club)	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Chorus - Middle School	\$ 1,529	\$ 1,573	\$ 1,617
	3.5	3.6	3.7
Computer Club	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
DECA	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
*Department Chairperson	\$ 1,092	\$ 1,136	\$ 1,180
	2.5	2.6	2.7
Dorris Band	\$ 1,529	\$ 1,573	\$ 1,617
	3.5	3.6	3.7
Dorris Boys' Basketball (4)	\$ 1,092	\$ 1,136	\$ 1,180
	2.5	2.6	2.7
Dorris Girls' Basketball (4)	\$ 1,092	\$ 1,136	\$ 1,180
	2.5	2.6	2.7
Dorris/Elementary S.T.E.M. Club (1-DIS/1-Elementary)	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Dorris Vocal Music	\$ 1,529	\$ 1,573	\$ 1,617
	3.5	3.6	3.7
Elementary Curriculum Chairperson (7)	\$ 1,529	\$ 1,573	\$ 1,617
	3.5	3.6	3.7
Elementary Vocal Music	\$ 1,529	\$ 1,573	\$ 1,617
	3.5	3.6	3.7
French Club	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Freshman Class Sponsor	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Future Business Leaders	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Future Nurses (HOSA)	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
German Club	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7

Position	Step 1	Step 2	Step 3
Glee Club (CHS Chorus)	\$ 2,185	\$ 2,228	\$ 2,272
	5	5.1	5.2
Honor Society (CHS and CMS)	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
JETS	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Junior Class Sponsor	\$ 1,529	\$ 1,573	\$ 1,617
	3.5	3.6	3.7
Kahoki	\$ 2,622	\$ 2,709	\$ 2,797
	6	6.2	6.4
Kahok Kadets (Flag Girls)	\$ 2,622	\$ 2,709	\$ 2,797
	6	6.2	6.4
Kahokian	\$ 2,622	\$ 2,709	\$ 2,797
	6	6.2	6.4
KahokStrong	\$ 1,529	\$ 1,573	\$ 1,617
	3.5	3.6	3.7
Key Club	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Latin Club	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Math Club (CHS and CMS)	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Math Team	\$ 1,311	\$ 1,355	\$ 1,398
	3	3.1	3.2
Math Team Assistant	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Model United Nations	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Monogram Club	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Quill and Scroll	\$ 437	\$ 481	\$ 524
	1	1.1	1.2
Safety Patrol Supervisors	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Scholar Bowl	\$ 1,311	\$ 1,355	\$ 1,398
	3	3.1	3.2
Science Club/Science Olympiad (CHS and CMS)	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Senior Class Sponsor	\$ 1,529	\$ 1,573	\$ 1,617
	3.5	3.6	3.7
SKILLS USA	\$ 1,311	\$ 1,355	\$ 1,398
	3	3.1	3.2
Sophomore Class Sponsor	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Spanish Club	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Speech and Drama Club	\$ 2,622	\$ 2,709	\$ 2,797
	6	6.2	6.4

Position	Step 1	Step 2	Step 3
Student Council, CHS	\$ 2,622	\$ 2,709	\$ 2,797
	6	6.2	6.4
Student Council, CMS	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7
Thespian Club	\$ 874	\$ 918	\$ 961
	2	2.1	2.2
Yearbook, CMS and Dorris	\$ 655	\$ 699	\$ 743
	1.5	1.6	1.7

* CHS Departments (business, vocational, English, special education, math, PE, fine arts, science, social studies, foreign language, guidance, industrial technology)

CMS Departments (math, reading, English, science, social science, Encore, PE & health)

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10

Athletic Schedule Effective 2022-2023

YEARS EXPERIENCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
POSITION	PERCENTAGE OF SALARY SCHEDULE BA, STEP 1, TOTAL COMP. COLUMN														
H.S. - AD - ASSISTANT	\$ 5,915	\$ 6,322	\$ 6,730	\$ 7,138	\$ 7,546	\$ 7,954	\$ 8,362	\$ 8,770	\$ 9,178	\$ 9,586	\$ 9,790	\$ 9,994	\$ 10,198	\$ 10,401	\$ 10,605
AD = Athletic Director	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24	24.5	25	25.5	26
H.S. HEAD COACH	\$ 6,119	\$ 6,526	\$ 6,934	\$ 7,342	\$ 7,750	\$ 8,158	\$ 8,566	\$ 8,974	\$ 9,382	\$ 9,790	\$ 9,994	\$ 10,198	\$ 10,401	\$ 10,605	\$ 10,809
Boys/Girls Basketball, Football	15	16	17	18	19	20	21	22	23	24	24.5	25	25.5	26	26.5
H.S. HEAD COACH	\$ 5,711	\$ 6,119	\$ 6,526	\$ 6,934	\$ 7,342	\$ 7,750	\$ 8,158	\$ 8,566	\$ 8,974	\$ 9,382	\$ 9,586	\$ 9,790	\$ 9,994	\$ 10,198	\$ 10,401
Baseball, Bowling, Cheerleading, Boys/Girls Soccer, Softball, Pom Pon (Dance), Track, Volleyball, Wrestling	14	15	16	17	18	19	20	21	22	23	23.5	24	24.5	25	25.5
H.S. HEAD COACH	\$ 2,447	\$ 2,855	\$ 3,263	\$ 3,671	\$ 4,079	\$ 4,487	\$ 4,895	\$ 5,303	\$ 5,711	\$ 6,119	\$ 6,322	\$ 6,526	\$ 6,730	\$ 6,934	\$ 7,138
Cross Country, Golf, Boys/Girls Tennis	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5
H.S. ASSISTANT COACH	\$ 2,447	\$ 2,855	\$ 3,263	\$ 3,671	\$ 4,079	\$ 4,487	\$ 4,895	\$ 5,303	\$ 5,711	\$ 6,119	\$ 6,322	\$ 6,526	\$ 6,730	\$ 6,934	\$ 7,138
Boys/Girls Basketball, Football	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5
H.S. ASSISTANT COACH	\$ 2,040	\$ 2,447	\$ 2,855	\$ 3,263	\$ 3,671	\$ 4,079	\$ 4,487	\$ 4,895	\$ 5,303	\$ 5,711	\$ 5,915	\$ 6,119	\$ 6,322	\$ 6,526	\$ 6,730
Baseball, Bowling, Cheerleading, Pom Pon (Dance), Softball, Boys/Girls Soccer, Track, Volleyball, Wrestling	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16.5
H.S. ASSISTANT COACH	\$ 1,224	\$ 1,428	\$ 1,632	\$ 1,836	\$ 2,040	\$ 2,243	\$ 2,447	\$ 2,651	\$ 2,855	\$ 3,059	\$ 3,263	\$ 3,467	\$ 3,671	\$ 3,875	\$ 4,079
Cross Country, Golf, Boys/Girls Tennis	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
M.S. HEAD COACH	\$ 1,999	\$ 2,284	\$ 2,570	\$ 2,855	\$ 3,141	\$ 3,426	\$ 3,712	\$ 3,997	\$ 4,283	\$ 4,568	\$ 4,854	\$ 5,140	\$ 5,140	\$ 5,140	\$ 5,140
Baseball, Boys/Girls Basketball, Softball, Track, Volleyball, Wrestling	4.9	5.6	6.3	7	7.7	8.4	9.1	9.8	10.5	11.2	11.9	12.6	12.6	12.6	12.6
M.S. ASSISTANT COACH	\$ 1,632	\$ 1,917	\$ 2,203	\$ 2,488	\$ 2,774	\$ 3,059	\$ 3,345	\$ 3,630	\$ 3,916	\$ 4,201	\$ 4,487	\$ 4,487	\$ 4,487	\$ 4,487	\$ 4,691
Baseball, Boys/Girls Basketball, Cross Country, Softball, Track, Volleyball, Wrestling	4	4.7	5.4	6.1	6.8	7.5	8.2	8.9	9.6	10.3	11	11	11	11	11.5
M.S. COACH	\$ 816	\$ 1,020	\$ 1,224	\$ 1,428	\$ 1,632	\$ 1,632	\$ 1,632	\$ 1,632	\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,836	\$ 1,836	\$ 2,040	\$ 2,040
NA moved to one above was Cross Country.	2	2.5	3	3.5	4	4	4	4	4.5	4.5	4.5	4.5	4.5	5	5
M.S. HEAD COACH	\$ 1,836	\$ 2,040	\$ 2,243	\$ 2,447	\$ 2,651	\$ 2,855	\$ 3,059	\$ 3,263	\$ 3,467	\$ 3,671	\$ 3,875	\$ 4,079	\$ 4,079	\$ 4,079	\$ 4,079
Cheerleading, Pom Pon (Dance)	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	10	10	10

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10

Athletic Schedule Effective 2023-2024

YEARS EXPERIENCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
POSITION	PERCENTAGE OF SALARY SCHEDULE BA, STEP 1, TOTAL COMP. COLUMN														
H.S. - AD - ASSISTANT	\$ 6,122	\$ 6,544	\$ 6,966	\$ 7,388	\$ 7,810	\$ 8,233	\$ 8,655	\$ 9,077	\$ 9,499	\$ 9,921	\$ 10,132	\$ 10,343	\$ 10,555	\$ 10,766	\$ 10,977
AD = Athletic Director	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24	24.5	25	25.5	26
H.S. HEAD COACH	\$ 6,333	\$ 6,755	\$ 7,177	\$ 7,599	\$ 8,021	\$ 8,444	\$ 8,866	\$ 9,288	\$ 9,710	\$ 10,132	\$ 10,343	\$ 10,555	\$ 10,766	\$ 10,977	\$ 11,188
Boys/Girls Basketball, Football	15	16	17	18	19	20	21	22	23	24	24.5	25	25.5	26	26.5
H.S. HEAD COACH	\$ 5,911	\$ 6,333	\$ 6,755	\$ 7,177	\$ 7,599	\$ 8,021	\$ 8,444	\$ 8,866	\$ 9,288	\$ 9,710	\$ 9,921	\$ 10,132	\$ 10,343	\$ 10,555	\$ 10,766
Baseball, Bowling, Cheerleading, Boys/Girls Soccer, Softball, Pom Pon (Dance), Track, Volleyball, Wrestling	14	15	16	17	18	19	20	21	22	23	23.5	24	24.5	25	25.5
H.S. HEAD COACH	\$ 2,533	\$ 2,955	\$ 3,377	\$ 3,800	\$ 4,222	\$ 4,644	\$ 5,066	\$ 5,488	\$ 5,911	\$ 6,333	\$ 6,544	\$ 6,755	\$ 6,966	\$ 7,177	\$ 7,388
Cross Country, Golf, Boys/Girls Tennis	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5
H.S. ASSISTANT COACH	\$ 2,533	\$ 2,955	\$ 3,377	\$ 3,800	\$ 4,222	\$ 4,644	\$ 5,066	\$ 5,488	\$ 5,911	\$ 6,333	\$ 6,544	\$ 6,755	\$ 6,966	\$ 7,177	\$ 7,388
Boys/Girls Basketball, Football	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5
H.S. ASSISTANT COACH	\$ 2,111	\$ 2,533	\$ 2,955	\$ 3,377	\$ 3,800	\$ 4,222	\$ 4,644	\$ 5,066	\$ 5,488	\$ 5,911	\$ 6,122	\$ 6,333	\$ 6,544	\$ 6,755	\$ 6,966
Baseball, Bowling, Cheerleading, Pom Pon (Dance), Softball, Boys/Girls Soccer, Track, Volleyball, Wrestling	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16.5
H.S. ASSISTANT COACH	\$ 1,267	\$ 1,478	\$ 1,689	\$ 1,900	\$ 2,111	\$ 2,322	\$ 2,533	\$ 2,744	\$ 2,955	\$ 3,166	\$ 3,377	\$ 3,589	\$ 3,800	\$ 4,011	\$ 4,222
Cross Country, Golf, Boys/Girls Tennis	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10
M.S. HEAD COACH	\$ 2,069	\$ 2,364	\$ 2,660	\$ 2,955	\$ 3,251	\$ 3,546	\$ 3,842	\$ 4,137	\$ 4,433	\$ 4,728	\$ 5,024	\$ 5,319	\$ 5,319	\$ 5,319	\$ 5,319
Baseball, Boys/Girls Basketball, Softball, Track, Volleyball, Wrestling	4.9	5.6	6.3	7	7.7	8.4	9.1	9.8	10.5	11.2	11.9	12.6	12.6	12.6	12.6
M.S. ASSISTANT COACH	\$ 1,689	\$ 1,984	\$ 2,280	\$ 2,575	\$ 2,871	\$ 3,166	\$ 3,462	\$ 3,757	\$ 4,053	\$ 4,348	\$ 4,644	\$ 4,644	\$ 4,644	\$ 4,644	\$ 4,855
Baseball, Boys/Girls Basketball, Cross Country, Softball, Track, Volleyball, Wrestling	4	4.7	5.4	6.1	6.8	7.5	8.2	8.9	9.6	10.3	11	11	11	11	11.5
M.S. COACH	\$ 844	\$ 1,055	\$ 1,267	\$ 1,478	\$ 1,689	\$ 1,689	\$ 1,689	\$ 1,689	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900	\$ 2,111	\$ 2,111
NA moved to one above was Cross Country.	2	2.5	3	3.5	4	4	4	4	4.5	4.5	4.5	4.5	4.5	5	5
M.S. HEAD COACH	\$ 1,900	\$ 2,111	\$ 2,322	\$ 2,533	\$ 2,744	\$ 2,955	\$ 3,166	\$ 3,377	\$ 3,589	\$ 3,800	\$ 4,011	\$ 4,222	\$ 4,222	\$ 4,222	\$ 4,222
Cheerleading, Pom Pon (Dance)	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	10	10	10

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10

Athletic Schedule Effective 2024-2025

YEARS EXPERIENCE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
POSITION	PERCENTAGE OF SALARY SCHEDULE BA, STEP 1, TOTAL COMP. COLUMN															
H.S. - AD - ASSISTANT	\$ 6,336	\$ 6,773	\$ 7,210	\$ 7,647	\$ 8,084	\$ 8,521	\$ 8,958	\$ 9,395	\$ 9,832	\$ 10,269	\$ 10,487	\$ 10,706	\$ 10,924	\$ 11,142	\$ 11,361	
AD = Athletic Director	14.5	15.5	16.5	17.5	18.5	19.5	20.5	21.5	22.5	23.5	24	24.5	25	25.5	26	
H.S. HEAD COACH	\$ 6,554	\$ 6,991	\$ 7,428	\$ 7,865	\$ 8,302	\$ 8,739	\$ 9,176	\$ 9,613	\$ 10,050	\$ 10,487	\$ 10,706	\$ 10,924	\$ 11,142	\$ 11,361	\$ 11,579	
Boys/Girls Basketball, Football	15	16	17	18	19	20	21	22	23	24	24.5	25	25.5	26	26.5	
H.S. HEAD COACH	\$ 6,117	\$ 6,554	\$ 6,991	\$ 7,428	\$ 7,865	\$ 8,302	\$ 8,739	\$ 9,176	\$ 9,613	\$ 10,050	\$ 10,269	\$ 10,487	\$ 10,706	\$ 10,924	\$ 11,142	
Baseball, Bowling, Cheerleading, Boys/Girls Soccer, Softball, Pom Pon (Dance), Track, Volleyball, Wrestling	14	15	16	17	18	19	20	21	22	23	23.5	24	24.5	25	25.5	
H.S. HEAD COACH	\$ 2,622	\$ 3,059	\$ 3,496	\$ 3,933	\$ 4,370	\$ 4,807	\$ 5,244	\$ 5,680	\$ 6,117	\$ 6,554	\$ 6,773	\$ 6,991	\$ 7,210	\$ 7,428	\$ 7,647	
Cross Country, Golf, Boys/Girls Tennis	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5	
H.S. ASSISTANT COACH	\$ 2,622	\$ 3,059	\$ 3,496	\$ 3,933	\$ 4,370	\$ 4,807	\$ 5,244	\$ 5,680	\$ 6,117	\$ 6,554	\$ 6,773	\$ 6,991	\$ 7,210	\$ 7,428	\$ 7,647	
Boys/Girls Basketball, Football	6	7	8	9	10	11	12	13	14	15	15.5	16	16.5	17	17.5	
H.S. ASSISTANT COACH	\$ 2,185	\$ 2,622	\$ 3,059	\$ 3,496	\$ 3,933	\$ 4,370	\$ 4,807	\$ 5,244	\$ 5,680	\$ 6,117	\$ 6,336	\$ 6,554	\$ 6,773	\$ 6,991	\$ 7,210	
Baseball, Bowling, Cheerleading, Pom Pon (Dance), Softball, Boys/Girls Soccer, Track, Volleyball, Wrestling	5	6	7	8	9	10	11	12	13	14	14.5	15	15.5	16	16.5	
H.S. ASSISTANT COACH	\$ 1,311	\$ 1,529	\$ 1,748	\$ 1,966	\$ 2,185	\$ 2,403	\$ 2,622	\$ 2,840	\$ 3,059	\$ 3,277	\$ 3,496	\$ 3,714	\$ 3,933	\$ 4,151	\$ 4,370	
Cross Country, Golf, Boys/Girls Tennis	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	
M.S. HEAD COACH	\$ 2,141	\$ 2,447	\$ 2,753	\$ 3,059	\$ 3,365	\$ 3,670	\$ 3,976	\$ 4,282	\$ 4,588	\$ 4,894	\$ 5,200	\$ 5,506	\$ 5,506	\$ 5,506	\$ 5,506	
Baseball, Boys/Girls Basketball, Softball, Track, Volleyball, Wrestling	4.9	5.6	6.3	7	7.7	8.4	9.1	9.8	10.5	11.2	11.9	12.6	12.6	12.6	12.6	
M.S. ASSISTANT COACH	\$ 1,748	\$ 2,054	\$ 2,360	\$ 2,665	\$ 2,971	\$ 3,277	\$ 3,583	\$ 3,889	\$ 4,195	\$ 4,501	\$ 4,807	\$ 4,807	\$ 4,807	\$ 4,807	\$ 5,025	
Baseball, Boys/Girls Basketball, Cross Country, Softball, Track, Volleyball, Wrestling	4	4.7	5.4	6.1	6.8	7.5	8.2	8.9	9.6	10.3	11	11	11	11	11.5	
M.S. COACH	\$ 874	\$ 1,092	\$ 1,311	\$ 1,529	\$ 1,748	\$ 1,748	\$ 1,748	\$ 1,748	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,966	\$ 2,185	\$ 2,185
NA moved to one above was Cross Country.	2	2.5	3	3.5	4	4	4	4	4.5	4.5	4.5	4.5	4.5	5	5	
M.S. HEAD COACH	\$ 1,966	\$ 2,185	\$ 2,403	\$ 2,622	\$ 2,840	\$ 3,059	\$ 3,277	\$ 3,496	\$ 3,714	\$ 3,933	\$ 4,151	\$ 4,370	\$ 4,370	\$ 4,370	\$ 4,370	
Cheerleading, Pom Pon (Dance)	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10	10	10	10	

GRIEVANCE FORM

(For use with Collective Bargaining Agreement between the Board and the
Collinsville Education Association, IEA-NEA)

Grievant

Work Location and/or Assignment

DESCRIPTION OF GRIEVANCE:

DATE OF OCCURRENCE:

ARTICLES AND/OR POLICIES IN QUESTION:

REMEDY REQUESTED:

DATE: _____

Signature of Grievant

(If additional sheets need to be attached to this Grievance Form to provide additional space for description, remedies, explanations, responses, position statement, etc., please make reference to any attachments in the appropriate place on this Grievance form.)

(STEP 1) Grievance Received by _____ on _____ (date)

Principal or Immediately Involved Supervisor's Response:

Date

Principal or Immediately Involved Supervisor's Signature

Position of Grievant:

Date

Grievant's Signature

(STEP 2) Grievance Received by _____ on _____ (date)

Superintendent's Response:

Date

Superintendent's Signature

Position of Grievant:

Date

Grievant's Signature

(STEP 3) Grievance Received by _____ on _____ (date)

Board of Education's Response:

_____ **Date**

_____ **Board of Education Representative's Signature**

Position of Grievant:

_____ **Date**

_____ **Grievant's Signature**

(STEP 4)

Name of Mediator:

Disposition of Grievance:

_____ **Date of Disposition**

_____ **Mediator's Signature**

(STEP 5)

Name of Arbitrator:

Arbitrator's Decisions:

_____ **Date of Decision**

_____ **Arbitrator's Signature**

Teacher Pay Form

Your Name: _____

School: _____

1

Grade/Class Covered: _____

Teacher Covered For: _____

Date: _____ Time: _____

2

Grade/Class Covered: _____

Teacher Covered For: _____

Date: _____ Time: _____

3

Grade/Class Covered: _____

Teacher Covered For: _____

Date: _____ Time: _____

Teacher's Signature

Date

Building Administrator's Signature

Date

Please forward to the switchboard operator by the end of each month.

Superintendent's Signature

Date

COLLINSVILLE COMMUNITY UNIT DISTRICT #10

201 WEST CLAY STREET • COLLINSVILLE, IL • 62234

WWW.KAHOKS.ORG • PHONE: 618.346.6350 • FAX: 618.343.0701



DOCK DAY REQUEST

TODAY'S DATE _____

NAME _____ SCHOOL _____

DATE(S) REQUESTED TO BE DOCKED _____

REASON _____

SUBSTITUTE NEEDED YES NO

Out of Sick Days YES NO

Out of Personal Days YES NO

EMPLOYEE'S SIGNATURE

PRINCIPAL'S SIGNATURE

APPROVED NOT APPROVED

SUPERINTENDENT'S SIGNATURE

DATE:

Co-teaching Language

Class Size

In any general education class room, the total number of general education students and students with special needs will be subject to the class size language set forth in Article XI of the current parties' collective bargaining agreement and such numbers will not exceed the case load/class size limits pertaining to students with special needs as set forth in Section 226.730 of the Illinois Administrative Code.

A special education teacher or educational assistant(s) shall be present with the general education teacher, as mandated by student's IEP, while special needs students are in the general education class room with the general education teacher.

Substitutes

The district will make every effort to provide qualified substitutes in the co-taught class rooms for the general education teacher, special education teacher and/or the educational assistant(s) when the general education teacher, special education teacher or educational assistant(s) are absent.

Prep. Time


Special education and general education teachers need to have a common time to plan. Every effort will be made by the administration to support general and special education teachers having a joint planning time that is adequate to support the achievement of the goals and objectives as set forth in the student's IEP.

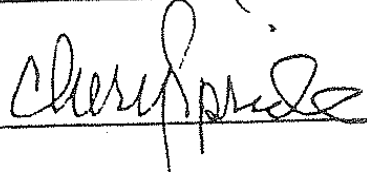
**The use of the term general will be used synonymously with "regular" when referring to teachers employed to teach general education curriculum.


This Memorandum of Agreement is signed this _____ day of February, 2005.

For the Collinsville Education Association,
IEA-NEA:

For the Board of Education of
Collinsville Community Unit
School District #10:







SIDE LETTER

The Board and the Association agree that the issue of employees donating sick leave to employees that suffer from a catastrophic illness shall be deferred to the Sick Leave Bank Committee, and that committee shall prepare a recommendation for the Board's consideration.

For the Collinsville Education
Association, IEA-NEA:

For the Board of Education of
Collinsville Community Unit
District No. 10:

Cheryl Pride / Sandra Koe

James W. Adenbald

1/4/05
Date

1/9/06
Date

FORMS FOR EMPLOYEE CATASTROPHIC ILLNESS AND INJURY

DONATION OF SICK DAYS FORM

Non-returnable donation of sick days for the Employee Catastrophic Illness and Injury Policy

Name of donating employee: _____

Current number of sick days: _____

Donation being made to: _____

Number of days donating: _____

Conditions for donations: _____

Signature of donating employee

Submit to the Sick Bank Committee

Forms for Employee Catastrophic Illness and Injury

PHYSICIAN VERIFICATION FORM

THIS FORM IS TO BE COMPLETED BY A PHYSICIAN RELATIVE TO AN EMPLOYEE REQUESTING TO RECEIVE DONATED SICK DAYS UNDER THE EMPLOYEE CATASTROPHIC ILLNESS AND INJURY POLICY OF THE COLLINSVILLE UNIT 10 SCHOOL DISTRICT.

PATIENT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

1. ILLNESS, INJURY, OR PREGNANCY TREATED: (BE SPECIFIC)

2. IS THE CONDITION RELATED TO:

A. PATIENT EMPLOYMENT:	YES _____	NO _____
B. AUTO ACCIDENT:	YES _____	NO _____
C. ILLNESS:	YES _____	NO _____

3. HAVE YOU SEEN THE PATIENT BEFORE THE ABOVE ILLNESS?

YES _____ DATE FIRST SEEN _____ NO _____

4. IN YOUR JUDGMENT, IS THE PATIENT AT THE PRESENT TIME ABLE TO PERFORM THE DUTIES OF HIS/HER OCCUPATION FOR THE COLLINSVILLE SCHOOL DISTRICT?

YES _____ NO _____

5. IF THE ANSWER TO NUMBER 4 IS "NO", WHY IS THE PATIENT NOT ABLE TO PERFORM HIS/HER DUTIES? PLEASE BE SPECIFIC.

Forms for Employee Catastrophic Illness and Injury

6. IS IT YOUR OPINION THAT THE PATIENT CANNOT EVER RETURN TO HIS/HER PRESENT DUTIES?
YES _____ NO _____
7. IF THE ANSWER TO NUMBER 6 IS "NO", WHEN DO YOU ESTIMATE THE PATIENT CAN RETURN TO WORK? DATE _____
8. PLEASE STATE OTHER COMMENTS THAT MIGHT BE HELPFUL TO THE SICK LEAVE BANK COMMITTEE IN MAKING A DECISION ON THE ABOVE LISTED PATIENT:

DOCTOR'S NAME: _____

ADDRESS: _____

PHONE: _____

DOCTOR'S SIGNATURE: _____

DATE SIGNED: _____

PLEASE RETURN THE COMPLETED FORM AS SOON AS POSSIBLE TO:

Sick Bank Committee
c/o Mr. Kevin Robinson
201 West Clay Street
Collinsville, IL 62234
Phone: 618/346-6350

MEMORANDUM OF AGREEMENT ON MENTORING PROGRAM

The Collinsville Community Unit School District No. 10 (hereinafter "District") and the Collinsville Education Association, IEA-NEA (hereinafter "Association") do hereby agree to the following:

Teacher Induction Program

A teacher who volunteers and is selected to be a mentor under the Teacher Induction Program, shall perform the various duties and responsibilities of a Mentor Teacher, as outlined in the Teacher Induction Program, (including but not limited to: the responsibilities set out in the "Roles and Responsibilities" section of the Program document, attending a mentor training program, and attending the 2-day New Teacher Orientation.) The Mentor Teacher is a volunteer of the Teacher Induction Program. The Administration shall have the discretion to decide which teachers will be selected to serve as a Mentor Teacher, from among those teachers that submit an application. However, in order to be eligible to serve as a Mentor Teacher, the teacher must be tenured and must have received the highest performance rating on his/her last performance evaluation. The District Administration shall also have the discretion to terminate a Mentor Teacher from the program at any time the Administration determines that the Mentor Teacher is not performing his/her duties in a satisfactory manner. A Mentor Teacher removed from the program shall be paid the stipend prorated through the date the teacher was removed from the program.

No written documentation or information will be used for the purpose of any evaluation and/or discipline. Documents related to the TIP, may only be placed in the Teacher Induction Program files, but will not be placed in the employee's personnel file.

No written documentation or information contained herein, and prepared by the Mentor Teacher, including but not limited to the "Peer Observation Form" shall be used for the purpose of any formal evaluation, nor shall any such documentation be placed in the personnel file of any Teacher Induction Program participant.

The Teacher Induction Program is a two-year commitment. The stipend paid to a teacher serving as a mentor under the Teacher Induction Program shall be nine hundred dollars (\$900) for the first year of mentoring and four hundred, fifty (\$450) for the second year of mentoring. A Mentor Teacher assigned to mentor a teacher in grades 7-12 may be assigned two teachers to mentor as the same time, but the Mentor Teacher does not receive a separate stipend for each teacher he/she is assigned to mentor. A Mentor Teacher may resign from the program if he/she does not want to accept the assignment of a second teacher, and shall be paid the stipend prorated through the date the teacher resigns from the program. A Mentor Teacher assigned to mentor a teacher in grades k-6 will only be assigned one teacher to mentor.

The District may terminate the Teacher Induction Program, provided the District first notifies the Association and negotiates the termination of the program in accordance with the Illinois Labor Relations Act.

MEMORANDUM OF AGREEMENT
RTI – GRADES K-6

The Collinsville Community Unit School District No. 10 (hereinafter “District”) and the Collinsville Education Association, IEA-NEA (hereinafter “Association”) do hereby agree to the following Memorandum of Agreement, which addresses impact issues related to the implementation of Response to Intervention (“RTI”) in grades K-6.

1. Monthly curriculum meetings under Article IV, Section 5.2, will be organized and directed by each building’s faculty with administration input and oversight. Agendas will reflect work on school improvement issues including but not limited to curriculum and instruction, staff development, instructional and RTI intervention issues. Flexibility of before and after school meetings or splitting the meeting into two 1/2 hour monthly meetings is allowed if desired by the staff.
2. The District will provide RTI to students in reading and math.
3. The District will follow the contract procedures regarding class size, as set forth in Article XI.
4. RTI will not be scheduled during the “relief period” at Dorris Intermediate School. Rather, RTI at Dorris Intermediate School will be scheduled 30 minutes of each school day at a time other than the scheduled “relief period”.
5. Teachers will be provided assessment training as needed. Assessment materials will be copied and provided to each teacher prior to the start of the school year. Progress monitoring can be completed during regularly scheduled Tier II and Tier III instructional time. Assessment and progress monitoring will be established by the District, but principals and teachers must mutually agree to additional assessment models or reports within their respective building.
6. Teachers shall be trained for any monitoring and/or intervention procedures in relation to Rtl they are required to use.
7. For grades K-6, regular education teachers will provide RTI instruction to students placed in Tier I and II, but not Tier III.
8. The District will employ a minimum of two (2) non-certified instructional aides to provide Tier III instruction at elementary schools that are not assigned a Reading Interventionist (currently Dorris Intermediate School and Maryville). In addition to the non-certified aides (at Dorris Intermediate School and Maryville) providing Tier III instruction, other non-certified aids and certified employees, except regular education classroom and self-contained special education teachers, can be assigned Tier III instructional duties, i.e. Speech Language Specialists, etc...
9. All elementary schools will be provided with an interventionist or instructional aide to provide Tier III instruction. Interventionists or instructional aides can provide Tier II instruction. When interventionists are absent a qualified substitute will be provided when available. Interventionists may provide Tier II services as time permits.
10. The District will provide approved resources and interventions for Tier I, II and III instruction. Electronic equipment, assessment materials and other related teaching tools will be availed able to teachers prior to the start of school provided there is an understanding that availability could be impacted due to shipping dates, vendors or installation schedules. Teachers will not be negatively evaluated or disciplined if reports and/or assessments cannot be completed in a timely manner due to lack of district provided computer and/or

software resources. All technology, hardware and software (computers, etc.) shall be available for teacher/student use until the last day of student attendance for the school year so that teachers can complete all assessments.

11. Teachers will be evaluated consistent with the approved teacher evaluation plan
12. In order to provide teachers with sufficient time to prepare for RTI implementation, the District will distribute preliminary class lists to teachers no later than one week prior to the first teacher workday of each school year. However, the teacher's preliminary class list is subject to change.
13. The parties acknowledge that a teacher may have difficulty issuing grades to students that are pulled out of science and/or social studies for Tier III instruction. The teacher may, in his/her discretion, issue a student a "pass" or "fail" in lieu of a letter grade
14. The parties agree to meet and discuss future issues related to the implementation of RTI for grades K-6 which are not addressed in this memorandum.
15. The Collinsville Elementary Schools (plus Dorris Intermediate School), Collinsville Middle School and Collinsville High School Rtl plans will be reviewed each year via a joint committee comprised of Association representatives (chosen by the Association leadership) and administrators. Each of the joint committees (Elementary & Intermediate Schools, Middle School and High School) will annually meet to review the Rtl plans, if needed, and the committee/s will mutually agree to revision/s, if any, to the plan/s to address or remedy implementation, tier instruction, etc., issues/concerns. Any recommended changes or revisions to the Rtl plans will not be implemented until the District and Association meet their bargaining obligations consistent with the Illinois Education Labor Relations Act.

Collinsville Middle School Response to Intervention Model Grades 7-8

The goal of the CMS Response to Intervention Model is to provide high quality instruction/interventions that are matched to student needs in an effort to increase student learning rates and levels of performance.

Certified staff, whose number of class preparations will not exceed the bargained limit (2), will be scheduled to administer interventions in a Reading/Math Lab. Additional Tier 3 Intervention time may take place during the study hall period by Teacher Assistants. Students will be identified for specific interventions by their 4 Core Teacher Group (represented by a teacher for the core subject areas Math, Science, History, and Language Arts). The Reading /Math Lab interventionist may be an Expo teacher or other certified staff member.

Reading/Math Lab will be included as part of the Expo class rotation (i.e. Art, Health, Music, Keyboarding, Industrial Arts, etc.) of the cohort, (a group of students sharing a common set of 4 Core Teacher Group), placement will be in lengths of one quarter until progress is shown or alternative placement is determined. Students will move in and out of their expo as the core teacher groups/administration deems necessary for student progress.

CMS Administration will make every effort to group students in cohorts that move between groups of a set of core teachers. Core Teachers will meet on a monthly basis during the contractually agreed upon collaboration time, to review student progress and discuss changes that should be made to the interventions used, or recommend movement in or out of the Reading/Math Lab at the quarter's end. Reading/Math Lab interventionist will provide a bi-weekly report of progress to the core teachers utilizing the progress monitoring function of the intervention in use.

Examples of data that may be utilized for initial placement or movement in or out of services:

- Previous years ISAT scores
- Discovery Assessment Data
- Scholastic Reading Index
- Progress Monitoring Data
- Common Formative Assessments created by each Department
- Grades and other school related data

Every effort will be made by the building level RtI Committee/Administration to select interventions that are computer based, with built-in progress monitoring systems. Any staff member scheduled to be an Interventionists will receive training (agreed upon by both parties) on the programs that are selected prior to working in the Reading/Math Lab.

Due to our need for computer based programs, Reading/Math Lab may be scheduled into one of the four computer labs in the building or a mobile lab. Both Tier 2 and Tier 3 students will work in the Reading/Math Lab, with Tier 3 students will have additional intervention time during the study hall period when possible.

Reading/Math Lab class size will be dependent on the levels of the students within the cohort, not to exceed 28 students (estimated lab size using current data is between 12-15 students).

Rtl Committee Guidelines

The district will focus on data driven decision making when considering whether a student will receive a Special Education Evaluation and possible Individual Education Program (IEP). Effective data considered includes scores garnered from: ACCESS, Discovery, DIBELS, Explore, ISAT, ISEL, Plan, PSAE, Star and Scholastic Reading/Phonics. Comparison of longitudinal trajectory, indicating growth or widening of academic gap over time, is required. These must be considered and analyzed. Work samples and grades may also be reviewed as supplemental to the other forms of data specified.

Role of the 4 Core Group (teacher cluster, team, etc.)

A student, who is below standards on the Discovery Assessment and has a historical pattern of below standard data using several of the above mentioned assessments, will be identified by his/her 4 Core Teacher Group as a student who is eligible for intervention work in the Reading and Math Lab. A listing of students ranked in order of greatest need along with their area(s) of academic concern will be provided to the building administration for placement in the Reading/Math Lab for intervention purposes. A listing of students identified as Rtl eligible will be provided to the Rtl Committee for monitoring purposes.

Role of the Reading/Math Lab Interventionist

The interventionists will be responsible for ensuring the intervention is done with integrity and progress data is provided to the cohort of core teachers prior to the agreed upon collaboration time. Reading/Math lab Interventionists will have collaborative /planning opportunities during one of the weekly collaboration meetings each month. Researched based Tier II and Tier III interventions must be provided prior to any referral. At least two interventions in each tier given over a minimum of an 8-10 week time period is needed to demonstrate improvement or lack thereof. Students will receive interventions in their area of academic concern. Tiered intervention data will be provided by the Rtl interventionist to the 4 Core Teacher Group for possible future referral purposes.

Special Ed Referral Process for the 4 Core Teacher Group

Students, who show no growth or a widening academic gap over time, will be referred to the building level RTI Committee by their 4 Core Teacher Group and Reading/Math Lab Interventionist. The 4 Core Teacher Group will complete the required RTI Committee referral paperwork and include the documented interventions attempted and the results of intervention attempts that were provided to them by the Reading/Math Lab Interventionist. A representative of the 4Core Teacher Group may attend meeting, which will be held during the contractual work day (substitutes to be provided if needed), to discuss the completed referral.

Role of the Rtl Committee

The Rtl Committee will review the referral documentation on students, identified by their 4 Core Teacher Group, who show no growth or a widening academic gap per the progress monitoring assessments given by the Reading/Math Lab Interventionist. The Rtl Committee will determine if the student data collected should move forward to the building level Special Education Team. No Special Education referrals will be accepted if prior team based interventions were not discussed or attempted at the building level. The district administration may decide that a record review by the Building/District Special Education Team may be in order with new students already in a Tier system at their former district.

Other Duties of the RTI Committee

If a referral is based on behavior, documented patterns of behaviors are needed. Behavior interventions and/or goal setting may be suggested by the RTI Committee. Short term behavioral concerns are not appropriate for an immediate referral. Schoolmaster print outs identifying specific ISS/OSS dates are also needed. Interventions need to be documented as to the length of time and the success rate, or lack thereof, of the multiple interventions attempted.

All building based monthly Rtl Committee referrals need to be submitted to the building administrator.

COLLINSVILLE HIGH SCHOOL RTI AGREEMENT FOR THE 2015-16 SCHOOL YEAR

Objective: to help at risk students to achieve their potential.

Strategies to obtain this goal:

- ❖ After school peer tutoring on Tuesdays and Thursdays throughout the school year – Certified staff supervising the tutoring shall be compensated at the rate of .00065% of beginning base pay or use extended days from contract.
- ❖ Reading Recovery class taught by certified staff
- ❖ Writing lab
- ❖ Extended Math block classes
- ❖ Math tutoring during study halls/RTI study hall/ELL study hall
- ❖ Check and Connect
- ❖ Girls Social group
- ❖ Aventa Credit Recovery
- ❖ RTI team leader will have one period duty during the day to lead the team, work with at risk students, collect data from check and connect, and keep track of referrals and data of RTI students. This position will be approved each year in the same way department chairs are handled.
- ❖ Staff will be informed of opportunities for at risk students and given data for the first day of school
- ❖ Controlled placement of some incoming 8th graders and sharing information with freshman teachers about the academic and behavior needs of students

Things to work towards in the future:

- ❖ Implementation of referrals to RTI team
- ❖ Boys Social group
- ❖ Peer to Peer mentoring group
- ❖ Implement and use Power RTI
- ❖ Diversity and Orientation Training Days
- ❖ 21st Century Grant Proposal
- ❖ High school 101 class with credit in FACS

Collinsville High School RtI Plan

Plan Structure

Universal Screeners: These measures will be used to assess, identify, and monitor students. High School students should also be screened using existing data from elementary and/or middle school assessments.

- Discovery Education Assessment 9th and 10th
- English/Math placement tests of incoming 9th graders
- ISAT Scores of incoming 9th graders
- Attendance
- Discipline Reports
- Common Formative Assessments
- Explore/Plan Data

Interventions

Tier 1

Academic

- * Implementation of Professional Communities
- * Mandated use of differentiated Instruction and best practices in all classes and at all levels
- * Implement and monitor standard content curriculum focused on Reading across the Curriculum
- * Summer School access for increasing elective options during the school year
- * Weekly Reading/Math modules
- * Progress Reports/PASS weekly updates
- * Access to math tutoring
- * Peer tutoring

Behavioral

- * Character Education Program
- * Final Exam Exemption Policy

Tier 2

Academic

- * Targeted Study Halls for Extended Reading and Math Program
- * Aventa credit recovery on-line
- * Small-group, in-class interventions
- * Extended Block Math Class
- * Referral to SAP/KISS
- * Counselor Academic Intervention Plans
- * Study Skills Groups
- * ELL Services

Behavioral

- * Small Social Groups
- * Teachers as Mentors Program
- * Social Work/Counselor Referrals

Tier 3

Academic

- * Wilson Reading Program
- * Alternatives School-day Schedule
- * 1-on-1 instruction in the classroom
- * Madison County E-Learning

Behavioral

- * Alternative School Placement
- * Social Work/School Psych minutes/Referral

Implementation Needs

Tier 2 Needs:

- * Computerized Reading Intervention Program – Year 1 license for 40-50 students.
- * 1-2 (30) minutes Intervention blocks daily supported by staff member serving as reading interventionist.
- * 1 teacher to serve as the RTI Coordinator. This teacher would have an additional 1 hour preparation period during the school day. They would be responsible for monitoring program interventions and student progress, reviewing data, preparing for team meetings, and disseminating information to staff.
- * Implementation of Teachers as Mentors Program

Tier 3 Needs:

- * Availability of Social Worker or additional Counselor to non-IEP students

RTI Referral Form

Person Making Referral: _____ Date: _____

Student Name: _____ Age/Grade: _____

Date Parent Contacted About Referral: _____ By Whom?: _____

What are the strengths, talents, or specific interests for this student?

How does this student's academic skills compare to those of "average" students in your classroom?

Subject	Below Grade Level	At or Above Grade Level
Reading		
Writing		
Math		
Science		

Instructional Information: What makes this student difficult to teach? List any academic factors that seem to negatively affect the student's progress? _____

What Instructional Strategies have you tried with this student?

For RTI Team Use

Assessment Data	
ISAT/Explore/Plan	
Discovery Data	
Attendance Data	
Discipline Data	

RTI Team Recommendations

Tier 2-Academic

- Peer Tutoring
- Study Skills Group
- Counselor Academic Intervention Plan
- ELL Services
- Extended Reading Study Hall
- Referral to SAP/KISS
- Aventa Credit Recovery

Tier 2-Behavior

- Small Social Group
- Teachers as Mentors Program
- Social Work/Counselor Referral
- Targeted Study Hall

HOLLYWOOD HEIGHTS
MEMORANDUM OF AGREEMENT

The **Board of Education of Collinsville Community Unit School District #10** (hereinafter “**the Board**”) and the **Collinsville Education Association, an affiliate of the Illinois Education Association-NEA and the National Education Association** (hereinafter “**the CEA**”) hereby agree to the following provisions during the 2017-2018 school year, concerning the Special Education worksite’s (Hollywood Heights) Master Schedule and teachers’ daily workday schedule:

Any and all negotiated provisions between the Board and the CEA shall remain in effect and apply to this worksite including but not limited to the Special Education worksite’s (Hollywood Heights) Master schedule and the daily workday schedule for the employees of the bargaining unit in accordance to Article 4 Employment Conditions: Section 1. Teacher Arrival/Dismissal; Section 3. Teacher Relief Periods and Elementary Deviation; and Section 4. Teachers and Specialists Planning/Preparation periods.

- a) The 2017-2018 Hollywood Heights schedule shall be as follows:

Hollywood Heights
2017-2018
Schedule

	Elementary	Middle	High School
7:20 -7:30	Breakfast	Breakfast	Breakfast
7:30 – 8:15	Homeroom/P.E.	Social Studies	English I ,II, III, IV
8:15-9:00	Math	Math/Pre-Algebra	Algebra I, Geometry/Math Models, Algebra II, Applied Math/ Consumer Math
9:00 – 9:45	9:00 – 9:30 ELA Block Recess 9:30-9:45(Teacher Relief Time)	P.E.	US History/ World Geography
9:45 – 10:30	PE/Music/Personal Skills	ELA	Microsoft Apps 1 sem. Health – 1 semester Civics – 1 semester
10:30 – 11:15	ELA Block cont	ELA’ cont & ends at 10:44 then study hall (31 mins same at CMS)	Lunch/Study
11:15 – 12:00	Lunch/Recess (Teacher’s Lunch is 45 min)	Lunch 30 minutes	Physical Science/Biology
12:00-12:45	Math	Science	Microsoft Apps 1 sem. And Personal Skills 1 sem.
12:45-1:30	Science/Social Studies Recess begins at 1:10 – 1:25 (Teacher relief time)	Health – 1 semester Keyboarding – 1 semester	PE will end at 1:20 so teacher can start prep. MSW will Go into the room to mark student points as they get ready to leave.

1:30 – 2:15	Prep	Prep	Prep (1:20 – 2:15)
	Teacher Release	Teacher Release	Teacher Release
	45 min. x 5 Prep 45 min. x 5 Lunch 30 min recess Teacher Relief Time	45 min. x 5 Prep 30 min. x 5 Duty Free Lunch Study Hall (31 mins.)	55 min. x 5 Prep 30 min. x 5 Lunch Duty Free


- 1) The terms of this Memorandum of Agreement shall in no way affect, abrogate or change any of the remaining provisions of the Collective Bargaining Agreement between the Board and the CEA, and shall not in any way negate, reduce, eliminate or acquiesce the parties' contractual or statutory rights and the mutual obligation to develop and bargain the Master Schedule for the Special Education worksite, Hollywood Heights, and the daily workday schedule for employees of the bargaining unit at said worksite.

- 2) This Memorandum of Agreement shall be effective for the 2017-2018 school year and shall expire on the last day before the next school year, 2018-2019, unless otherwise modified by the parties in a written, mutually agreed upon, signed Memorandum of Agreement by the last day of the 2017-2018 school year.

- 3) This memorandum of agreement shall not constitute a past practice or custom for either the District or Association.

This Memorandum of Agreement is signed this 03 day of April, 2017.

For the Collinsville Education Association,
IEA-NEA:


Denise Gruber-Cigliana, CEA Co-President


Stacey Lauenstein, CEA Co-President

For the Board of Education of
Collinsville Community Unit
School District #10:


Gary Pecola, CCUSD No. 10 Board President


Robert E. Green, CCUSD No. 10 Superintendent

10.7. Illinois Fixed-Wage Fee Contract
Amendment & Food Service Contract Renewal 2022-23

BOARD AGENDA
May 16, 2022

TO: Board of Education

FROM: Dr. Brad Skertich, Superintendent of Schools



DATE: May 16, 2022

**RE: Illinois Fixed-Wage Fee Contract Amendment
& Food Service Contract Renewal 2022-23**

The state of Illinois has issued a mandatory wage increase up to the year 2025. The wage increased to \$12.00 (a \$1.00 increase), on January 1, 2022 and will increase to \$13.00 (a \$1.00 increase), effective January 1, 2023. The Illinois fixed-wage fee contract amendment (see attached) is required for the food service contract for school year 2022-2023.

The Sodexo Food Service contract extension for 2022-23 is also attached for your review. The renewal contract is for a 6.0% increase across the board.

The breakfast/lunch prices may need to be increased and the amounts will be determined in the near future.

I recommend approval of the following suggested motion:

"I move that the Illinois Fixed-Wage Fee Contract Amendment & Food Service Contract with Sodexo School Services be approved and extended for the 2022-23 school year as presented in Exhibit E-10.7."

Renewal Calculator

Collinsville, Illinois	Current Rate	Increase	New Rate
		6%	
	2021-22	2022-23	
Breakfast	\$1.6976	\$0.1019	\$1.7995
Lunch	\$2.7530	\$0.1652	\$2.9182

Date of Original Contract

July 1, 2015

Year of Renewal (Circle)

1 2 3 4 5- COVID19 Emergency Extension 6- COVID19 Emergency Extension 7- COVID19 Emergency Extension

Contract Renewal Agreement for Food Management Services Nonprofit Food Service Program

This document contains the rates and fees for the contract of food service management for nonprofit food service programs for the period beginning July 1, 2022, and ending June 30, 2023. The terms and conditions of the original contract are applicable to the contract renewal. Upon acceptance, this document shall constitute the contract renewal between the Food Service Management Company (FSMC) and the School Food Authority.

The FSMC shall not plead misunderstanding or deception because of the character, location, or other conditions pertaining to the contract.

PER MEAL PRICES MUST BE QUOTED AS IF NO USDA COMMODITIES WILL BE RECEIVED

Table with 4 columns: Item, 2021-2022 Rate, 2022-2023 Rate, and Percentage Increase. Items include Reimbursable Breakfasts, Lunches, Management Fee, A la Carte Equivalents Fee, A la Carte Management Fee, After-School Snack, Special Milk, After-School Supper, Summer Breakfast, and Summer Lunch.

*Rates must be the same.

**Rates must be based on original contract terms, not on COVID-19 contract amendment rates (if applicable).

***Rates must not be rounded up. Do not exceed four decimal places.

****Percentage increase must not exceed the allowable increase established in the original contract.

Sodexo America LLC

Food Service Management Company

9801 Washington Blvd

Street Address

Gaithersburg

City

MD

State

20878

Zip Code

By submission of this proposed renewal agreement, the FSMC certifies that, in the event they receive a renewal award under this solicitation, the FSMC shall operate in accordance with all applicable current program regulations. This agreement shall not exceed one year.

Authorized Signature of FSMC

Title

Date

Acceptance of Contract Renewal Agreement

School Food Authority (SFA)

Agreement Number

Authorized Signature of SFA

Title

Date

Contract Renewal Agreement Certification Form 2022–2023

The *Contract Renewal Agreement Certification Form* must be completed and signed by the School Food Authority's (SFA's) authorized representative.

A. School Food Authority Information

Agreement Number (RCDT Code) 41057010026A1

School Food Authority Collinsville Community Unit School District # 10

Contractor Name Sodexo America LLC

B. Required Documentation

Submit signed copies of the following documents.

- *Contract Renewal Agreement*
- *Contract Renewal Agreement Certification Form 2022–2023*
- Certification forms, as applicable, signed annually by the contractor. The contractor certification forms are located on our website at <https://www.isbe.net/Pages/General-Procurement-All-Programs.aspx> under Contract Certification Forms.
 - *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions,*
 - *Certificate Regarding Lobbying—Contracts, Grants, Loans, and Cooperative Agreements,*
 - *Disclosure of Lobbying Activities-* If the annual contract is over \$100,000 and any funds other than Federal appropriated funds have been used for lobbying;
- Any other amendments, if applicable, for non-material allowable contract changes accompanied by written justification for the amendment.

C. Contract Renewal Terms

Per the contract renewal terms stated in the contract, the maximum allowable percentage increase that may be applied to the fixed meal rates and fixed management fees is as follows (**refer to the original contract for renewal terms; check the appropriate box**):

- | | |
|---|------|
| <input checked="" type="checkbox"/> CPI–Food Away from Home (Dec) | 6.0% |
| <input type="checkbox"/> CPI–All (Dec) | 7.0% |
| <input type="checkbox"/> CPI–Food (Dec) | 6.3% |
| CPI–Food Away from Home (Dec) not to exceed | |
| <input type="checkbox"/> Other (specify) <u>Special Updated Flexibility Allowance</u> | |

D. Certification Statement

Under the provisions of the United States Department of Agriculture, Food and Nutrition Service, I certify as a sponsor in the Child Nutrition Programs all information contained in the executed *Contract Renewal Agreement* and accompanying contract renewal documents is true and accurate.

I understand the nonprofit school food service program account cannot be used to pay for unallowable contract costs. As authorized representative for the school food authority noted above, I will ensure operation of the nonprofit school food service program, including use of nonprofit school food service program account funds, is in compliance with the rules and regulations of the Illinois State Board of Education and the United States Department of Agriculture regarding Child Nutrition Programs.

I understand revisions cannot be made to the executed *Invitation for Bid and Contract* without first submitting proposed revisions to the Illinois State Board of Education for review and receiving written notification the

proposed revisions are allowable within the regulatory guidelines. Furthermore, I understand additional documents and/or agreements, including those developed by the contractor, cannot become part of the executed contract.

I understand all contract information provided to the Illinois State Board of Education is being given in connection with the receipt of federal funds and deliberate misrepresentation may subject me to prosecution under applicable state and federal criminal statutes. Further, I understand such misrepresentation could result in the loss of federal and state funding received by the school food authority for School-Based Child Nutrition Programs.

I certify that all contract provisions, including those relating to USDA Foods utilization by the FSMC to the maximum extent possible have been met:

School Year 2021-22 USDA Foods Entitlement Amount (A) \$266,725.0695

School Year 2021-22 USDA Foods credits issued to the SFA by the FSMC (B) \$242,555.71

USDA Foods Entitlement Utilization Percentage as of **4-8-22** (B / A) 90%

_____	_____	_____	_____
SFA Authorized Representative Signature	Title	E-mail	Date

Mail or email to: **Nutrition Department**
 Illinois State Board of Education
 100 North First Street W270
 Springfield, IL 62777-0001

Email: nutritionprocurement@isbe.net

Please submit documents only once. For example, do not email and mail. Only one copy of each set of documents is necessary. **All original documents should be retained in the SFA's files.**

Minimum Wage Increase Calculation Worksheet

(For Use With Food Service Management Company Contract Renewals 2022-2023)

Instructions: This worksheet must be used to calculate the allowable fixed wage fee increase resulting from the State-mandated minimum wage increase, effective January 1, 2022 and January 1, 2023. No other worksheets will be accepted. Any manipulation of the formulas contained in this worksheet or misrepresentation of the data will result in the State's rejection of the fixed wage fee increase. It is the school food authority's responsibility to ensure all data is accurate. **Complete all yellow boxes.**

School Food Authority: Enter the complete name of the school food authority (district or private school).

Agreement Number: Enter the school food authority's agreement number (RCDT Code).

Contractor: Enter the complete name of the contractor providing school meal services.

Employee Position: **Enter the position held by each employee whose hourly wage is/was below \$13.00 as of December 31, 2021.** Each employee's data should be entered separately. For reference, the school food authority (SFA) should request a current detailed employee list certified by the contractor including daily hours worked (specific times may be requested), wages, and number of days to be worked. However, do not submit employee's names to the State.

Hourly Wage (2021-2022): **Enter the hourly wage earned by the employee as of December 31, 2021.** The estimated hourly wage for the 2022-2023 school year will be automatically calculated based on the percentage increase entered (see below).

Daily Hours Worked: Enter the daily hours worked by the employee for the respective school years. The number of daily hours worked for the 2021-2022 school year may not exceed the number of daily hours outlined in the original solicitation, even if the employee's hours will be increased.

Total Days Worked: Enter the total number of days to be worked by the employee during the respective school years to the end of the contract term. Paid holidays and vacation days may be included.

Percent Payroll Taxes (2022-2023): Enter the percentage to be paid for the employee's payroll taxes for the 2022-2023 school year.

Submission to the State: The school food authority is responsible for submitting this worksheet along with the *Contract Renewal Agreement Form* and required certification forms to the Illinois State Board of Education. Ensure all documents are signed and dated as required. All documents may be mailed to Illinois State Board of Education, Nutrition Department, 100 North First Street W-270, Springfield, IL 62777-0001 or faxed to 217-524-6124 (Attention: Christina Smith). **IMPORTANT: This entire worksheet must also be submitted electronically via email to nutritionprocurement@isbe.net**

School Food Authority: Collinsville Community Unit School Disl

Agreement Number: 41057010026A1

Contractor: Sodexo America LLC

Total Fixed Wage Fee*: \$10,014.98

Allowable billback throughout the 2022-2023 Contract Term

*As the worksheet is completed, this field is filled in automatically. If agreed upon by the school food authority (SFA) and contractor through means of a contract amendment drafted by the SFA, this is the fixed amount that will be charged to the SFA in addition to the fixed per meal rates and management fees for the 2022-2023 school year. The resulting fixed wage fee is NOT subject to increases during subsequent renewals and must be decreased in the event specified positions are eliminated, work hours/wages are decreased, or any other factor reduces the fixed amount originally determined.

10.8. Approval to Purchase Projector for CHS
Auditorium

May 13, 2022

Collinsville School District #10

Opportunity 32208

Scope of Work

System Objective and Overview

Bluum is pleased to present Collinsville School District #10 with the following Scope of Work for the Auditorium Projector Upgrade project:

Bluum will uninstall the existing Control Booth projector, mount, and any cable runs that will no longer be used, and will hand off to the customer on-site contact.

Bluum will install an updated Content Sharing System in the Auditorium. The system will consist of a ceiling mounted projector in the Control Booth and an existing projection screen at the stage. Connectivity at the stage will include 2 wired HDMI laptop connections to an AV over IP encoder at the lectern and shielded CAT6 jacks in the left and right front of stage floor boxes. Devices at the Control Booth will include a PoE switch and a system control device with built in audio DSP at the rack, as well as an AV over IP decoder at the projector location. The rack mounted DSP will send audio to the mixing console. The system controller will be programmed for automatic projector on/off, source selection, and audio/video muting and unmuting when a laptop is plugged into an HDMI cable at the lectern. Volume levels for the content will be controlled by the mixing console operator. (Exact locations for ALL devices TBD onsite).

Bluum will pull a shielded CAT6 cable from the left and right front of stage floor boxes to the Control Booth rack location. If there are no pathways available, Collinsville School District #10 will be responsible for providing any pathways and any costs incurred by Bluum in order to finalize the installation. Confirmation of an available keystone port or a 1-gang space for each new floor box connection may be necessary.

Connecting a laptop to either HDMI connection at the lectern will automatically power the projector on. If a 2nd laptop is connected to the remaining HDMI cable, the 2nd laptop will over-ride the 1st, and the 2nd laptop HDMI will display on the projector instead.

Audio from the video source will be sent to the Control Booth mixing console in order to hear the audio thru the auditorium's sound system. Volume can be controlled from either the mixing console or the user's laptop while content is being shared.

Finally, when the user is finished using the system, they can disconnect the HDMI laptop connection(s) from the lectern, which will automatically mute audio sent to the mixing console and video sent to the projector for 5 minutes, giving the user time to reconnect a laptop without having to wait for the projector to cool down, turn off, and then turn back on. If no further connection is made after 5 minutes, the projector will turn itself

off. Re-connecting a laptop to either HDMI cable at the lectern will turn the projector on and begin sending audio to the mixing console once more.

*The screen at the stage will continue to be raised and lowered by manually pushing the existing buttons.

Client Responsibilities

The following responsibilities and items requested below are a requirement, as per the project scope, to be completed by the Client. If any of the below items cannot be completed prior to the dates coordinated with Bluum's project management staff, additional charges and/or project delays may occur.

- Verify a minimum of a Duplex electrical receptacle, on a separate circuit for AV, is mounted and available at the projector location.
- Verify a minimum of a Quad electrical receptacle, on a separate circuit for AV, is mounted and available at the Rack location.
- Other trades to install electrical items including conduit, outlets, lighting, and any physical non-low voltage cabling, if needed.
- Verify any patch, paint, mud, or wall cut locations, if required, with Bluum project management. Other trades to perform any cuts based on information provided by Bluum.
- Working with Bluum project management, determine network requirements and certification for the devices that will reside on Client network, as well as network constraints, or VLAN information that will be required.
- Working with Bluum project management, fill out any required networking coordination worksheets for the rack or projector at the designated location on the elevations. Verify with Bluum project management any AV Elevations (to be created after sign off).

- Client will need to set up and configure any computing resources, such as PCs or iPad/Tablets. Bluum will help to configure the appropriate applications and software, but the purchase and installation of apps and software will need to be completed by the Client. This includes: installing any Client software, UC, or web conferencing software, hardware configurations internal to the computer, firmware, and operating system updates, etc. Bluum will take computing resources and install them within the AV system, and will verify functionality of AV components.
- Provide cable paths to each device location in all rooms. No surface mounted raceway is included in this proposal. Conduit is to be provided in all circumstances where a hard lid ceiling is in place. Bluum will not be responsible for creating cable paths.
- Bluum may need a drivable two-man scissor lift, if needed. A lift has not been accounted for within the quote and additional charges may need to be added.
- Provide and configure all required network connections.
- Verifying configuration of any network connections prior to the Bluum installation date.
- Verify equipment placement with Bluum project management.
- Verify cable and conduit pathways are accessible w/ Bluum project management prior to installation date.
- Provide a clear, clean, and accessible room for the installation.
- Un-interrupted access to the rooms during install.

- Coordination of parking and building access.

If multiple rooms were quoted, installation pricing for this proposal assumes that all quotes will be signed off on and installed at the same time. If one or more of the quotes in this proposal are not approved, existing quotes will need to be revised to reflect those changes and additional charges may apply.

Equipment locations such as closets, or cabinetry may require additional venting, or in some cases, dedicated cooling units to keep equipment operating at standard temperatures.

Bluum will not be responsible for the condition and functionality of any existing OFE (Owner Furnished Equipment) during the installation process. This includes transitioning product from the process of de-installation to re-installation. Should existing equipment fail or be found to not work properly with our system design, the customer will have the option of sourcing a Bluum approved replacement part or Bluum will offer a billable replacement alternative. If OFE malfunction causes delays in the installation timeframe, additional billable labor charges may apply.

10.9. Approval of General Law Enforcement
Reciprocal Reporting Memoranda of Understanding

Collinsville Community Unit School District No. 10 and City of Collinsville and Madison and
St. Clair County State’s Attorneys
General Law Enforcement Reciprocal Reporting
Memorandum of Understanding (MOU)

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A. Introduction

In consideration of the mutual promises, terms and conditions set forth in the sections below, and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, this Memorandum of Understanding (“MOU”) is entered into by Collinsville Community Unit School District No. 10 (“District”) and City of Collinsville Police Department, Madison County State’s Attorney, and St. Clair County State’s Attorney (individually “LLEA” and collectively “LLEAs”) on the *11th* day of *March*, 2022.

The District and LLEAs agree that they may enter into and participate in joint programs and intergovernmental agreements with units of local government and other school districts to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance (Ill. Constitution, Art. VII, Sec. 10; 5 ILCS 220/1 *et seq.*; District Board Policy 1:20, *District Organization, Operations, and Cooperative Agreements*).

The District is organized and operates as follows:

Public School District

The LLEAs are organized and operates as follows:

City of Collinsville Police Department
St. Clair County State's Attorney
Madison County State's Attorney

B. Definitions/Acronyms

Memorandum of Understanding (MOU) - Defines a local law enforcement agency's role in schools and describes the respective duties of a school district and local law enforcement agencies (105 ILCS 5/10-20.14(b) encourages school districts to create memoranda of understanding (MOU) with law enforcement agencies). Its purpose is to prevent confusion, decrease conflict, and promote school safety.

Leadership Team (Team) - A group of designated key staff members from each party. These individuals will be responsible for the implementation of the MOU. They will communicate directly with each other about MOU issues.

Local Law Enforcement Agency (LLEA) - A police department or State's Attorney's Office within the District's boundaries.

Police Officer - A police officer employed by the LLEAs but who is not specifically assigned to the District or any of its buildings.

School Resource Officer (SRO) - A police officer who is assigned to the District or any of its buildings through an intergovernmental agreement or a memorandum of understanding with the LLEAs.

C. MOU Leadership Team (Team)

The following individuals are designated for the MOU Team as described in Section B, above.

District Staff:

Dr. Mark B. Skertich, Superintendent
Collinsville Community Unit School District No. 10

LLEAs Staff:

Steve Evans, Chief of Police
City of Collinsville Police Department

James Gomric, State's Attorney
St. Clair County, Illinois

Thomas Haine, State's Attorney
Madison County, Illinois

D. District Authority Over the Educational Environment

The District has identified the need for a partnership with the LLEAs. LLEAs will partner with District school officials to manage disruptive student behavior and discipline issues. Collaboration between the District and LLEAs and respect for the important role each party holds in connection with our community's youth are essential to the success of the mission of both parties. Where it is necessary for either LLEA to be present on school property, its employees will conduct themselves according to accepted legal practices, always recognizing the responsibility and authority of the District's officials to manage the educational environment, and work with District officials to minimize any impact its actions might have upon that environment.

Both parties recognize that disciplining students is better left for District officials to manage, especially in light of 105 ILCS 5/10-20.14(b).

Pursuant to the provisions of this MOU, if the District receives information from either LLEA regarding the conduct of a District student, the District may use the obtained information to impose student discipline. The District will determine the most appropriate form of discipline for the student in accordance with Board policies, rules, and the student handbooks. Final discretion regarding whether to charge an individual with an ordinance, criminal, or traffic violation lies with the LLEAs.

E. Identified Needs for Services to Maintain the Educational Environment

LLEAs' activities shall align to the District's identified needs for creating and maintaining its educational environment. All services rendered by LLEAs for the District shall seek to implement a partnership that creates effective and positive school student discipline that (a) functions in concert with efforts to address school safety and climate; (b) includes more than punitive measures, e.g., restorative discipline; (c) is clear, consistent, and equitable; and (d) reinforces positive behaviors.

The District's Superintendent or designee(s) shall act as a liaison between the District and the LLEAs for the purpose of reciprocal reporting of criminal offenses committed by students. The LLEAs shall likewise designate an administrative contact person to act as a liaison between the LLEAs and the District for the purpose of reciprocal reporting of criminal offenses committed by students. The District's Superintendent or designee(s) with the Chief of Police or designees will arrange for meetings as may be needed between the District and LLEAs officials in order to share

information, and shall share and make available information with each other that is related to the commission of criminal offenses by students who attend a school in the District. Such information, to the extent allowed by law, shall include court records, police reports, dispositional, sentencing, background and investigative information.

1. The District's identified needs for services from the LLEAs are each of the following:
 - a. When requested, assistance with conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, such evidence may be seized by school authorities and turned over to law enforcement authorities, and disciplinary action may be taken. 105 ILCS 5/10-22.6(e) and 10-22.10a.
 - b. Utilization by Building Principals of proper law enforcement agency resources when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol by illegal possession or use of weapons, or by illegal gang activity. 105 ILCS 5/10-21.4a.
 - c. Cooperation with the parent-teacher advisory committee to develop policy guideline procedures that establish and maintain a reciprocal reporting system between the District applicable local law enforcement agencies regarding criminal offenses committed by students. 105 ILCS 5/10-20.14 and see Board Policy 2:150, *Committees*.
 - d. Immediate required reporting to local law enforcement authorities by the superintendent, of batteries committed against teachers, teacher personnel, administrative personnel or educational support personnel. 105 ILCS 5/10-21.7.
 - e. Immediate required notification by the Building Principal or his or her designee to a local law enforcement agency upon receiving a report that any person has been observed in possession of a firearm on school grounds, other than a law enforcement official engaged in the conduct of his or her official duties. 105 ILCS 5/10-27.1A.
 - f. Upon receipt of a report from any school personnel regarding a verified incident, involving a firearm in a school or on school owned or leased property, immediate required notification by the Superintendent or designee to the local law enforcement authorities of all such firearm-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1A.
 - g. Upon receipt of a report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property,

immediate required reporting by the Superintendent or designee to the local law enforcement authorities of all such drug-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1B.

- h. Implementation of other sections of the *Illinois School Code* that authorize the District to work with LLEAs for the purposes of keeping schools safe and providing education or training.
- i. Based upon locally based District outcomes, the District has identified these additional needs:

- 2. The LLEAs have identified partnership needs from the District, which include each of the following:
 - a. Sharing required reports to applicable Building Principals whenever a child enrolled in the District is detained for proceedings under the Juvenile Court Act of 1987 (705 ILCS 405/), or for any criminal offense or any violation of a municipal or county ordinance (105 ILCS 5/22-20). The report shall include the basis for detaining the child, circumstances surrounding the events that led to the child's detention, and status of proceedings. The report shall be updated as appropriate to notify the Building Principal of developments and the disposition of the matter. Building Principals shall keep this information separate from the official school record of the student and ensure that it does not become part of the official school record of the student. Such information shall not be a public record and will be used solely by the appropriate school official or officials that the Building Principal determines have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. 105 ILCS 5/22-20.
 - b. In accordance with administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*, transmitting juvenile law enforcement records concerning a minor enrolled in any District school who has been arrested or taken into custody for certain offenses. 705 ILCS 405/1-7(A)(8)(A) and 405/5-905(1)(h)(A) and see Section H, Reciprocal Reporting of Criminal Offenses Committed by Students, below.
 - c. Based upon locally-based LLEAs outcomes, the LLEAs have identified these additional needs:

F. Annual Evaluation of MOU; Renewal; Termination

The parties will periodically review the MOU for relevancy, monitor its terms for effectiveness, and consider whether any modifications are required. This review may align with the School Board's annual policy review and monitoring calendar. The MOU will remain in effect and automatically renew from year to year unless terminated. Any party may terminate its participation in this MOU upon thirty (30) days prior written notice to the other(s).

G. Record Sharing

Both parties recognize the privacy protections of federal and State law in the disclosure of student records. When sharing information, State and federal laws regarding school student records apply. See the Family Educational Rights and Privacy Act (20 U.S.C. §1232g, 34 C.F.R. Part 99) and the Illinois School Student Records Act (105 ILCS 10/, 23 Ill. Admin. Code Part 375). The applicable federal and/or State law shall control, and the District may refuse disclosure requests by either LLEA without a warrant or subpoena/court order. The LLEAs' officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of the District's Policy 7:340, *Student Records*.

School student records may only be released to the LLEAs by the Building Principal, Superintendent or designee. Information kept by law enforcement professionals working in a school is not considered a school student record. See 105 ILCS 10/2. Information derived from reports of law enforcement to principals regarding students detained for proceedings are not considered a school student record. 105 ILCS 5/22-20. The school student records definition and 7:340-API, *School Student Records* are incorporated into this agreement.

The District's obligation to report alleged criminal offenses arises when such conduct occurs on school property, at a school-related function, or against school personnel.

The LLEAs shall certify in writing that any information received from the District will not be disclosed to any other party except as provided by law, or without the advance written consent of the student's parent or guardian. The report should be made as soon as practicable after the LLEAs or District suspect that a student is involved in any such activity.

Within its standard operating procedures, the LLEAs will include training for their officers about these laws, along with information about how to access the District's policies and procedures for school student records. For general guidance, both parties will refer to Answers to FAQs Responding to a Subpoena (Illinois Council of School Attorneys, Revised October 2021) at: https://www.iasb.com/IASB/media/School-Law/FAQ_Responding_to_Subpoena.pdf

H. Reciprocal Reporting of Criminal Offenses Committed by Students

As outlined in Section E.2.b, above, the District and LLEAs' officers shall at all times recognize and comply with (a) the *Illinois School Code* requirements for a reciprocal reporting system regarding criminal offenses committed by students (105 ILCS 5/10-20.14), and (b) the Juvenile Court Act of 1987 and the *Illinois School Code's* requirements for the management and sharing of law enforcement records and other information about students who have contact with the LLEAs.

The District's administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students* is incorporated into this MOU.

Nothing in this MOU is intended to impose upon any party a duty to report information to any other party that is not otherwise required by law. This MOU shall not be interpreted as making an obligation of a party mandatory that is otherwise discretionary under the law or vice versa. No party to this MOU waives any defenses or immunities it otherwise has under the law, including without limitation any immunities under the Sections 2-204 or 2-205 of the Local Governmental and Governmental Employees Tort Immunity Act or the State Employee Indemnification Act. 5 ILCS 350.

Nothing in this MOU is intended to prevent the sharing or disclosure of information or records relating to or pertaining to juveniles subject to the provisions of the *Serious Habitual Offender Comprehensive Action Program* when that information is used to assist in the early identification and treatment of habitual juvenile offenders and such sharing is otherwise allowed by law.

Nothing in this MOU is intended to prevent the District or LLEAs from sharing additional information with the other party as allowed or required by law.

The LLEAs' duty to disclose information and documents to the District pursuant to the law and this MOU shall be separate from and in addition to the duty of the State's Attorney to provide information to the District pursuant to Section 5-901 of the *Juvenile Court Act of 1987* (705 ILCS 405/5-901) regarding adjudications of delinquency.

I. Live Feeds

In the event the District establishes a live feed video in its buildings, the District will provide access to its live feeds to one or more of its buildings in the event of a health or safety emergency. Access is strictly to allow LLEAs tactical forces to become familiar with current conditions that underlie the health or safety emergency in the District's building(s).

J. Cell Phone/Electronic Device Searches

The established procedures between the parties for searching cell phones/electronic devices must be followed. Both parties agree that cell phone/electronic device searches involve Fourth Amendment search and seizure issues and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and search the phone, or getting a warrant solves this issue. Investigations of sexting allegations shall follow administrative procedure, 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, which is incorporated into this agreement.

K. Agency and Police Interviews

Board Policy 7:150, *Agency and Police Interviews*, and administrative procedure 7:150-AP, *Agency and Police Interviews*, are incorporated into this MOU and must be followed at all times.

Within its standard operating procedures, LLEAs will include training for their officers about this policy and procedure, along with information about how to access the District's policies and procedures.

Before a student under 18 years of age who is suspected of committing a criminal act is detained and questioned on school grounds, a law enforcement officer, school resource officer, or other school security personnel will (a) notify or attempt to notify the student's parent/guardian, (b) document the time and manner of the notification or attempted notification, (c) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if not present, ensure that school personnel (including, but not limited to, a school social worker, school psychologist, school nurse, school guidance counselor, or any other mental health professional) are present during the questioning, and (d) if practicable, make reasonable efforts to ensure a law enforcement officer trained in promoting safe interactions and communications with youth is present during questioning.

L. Body-Worn Cameras (BWCs)

All parties agree that any use of BWCs by officers must be subject to and in compliance with federal, state, and local regulations regarding the use and operation of them. If either LLEA commences use of body cameras by its law enforcement officers in accordance with the *Law Enforcement Officer-Worn Body Camera Act* (50 ILCS 701/10-1 *et seq.*), it shall promptly provide the District with a copy of the LLEA's written policy regarding the use of body cameras adopted in accordance with the foregoing Act, and the District and LLEA shall determine appropriate procedures for flagging recordings related to incidents in the schools for retention by the Department and for access by the District as otherwise allowed by law. The LLEA will provide written information and training to the Building Principals and Assistant Principals of the schools in which the officers may enter. Training shall include the objectives and procedures for the use of BWCs in public and in schools.

Every officer equipped with a BWC shall be trained in the operation of the equipment prior to its use. To maximize the effectiveness of the BWC and the integrity of the video documentation, officers shall adhere to the objectives and procedures outlined in this MOU and the LLEA's General Operations Orders or similar policies when they utilize BWCs. LLEA may, if not otherwise prohibited by law, provide to the District copies of any such filming of students, parents, employees, or others upon school property, upon request for such copies by the District, as a law enforcement record. In the event that the LLEA receives advice that providing a copy of such videos is prohibited, the LLEA agrees to utilize its best efforts to facilitate the availability of its officer(s) that made the video to testify, upon request by the District, in any school disciplinary hearing concerning his/her/their knowledge of the facts and circumstances of the videoed incident. Any such film or video taken by, and kept in the possession of LLEA's officers, may be considered law enforcement records under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g and 34 C.F.R. §99.8) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/2(d)). Any copy of such film or video, if permitted by law to be provided to the District, may become an educational record of the District. The LLEA's officers shall at all times recognize and comply with the confidentiality of student and education records, and may only seek such records in accordance with the requirements of Board Policy 7:340, *Student Records*, which is incorporated into the terms of this MOU.

M. School Resource Officer (SRO) Terms

The District's School Resource Officer (SRO) MOU dated 7th day of December, 2021 is incorporated into this agreement.

N. General Provisions

1. Scope of Agreement

Nothing in this MOU is intended to impose upon any party a duty to report information to any other party that is not otherwise required by law. This MOU shall not be interpreted as making an obligation of a party mandatory that is otherwise discretionary under the law or vice versa. No party to this MOU waives any defenses or immunities it otherwise has under the law, including without limitation any immunities under Sections 2-204 and/or 2-205 of the Local Governmental and Governmental Employees Tort Immunity Act or the State Employee Indemnification Act. 5 ILCS 350/.

2. Amendment

No change or modification of this MOU shall be valid unless it is in writing and is signed by all parties.

3. Assignment

No party to this MOU may assign it or its rights or obligations.

4. Notices

All notices required pursuant to this MOU shall be in writing and sent by U.S. certified mail, postage prepaid, return receipt requested or by overnight express delivery to the address of the party set forth below, or as otherwise directed in writing by such party or as provided under applicable state law. Notice is deemed given three (3) days after being deposited in the U.S. Mail for certified mail delivery or one (1) day after being deposited with an overnight express delivery courier for delivery to the correct address.

5. Governing Law

This MOU shall be construed in accordance with and pursuant to the laws of the State of Illinois.

6. Non-Waiver of Breach

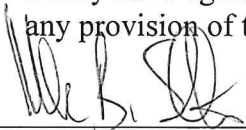
The failure of any party to insist upon strict performance of any of the terms or conditions of this MOU shall not be construed to be waiver of such term or condition or any subsequent breach of it.

7. Severability

The invalidity or unenforceability of any particular provision of this MOU shall not affect the other provisions of it, and it shall be construed in all respects as if such invalid or unenforceable provision were omitted.

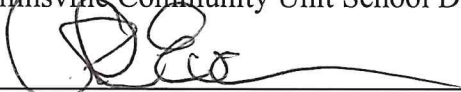
8. Enforcement

No party to this MOU shall be liable for any negligent or wrongful acts, either by omission or commission, chargeable to the other party. This MOU shall not be construed to create a duty owed by any party to any third party. The District and LLEAs agree that the exclusive claims or remedies for breach of this MOU are limited to an action for specific performance or mandamus action or termination of the MOU. Each party waives any and all other claims and remedies, direct or indirect, by way of subrogation or otherwise, that it may have against the other party arising out of the performance or non-performance of any provision of this MOU.



Dr. Mark B. Skertich, Superintendent
Collinsville Community Unit School District No. 10

3/11/22
Date



Steve Evans, Chief of Police
City of Collinsville Police Department

4/21/22
Date

James Gomric, State's Attorney
St. Clair County

Date

Thomas Haine, State's Attorney
Madison County

Date

Collinsville Community Unit School District No. 10 and City of Collinsville and Madison and
St. Clair County State's Attorneys
General Law Enforcement Reciprocal Reporting
Memorandum of Understanding (MOU)

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A. Introduction

In consideration of the mutual promises, terms and conditions set forth in the sections below, and for other good and valuable consideration, the receipt and sufficiency of which is hereby expressly acknowledged, this Memorandum of Understanding ("MOU") is entered into by Collinsville Community Unit School District No. 10 ("District") and City of Collinsville Police Department, Madison County State's Attorney, and St. Clair County State's Attorney (individually "LLEA" and collectively "LLEAs") on the *11th* day of *March*, 2022.

The District and LLEAs agree that they may enter into and participate in joint programs and intergovernmental agreements with units of local government and other school districts to obtain or share services and to exercise, combine or transfer any power or function, in any manner not prohibited by law or by ordinance (Ill. Constitution, Art. VII, Sec. 10; 5 ILCS 220/1 *et seq.*; District Board Policy 1:20, *District Organization, Operations, and Cooperative Agreements*).

The District is organized and operates as follows:

Public School District

The LLEAs are organized and operates as follows:

City of Collinsville Police Department St. Clair County State's Attorney Madison County State's Attorney
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B. Definitions/Acronyms

Memorandum of Understanding (MOU) - Defines a local law enforcement agency's role in schools and describes the respective duties of a school district and local law enforcement agencies (105 ILCS 5/10-20.14(b) encourages school districts to create memoranda of understanding (MOU) with law enforcement agencies). Its purpose is to prevent confusion, decrease conflict, and promote school safety.

Leadership Team (Team) - A group of designated key staff members from each party. These individuals will be responsible for the implementation of the MOU. They will communicate directly with each other about MOU issues.

Local Law Enforcement Agency (LLEA) - A police department or State's Attorney's Office within the District's boundaries.

Police Officer - A police officer employed by the LLEAs but who is not specifically assigned to the District or any of its buildings.

School Resource Officer (SRO) - A police officer who is assigned to the District or any of its buildings through an intergovernmental agreement or a memorandum of understanding with the LLEAs.

C. MOU Leadership Team (Team)

The following individuals are designated for the MOU Team as described in Section B, above.

District Staff:

Dr. Mark B. Skertich, Superintendent Collinsville Community Unit School District No. 10
--

LLEAs Staff:

Steve Evans, Chief of Police
City of Collinsville Police Department

James Gomric, State's Attorney
St. Clair County, Illinois

Thomas Haine, State's Attorney
Madison County, Illinois

D. District Authority Over the Educational Environment

The District has identified the need for a partnership with the LLEAs. LLEAs will partner with District school officials to manage disruptive student behavior and discipline issues. Collaboration between the District and LLEAs and respect for the important role each party holds in connection with our community's youth are essential to the success of the mission of both parties. Where it is necessary for either LLEA to be present on school property, its employees will conduct themselves according to accepted legal practices, always recognizing the responsibility and authority of the District's officials to manage the educational environment, and work with District officials to minimize any impact its actions might have upon that environment.

Pursuant to 105 ILCS 5/10-20.14(b), the parties recognize that discipline of students under the Illinois School Code is the responsibility of District officials to manage; however, certain student conduct may invoke the jurisdiction of the LLEA's. The parties agree to cooperate in such circumstances in accordance with the terms of this agreement.

Pursuant to the provisions of this MOU, if the District receives information from either LLEA regarding the conduct of a District student, the District may use the obtained information to impose student discipline. The District will determine the most appropriate form of discipline for the student in accordance with Board policies, rules, and the student handbooks. Final discretion regarding whether to charge an individual with an ordinance, criminal, or traffic violation lies with the LLEAs.

E. Identified Needs for Services to Maintain the Educational Environment

All services rendered by LLEAs for the District shall seek to implement a partnership that creates effective and positive school student discipline that (a) functions in concert with efforts to address school safety and climate; (b) includes more than punitive measures, e.g., restorative discipline; (c) is clear, consistent, and equitable; and (d) reinforces positive behaviors.

The District's Superintendent or designee(s) shall act as a liaison between the District and the LLEAs for the purpose of reciprocal reporting of criminal offenses committed by students. The LLEAs shall likewise designate an administrative contact person to act as a liaison between the LLEAs and the District for the purpose of reciprocal reporting of criminal offenses committed by students. The District's Superintendent or designee(s) with the Chief of Police or designees will arrange for meetings as may be needed between the District and LLEAs officials in order to share

information, and shall share and make available information with each other that is related to the commission of criminal offenses by students who attend a school in the District. Such information, to the extent allowed by law, shall include court records, police reports, dispositional, sentencing, background and investigative information.

1. The District's identified needs for services from the LLEAs are each of the following:
 - a. When requested, assistance with conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, such evidence may be seized by school authorities and turned over to law enforcement authorities, and disciplinary action may be taken. 105 ILCS 5/10-22.6(e) and 10-22.10a.
 - b. Utilization by Building Principals of proper law enforcement agency resources when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol by illegal possession or use of weapons, or by illegal gang activity. 105 ILCS 5/10-21.4a.
 - c. Cooperation with the parent-teacher advisory committee to develop policy guideline procedures that establish and maintain a reciprocal reporting system between the District applicable local law enforcement agencies regarding criminal offenses committed by students. 105 ILCS 5/10-20.14 and see Board Policy 2:150, *Committees*.
 - d. Immediate required reporting to local law enforcement authorities by the superintendent, of batteries committed against teachers, teacher personnel, administrative personnel or educational support personnel. 105 ILCS 5/10-21.7.
 - e. Immediate required notification by the Building Principal or his or her designee to a local law enforcement agency upon receiving a report that any person has been observed in possession of a firearm on school grounds, other than a law enforcement official engaged in the conduct of his or her official duties. 105 ILCS 5/10-27.1A.
 - f. Upon receipt of a report from any school personnel regarding a verified incident, involving a firearm in a school or on school owned or leased property, immediate required notification by the Superintendent or designee to the local law enforcement authorities of all such firearm-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1A.
 - g. Upon receipt of a report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property,

immediate required reporting by the Superintendent or designee to the local law enforcement authorities of all such drug-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1B.

- h. Implementation of other sections of the *Illinois School Code* that authorize the District to work with LLEAs for the purposes of keeping schools safe and providing education or training.
- i. Based upon locally based District outcomes, the District has identified these additional needs:

- 2. The LLEAs have identified partnership needs from the District, which include each of the following:
 - a. Sharing required reports to applicable Building Principals whenever a child enrolled in the District is detained for proceedings under the Juvenile Court Act of 1987 (705 ILCS 405/), or for any criminal offense or any violation of a municipal or county ordinance (105 ILCS 5/22-20). The report shall include the basis for detaining the child, circumstances surrounding the events that led to the child's detention, and status of proceedings. The report shall be updated as appropriate to notify the Building Principal of developments and the disposition of the matter. Building Principals shall keep this information separate from the official school record of the student and ensure that it does not become part of the official school record of the student. Such information shall not be a public record and will be used solely by the appropriate school official or officials that the Building Principal determines have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. 105 ILCS 5/22-20.
 - b. In accordance with administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*, transmitting juvenile law enforcement records concerning a minor enrolled in any District school who has been arrested or taken into custody for certain offenses. 705 ILCS 405/1-7(A)(8)(A) and 405/5-905(1)(h)(A) and see Section H, *Reciprocal Reporting of Criminal Offenses Committed by Students*, below.
 - c. Based upon locally-based LLEAs outcomes, the LLEAs have identified these additional needs:

F. Annual Evaluation of MOU; Renewal; Termination

The parties will periodically review the MOU for relevancy, monitor its terms for effectiveness, and consider whether any modifications are required. This review may align with the School Board's annual policy review and monitoring calendar. The MOU will remain in effect and automatically renew from year to year unless terminated. Any party may terminate its participation in this MOU upon thirty (30) days prior written notice to the other(s).

G. Record Sharing

Both parties recognize the privacy protections of federal and State law in the disclosure of student records. When sharing information, State and federal laws regarding school student records apply. See the Family Educational Rights and Privacy Act (20 U.S.C. §1232g, 34 C.F.R. Part 99) and the Illinois School Student Records Act (105 ILCS 10/, 23 Ill. Admin. Code Part 375). The applicable federal and/or State law shall control, and the District may refuse disclosure requests by either LLEA without a warrant or subpoena/court order. The LLEAs' officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of the District's Policy 7:340, *Student Records*.

School student records may only be released to the LLEAs by the Building Principal, Superintendent or designee. Information kept by law enforcement professionals working in a school is not considered a school student record. See 105 ILCS 10/2. Information derived from reports of law enforcement to principals regarding students detained for proceedings are not considered a school student record. 105 ILCS 5/22-20. The school student records definition and 7:340-API, *School Student Records* are incorporated into this agreement.

The District's obligation to report alleged criminal offenses arises when such conduct occurs on school property, at a school-related function, or against school personnel.

The LLEAs shall certify in writing that any information received from the District will not be disclosed to any other party except as provided by law, or without the advance written consent of the student's parent or guardian. The report should be made as soon as practicable after the LLEAs or District suspect that a student is involved in any such activity.

Within its standard operating procedures, the LLEAs will include training for their officers about these laws, along with information about how to access the District's policies and procedures for school student records. For general guidance, both parties will refer to Answers to FAQs Responding to a Subpoena (Illinois Council of School Attorneys, Revised October 2021) at: https://www.iasb.com/IASB/media/School-Law/FAQ_Responding_to_Subpoena.pdf

H. Reciprocal Reporting of Criminal Offenses Committed by Students

As outlined in Section E.2.b, above, the District and LLEAs' officers shall at all times recognize and comply with (a) the *Illinois School Code* requirements for a reciprocal reporting system regarding criminal offenses committed by students (105 ILCS 5/10-20.14), and (b) the Juvenile Court Act of 1987 and the *Illinois School Code's* requirements for the management and sharing of law enforcement records and other information about students who have contact with the LLEAs.

The District's administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students* is incorporated into this MOU.

Nothing in this MOU is intended to impose upon any party a duty to report information to any other party that is not otherwise required by law. This MOU shall not be interpreted as making an obligation of a party mandatory that is otherwise discretionary under the law or vice versa. No party to this MOU waives any defenses or immunities it otherwise has under the law, including without limitation any immunities under the Sections 2-204 or 2-205 of the Local Governmental and Governmental Employees Tort Immunity Act or the State Employee Indemnification Act. 5 ILCS 350.

Nothing in this MOU is intended to prevent the sharing or disclosure of information or records relating to or pertaining to juveniles subject to the provisions of the *Serious Habitual Offender Comprehensive Action Program* when that information is used to assist in the early identification and treatment of habitual juvenile offenders and such sharing is otherwise allowed by law.

Nothing in this MOU is intended to prevent the District or LLEAs from sharing additional information with the other party as allowed or required by law.

The LLEAs' duty to disclose information and documents to the District pursuant to the law and this MOU shall be separate from and in addition to the duty of the State's Attorney to provide information to the District pursuant to Section 5-901 of the *Juvenile Court Act of 1987* (705 ILCS 405/5-901) regarding adjudications of delinquency.

I. Live Feeds

In the event the District establishes a live feed video in its buildings, the District will provide access to its live feeds to one or more of its buildings in the event of a health or safety emergency. Access is strictly to allow LLEAs tactical forces to become familiar with current conditions that underlie the health or safety emergency in the District's building(s).

J. Cell Phone/Electronic Device Searches

The established procedures between the parties for searching cell phones/electronic devices must be followed. Both parties agree that cell phone/electronic device searches involve Fourth Amendment search and seizure issues and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and search the phone, or getting a warrant solves this issue. Investigations of sexting allegations shall follow administrative procedure, 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, which is incorporated into this agreement.

K. Agency and Police Interviews

Board Policy 7:150, *Agency and Police Interviews*, and administrative procedure 7:150-AP, *Agency and Police Interviews*, are incorporated into this MOU and must be followed at all times.

Within its standard operating procedures, LLEAs will include training for their officers about this policy and procedure, along with information about how to access the District's policies and procedures.

Before a student under 18 years of age who is suspected of committing a criminal act is detained and questioned on school grounds, a law enforcement officer, school resource officer, or other school security personnel will (a) notify or attempt to notify the student's parent/guardian, (b) document the time and manner of the notification or attempted notification, (c) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if not present, ensure that school personnel (including, but not limited to, a school social worker, school psychologist, school nurse, school guidance counselor, or any other mental health professional) are present during the questioning, and (d) if practicable, make reasonable efforts to ensure a law enforcement officer trained in promoting safe interactions and communications with youth is present during questioning.

L. Body-Worn Cameras (BWCs)

All parties agree that any use of BWCs by officers must be subject to and in compliance with federal, state, and local regulations regarding the use and operation of them. If either LLEA commences use of body cameras by its law enforcement officers in accordance with the *Law Enforcement Officer-Worn Body Camera Act* (50 ILCS 701/10-1 *et seq.*), it shall promptly provide the District with a copy of the LLEA's written policy regarding the use of body cameras adopted in accordance with the foregoing Act, and the District and LLEA shall determine appropriate procedures for flagging recordings related to incidents in the schools for retention by the Department and for access by the District as otherwise allowed by law. The LLEA will provide written information and training to the Building Principals and Assistant Principals of the schools in which the officers may enter. Training shall include the objectives and procedures for the use of BWCs in public and in schools.

Every officer equipped with a BWC shall be trained in the operation of the equipment prior to its use. To maximize the effectiveness of the BWC and the integrity of the video documentation, officers shall adhere to the objectives and procedures outlined in this MOU and the LLEA's General Operations Orders or similar policies when they utilize BWCs. LLEA may, if not otherwise prohibited by law, provide to the District copies of any such filming of students, parents, employees, or others upon school property, upon request for such copies by the District, as a law enforcement record. In the event that the LLEA receives advice that providing a copy of such videos is prohibited, the LLEA agrees to utilize its best efforts to facilitate the availability of its officer(s) that made the video to testify, upon request by the District, in any school disciplinary hearing concerning his/her/their knowledge of the facts and circumstances of the videoed incident. Any such film or video taken by, and kept in the possession of LLEA's officers, may be considered law enforcement records under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g and 34 C.F.R. §99.8) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/2(d)). Any copy of such film or video, if permitted by law to be provided to the District, may become an educational record of the District. The LLEA's officers shall at all times recognize and comply with the confidentiality of student and education records, and may only seek such records in accordance with the requirements of Board Policy 7:340, *Student Records*, which is incorporated into the terms of this MOU.

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The District's School Resource Officer (SRO) MOU dated 7th day of December, 2021 is incorporated into this agreement.

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1. Scope of Agreement

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2. Amendment

No change or modification of this MOU shall be valid unless it is in writing and is signed by all parties.

3. Assignment

No party to this MOU may assign it or its rights or obligations.

4. Notices

All notices required pursuant to this MOU shall be in writing and sent by U.S. certified mail, postage prepaid, return receipt requested or by overnight express delivery to the address of the party set forth below, or as otherwise directed in writing by such party or as provided under applicable state law. Notice is deemed given three (3) days after being deposited in the U.S. Mail for certified mail delivery or one (1) day after being deposited with an overnight express delivery courier for delivery to the correct address.

5. Governing Law

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6. Non-Waiver of Breach

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Dr. Mark B. Skertich, Superintendent
Collinsville Community Unit School District No. 10

5/2/22

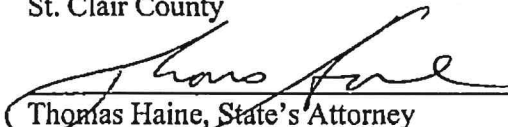
Date

Steve Evans, Chief of Police
City of Collinsville Police Department

Date

James Gomric, State's Attorney
St. Clair County

Date



Thomas Haine, State's Attorney
Madison County

May 2, 2022

Date

Collinsville Community Unit School District No. 10 and City of Collinsville and Madison and
St. Clair County State’s Attorneys
General Law Enforcement Reciprocal Reporting
Memorandum of Understanding (MOU)

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A. Introduction

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District Staff:

Dr. Mark B. Skertich, Superintendent Collinsville Community Unit School District No. 10
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LLEAs Staff:

Steve Evans, Chief of Police
City of Collinsville Police Department

James Gomric, State's Attorney
St. Clair County, Illinois

Thomas Haine, State's Attorney
Madison County, Illinois

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The District has identified the need for a partnership with the LLEAs. LLEAs will partner with District school officials to manage disruptive student behavior and discipline issues. Collaboration between the District and LLEAs and respect for the important role each party holds in connection with our community's youth are essential to the success of the mission of both parties. Where it is necessary for either LLEA to be present on school property, its employees will conduct themselves according to accepted legal practices, always recognizing the responsibility and authority of the District's officials to manage the educational environment, and work with District officials to minimize any impact its actions might have upon that environment.

Both parties recognize that disciplining students is better left for District officials to manage, especially in light of 105 ILCS 5/10-20.14(b).

Pursuant to the provisions of this MOU, if the District receives information from either LLEA regarding the conduct of a District student, the District may use the obtained information to impose student discipline. The District will determine the most appropriate form of discipline for the student in accordance with Board policies, rules, and the student handbooks. Final discretion regarding whether to charge an individual with an ordinance, criminal, or traffic violation lies with the LLEAs.

E. Identified Needs for Services to Maintain the Educational Environment

LLEAs' activities shall align to the District's identified needs for creating and maintaining its educational environment. All services rendered by LLEAs for the District shall seek to implement a partnership that creates effective and positive school student discipline that (a) functions in concert with efforts to address school safety and climate; (b) includes more than punitive measures, e.g., restorative discipline; (c) is clear, consistent, and equitable; and (d) reinforces positive behaviors.

The District's Superintendent or designee(s) shall act as a liaison between the District and the LLEAs for the purpose of reciprocal reporting of criminal offenses committed by students. The LLEAs shall likewise designate an administrative contact person to act as a liaison between the LLEAs and the District for the purpose of reciprocal reporting of criminal offenses committed by students. The District's Superintendent or designee(s) with the Chief of Police or designees will arrange for meetings as may be needed between the District and LLEAs officials in order to share

information, and shall share and make available information with each other that is related to the commission of criminal offenses by students who attend a school in the District. Such information, to the extent allowed by law, shall include court records, police reports, dispositional, sentencing, background and investigative information.

1. The District's identified needs for services from the LLEAs are each of the following:
 - a. When requested, assistance with conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District's policies or rules, such evidence may be seized by school authorities and turned over to law enforcement authorities, and disciplinary action may be taken. 105 ILCS 5/10-22.6(e) and 10-22.10a.
 - b. Utilization by Building Principals of proper law enforcement agency resources when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol by illegal possession or use of weapons, or by illegal gang activity. 105 ILCS 5/10-21.4a.
 - c. Cooperation with the parent-teacher advisory committee to develop policy guideline procedures that establish and maintain a reciprocal reporting system between the District applicable local law enforcement agencies regarding criminal offenses committed by students. 105 ILCS 5/10-20.14 and see Board Policy 2:150, *Committees*.
 - d. Immediate required reporting to local law enforcement authorities by the superintendent, of batteries committed against teachers, teacher personnel, administrative personnel or educational support personnel. 105 ILCS 5/10-21.7.
 - e. Immediate required notification by the Building Principal or his or her designee to a local law enforcement agency upon receiving a report that any person has been observed in possession of a firearm on school grounds, other than a law enforcement official engaged in the conduct of his or her official duties. 105 ILCS 5/10-27.1A.
 - f. Upon receipt of a report from any school personnel regarding a verified incident, involving a firearm in a school or on school owned or leased property, immediate required notification by the Superintendent or designee to the local law enforcement authorities of all such firearm-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1A.
 - g. Upon receipt of a report from any school personnel regarding a verified incident involving drugs in a school or on school owned or leased property,

immediate required reporting by the Superintendent or designee to the local law enforcement authorities of all such drug-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1B.

- h. Implementation of other sections of the *Illinois School Code* that authorize the District to work with LLEAs for the purposes of keeping schools safe and providing education or training.
- i. Based upon locally based District outcomes, the District has identified these additional needs:

- 2. The LLEAs have identified partnership needs from the District, which include each of the following:
 - a. Sharing required reports to applicable Building Principals whenever a child enrolled in the District is detained for proceedings under the Juvenile Court Act of 1987 (705 ILCS 405/), or for any criminal offense or any violation of a municipal or county ordinance (105 ILCS 5/22-20). The report shall include the basis for detaining the child, circumstances surrounding the events that led to the child's detention, and status of proceedings. The report shall be updated as appropriate to notify the Building Principal of developments and the disposition of the matter. Building Principals shall keep this information separate from the official school record of the student and ensure that it does not become part of the official school record of the student. Such information shall not be a public record and will be used solely by the appropriate school official or officials that the Building Principal determines have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. 105 ILCS 5/22-20.
 - b. In accordance with administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*, transmitting juvenile law enforcement records concerning a minor enrolled in any District school who has been arrested or taken into custody for certain offenses. 705 ILCS 405/1-7(A)(8)(A) and 405/5-905(1)(h)(A) and see Section H, Reciprocal Reporting of Criminal Offenses Committed by Students, below.
 - c. Based upon locally-based LLEAs outcomes, the LLEAs have identified these additional needs:

F. Annual Evaluation of MOU; Renewal; Termination

The parties will periodically review the MOU for relevancy, monitor its terms for effectiveness, and consider whether any modifications are required. This review may align with the School Board's annual policy review and monitoring calendar. The MOU will remain in effect and automatically renew from year to year unless terminated. Any party may terminate its participation in this MOU upon thirty (30) days prior written notice to the other(s).

G. Record Sharing

Both parties recognize the privacy protections of federal and State law in the disclosure of student records. When sharing information, State and federal laws regarding school student records apply. See the Family Educational Rights and Privacy Act (20 U.S.C. §1232g, 34 C.F.R. Part 99) and the Illinois School Student Records Act (105 ILCS 10/, 23 Ill. Admin. Code Part 375). The applicable federal and/or State law shall control, and the District may refuse disclosure requests by either LLEA without a warrant or subpoena/court order. The LLEAs' officers shall at all times recognize and comply with the confidentiality of student and education records and may only seek such records in accordance with the requirements of the District's Policy 7:340, *Student Records*.

School student records may only be released to the LLEAs by the Building Principal, Superintendent or designee. Information kept by law enforcement professionals working in a school is not considered a school student record. See 105 ILCS 10/2. Information derived from reports of law enforcement to principals regarding students detained for proceedings are not considered a school student record. 105 ILCS 5/22-20. The school student records definition and 7:340-API, *School Student Records* are incorporated into this agreement.

The District's obligation to report alleged criminal offenses arises when such conduct occurs on school property, at a school-related function, or against school personnel.

The LLEAs shall certify in writing that any information received from the District will not be disclosed to any other party except as provided by law, or without the advance written consent of the student's parent or guardian. The report should be made as soon as practicable after the LLEAs or District suspect that a student is involved in any such activity.

Within its standard operating procedures, the LLEAs will include training for their officers about these laws, along with information about how to access the District's policies and procedures for school student records. For general guidance, both parties will refer to Answers to FAQs Responding to a Subpoena (Illinois Council of School Attorneys, Revised October 2021) at: https://www.iasb.com/IASB/media/School-Law/FAQ_Responding_to_Subpoena.pdf

H. Reciprocal Reporting of Criminal Offenses Committed by Students

As outlined in Section E.2.b, above, the District and LLEAs' officers shall at all times recognize and comply with (a) the *Illinois School Code* requirements for a reciprocal reporting system regarding criminal offenses committed by students (105 ILCS 5/10-20.14), and (b) the Juvenile Court Act of 1987 and the *Illinois School Code's* requirements for the management and sharing of law enforcement records and other information about students who have contact with the LLEAs.

The District's administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students* is incorporated into this MOU.

Nothing in this MOU is intended to impose upon any party a duty to report information to any other party that is not otherwise required by law. This MOU shall not be interpreted as making an obligation of a party mandatory that is otherwise discretionary under the law or vice versa. No party to this MOU waives any defenses or immunities it otherwise has under the law, including without limitation any immunities under the Sections 2-204 or 2-205 of the Local Governmental and Governmental Employees Tort Immunity Act or the State Employee Indemnification Act. 5 ILCS 350.

Nothing in this MOU is intended to prevent the sharing or disclosure of information or records relating to or pertaining to juveniles subject to the provisions of the *Serious Habitual Offender Comprehensive Action Program* when that information is used to assist in the early identification and treatment of habitual juvenile offenders and such sharing is otherwise allowed by law.

Nothing in this MOU is intended to prevent the District or LLEAs from sharing additional information with the other party as allowed or required by law.

The LLEAs' duty to disclose information and documents to the District pursuant to the law and this MOU shall be separate from and in addition to the duty of the State's Attorney to provide information to the District pursuant to Section 5-901 of the *Juvenile Court Act of 1987* (705 ILCS 405/5-901) regarding adjudications of delinquency.

I. Live Feeds

In the event the District establishes a live feed video in its buildings, the District will provide access to its live feeds to one or more of its buildings in the event of a health or safety emergency. Access is strictly to allow LLEAs tactical forces to become familiar with current conditions that underlie the health or safety emergency in the District's building(s).

J. Cell Phone/Electronic Device Searches

The established procedures between the parties for searching cell phones/electronic devices must be followed. Both parties agree that cell phone/electronic device searches involve Fourth Amendment search and seizure issues and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and search the phone, or getting a warrant solves this issue. Investigations of sexting allegations shall follow administrative procedure, 7:190-AP6, *Guidelines for Investigating Sexting Allegations*, which is incorporated into this agreement.

K. Agency and Police Interviews

Board Policy 7:150, *Agency and Police Interviews*, and administrative procedure 7:150-AP, *Agency and Police Interviews*, are incorporated into this MOU and must be followed at all times.

Within its standard operating procedures, LLEAs will include training for their officers about this policy and procedure, along with information about how to access the District's policies and procedures.

Before a student under 18 years of age who is suspected of committing a criminal act is detained and questioned on school grounds, a law enforcement officer, school resource officer, or other school security personnel will (a) notify or attempt to notify the student's parent/guardian, (b) document the time and manner of the notification or attempted notification, (c) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if not present, ensure that school personnel (including, but not limited to, a school social worker, school psychologist, school nurse, school guidance counselor, or any other mental health professional) are present during the questioning, and (d) if practicable, make reasonable efforts to ensure a law enforcement officer trained in promoting safe interactions and communications with youth is present during questioning.

L. Body-Worn Cameras (BWCs)

All parties agree that any use of BWCs by officers must be subject to and in compliance with federal, state, and local regulations regarding the use and operation of them. If either LLEA commences use of body cameras by its law enforcement officers in accordance with the *Law Enforcement Officer-Worn Body Camera Act* (50 ILCS 701/10-1 *et seq.*), it shall promptly provide the District with a copy of the LLEA's written policy regarding the use of body cameras adopted in accordance with the foregoing Act, and the District and LLEA shall determine appropriate procedures for flagging recordings related to incidents in the schools for retention by the Department and for access by the District as otherwise allowed by law. The LLEA will provide written information and training to the Building Principals and Assistant Principals of the schools in which the officers may enter. Training shall include the objectives and procedures for the use of BWCs in public and in schools.

Every officer equipped with a BWC shall be trained in the operation of the equipment prior to its use. To maximize the effectiveness of the BWC and the integrity of the video documentation, officers shall adhere to the objectives and procedures outlined in this MOU and the LLEA's General Operations Orders or similar policies when they utilize BWCs. LLEA may, if not otherwise prohibited by law, provide to the District copies of any such filming of students, parents, employees, or others upon school property, upon request for such copies by the District, as a law enforcement record. In the event that the LLEA receives advice that providing a copy of such videos is prohibited, the LLEA agrees to utilize its best efforts to facilitate the availability of its officer(s) that made the video to testify, upon request by the District, in any school disciplinary hearing concerning his/her/their knowledge of the facts and circumstances of the videoed incident. Any such film or video taken by, and kept in the possession of LLEA's officers, may be considered law enforcement records under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g and 34 C.F.R. §99.8) and the Illinois School Student Records Act (ISSRA) (105 ILCS 10/2(d)). Any copy of such film or video, if permitted by law to be provided to the District, may become an educational record of the District. The LLEA's officers shall at all times recognize and comply with the confidentiality of student and education records, and may only seek such records in accordance with the requirements of Board Policy 7:340, *Student Records*, which is incorporated into the terms of this MOU.

M. School Resource Officer (SRO) Terms

The District's School Resource Officer (SRO) MOU dated 7th day of December, 2021 is incorporated into this agreement.

N. General Provisions

1. Scope of Agreement

Nothing in this MOU is intended to impose upon any party a duty to report information to any other party that is not otherwise required by law. This MOU shall not be interpreted as making an obligation of a party mandatory that is otherwise discretionary under the law or vice versa. No party to this MOU waives any defenses or immunities it otherwise has under the law, including without limitation any immunities under Sections 2-204 and/or 2-205 of the Local Governmental and Governmental Employees Tort Immunity Act or the State Employee Indemnification Act. 5 ILCS 350/.

2. Amendment

No change or modification of this MOU shall be valid unless it is in writing and is signed by all parties.

3. Assignment

No party to this MOU may assign it or its rights or obligations.

4. Notices

All notices required pursuant to this MOU shall be in writing and sent by U.S. certified mail, postage prepaid, return receipt requested or by overnight express delivery to the address of the party set forth below, or as otherwise directed in writing by such party or as provided under applicable state law. Notice is deemed given three (3) days after being deposited in the U.S. Mail for certified mail delivery or one (1) day after being deposited with an overnight express delivery courier for delivery to the correct address.

5. Governing Law

This MOU shall be construed in accordance with and pursuant to the laws of the State of Illinois.

6. Non-Waiver of Breach

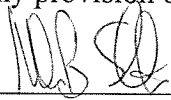
The failure of any party to insist upon strict performance of any of the terms or conditions of this MOU shall not be construed to be waiver of such term or condition or any subsequent breach of it.

7. Severability

The invalidity or unenforceability of any particular provision of this MOU shall not affect the other provisions of it, and it shall be construed in all respects as if such invalid or unenforceable provision were omitted.

8. Enforcement

No party to this MOU shall be liable for any negligent or wrongful acts, either by omission or commission, chargeable to the other party. This MOU shall not be construed to create a duty owed by any party to any third party. The District and LLEAs agree that the exclusive claims or remedies for breach of this MOU are limited to an action for specific performance or mandamus action or termination of the MOU. Each party waives any and all other claims and remedies, direct or indirect, by way of subrogation or otherwise, that it may have against the other party arising out of the performance or non-performance of any provision of this MOU.



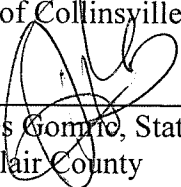
Dr. Mark B. Skertich, Superintendent
Collinsville Community Unit School District No. 10

3/11/22

Date

Steve Evans, Chief of Police
City of Collinsville Police Department

Date



James Gornie, State's Attorney
St. Clair County

3/22/22

Date

Thomas Haine, State's Attorney
Madison County

Date

10.10. Approval of Collinsville Community Unit
School District #10 Discipline Improvement Plan



DISCIPLINE IMPROVEMENT PLAN

Per [105 ILCS 5/2-3.162](#) and [Public Act 098-1102](#), districts are required to submit a Discipline Improvement Plan. The Discipline Improvement Plan must be district board approved, placed on the district website, and submitted to ISBE by **June 1, 2022**.

DISCIPLINE IMPROVEMENT PLAN		
Name of School District/Charter School: Collinsville Community Unit School District No. 10	School Year: 2021-2022	Board Approval Date(s): May 16, 2022
School District/Charter School Address: 201 West Clay Street, Collinsville, Illinois 62234		
Superintendent/Administrator Name: Dr. Mark B. Skertich		
Discipline Improvement Plan Team		
Districts are encouraged to convene a Discipline Improvement Plan Team to address exclusionary discipline and/or racial disproportionality.		
Team Leader: <p style="text-align: center;">Dr. Mark B. Skertich, Superintendent (bskertich@cusd.kahoks.org)</p>		
Team Members: <p style="text-align: center;">Bradley Hyre, Assistant Superintendent-Student Services (bhyre@cusd.kahoks.org)</p> <p style="text-align: center;">Ali Underwood, Special Education Director (aunderwo@cusd.kahoks.org)</p> <p style="text-align: center;">Daniel Toberman, Principal-Collinsville High School (dtoberman@cusd.kahoks.org)</p> <p style="text-align: center;">Charlotte Fisher, Asst. Principal-Collinsville High School (cfisher1@cusd.kahoks.org)</p> <p style="text-align: center;">Tesha Robinson, Asst. Principal-Collinsville High School (trobinson@cusd.kahoks.org)</p> <p style="text-align: center;">Bobby Wright, Asst. Principal-Collinsville High School (rwright@cusd.kahoks.org)</p> <p style="text-align: center;">TaRael Kee, Asst. Principal-Collinsville High School (tkee1@cusd.kahoks.org)</p> <p style="text-align: center;">Brad Snow, Principal-Collinsville Middle School (bsnow@cusd.kahoks.org)</p> <p style="text-align: center;">Kevin Moore, Asst. Principal-Collinsville Middle School (kmoore@cusd.kahoks.org)</p> <p style="text-align: center;">Kevin Stirnaman, Principal-Dorris Intermediate School (kstirnam@cusd.kahoks.org)</p> <p style="text-align: center;">Doug Kirk, Asst. Principal, Dorris Intermediate School (dkirk@cusd.kahoks.org)</p> <p style="text-align: center;">Valerie Burgess, Assistant Principal-Renfro Elementary School (vburgess@cusd.kahoks.org)</p>		

Recommended Steps to Consider when Creating the Discipline Improvement Plan

1-Review of discipline data:

Please [click here](#) to find district data on the ISBE webpage. Districts/Charter Schools may also consider any other local data when creating their plan.

1. See ISBE Exclusionary Discipline Report-Attached.
2. See CUSD10 Discipline Summary Report for SY18, SY19, SY20, SY21, SY22 (Semester I)-Attached.
3. See Exclusionary Data Summary for SY18, SY19, SY20, SY21, SY22 (Semester I)-Within Section 2.

2-Data Analysis and Identified Trends:

An internal review of the exclusionary discipline data from SIS for SY18, SY19, SY20 and the first semester of the current school year (SY22) shows the following (using September school enrollment):

SY17: 394 total exclusionary disciplinary assignments; 271 unique students (4.19% of student enrollment). Rate= 6.09
SY18: 504 total exclusionary disciplinary assignments; 312 unique students (3.43% of student enrollment). Rate = 7.91
SY19: 700 total exclusionary disciplinary assignments; 414 unique students (6.53% of student enrollment). Rate = 11.0
SY20: 413 total exclusionary disciplinary assignments; 279 unique students (4.52% of student enrollment). Rate = 6.58
SY21: 71 total exclusionary disciplinary assignments; 58 unique students (0.947% of student enrollment). Rate = 1.17
SY22(SI): 304 total exclusionary disciplinary assignments; 218 unique students (3.51% of student enrollment).Rate = 4.98 (0.5)

SY18: Average exclusionary discipline assignment length = 3.00 days
SY19: Average exclusionary discipline assignment length = 2.99 days
SY20: Average exclusionary discipline assignment length = 2.78 days
SY21: Average exclusionary discipline assignment length = 3.11 days
SY22 (SI): Average exclusionary discipline assignment length = 3.08 days

The top ten reasons for exclusionary disciplinary assignments from SY18 to SY22 (first semester are:

1. Fighting/Physical Altercation (23%);
2. Failure to serve non-exclusionary discipline (14%);
3. Gross Misconduct (12.4%);
4. Bullying/Cyberbullying/Harassment (7.9%);
5. Verbal Conflict (5.9%);
6. Possession of Drugs/Paraphernalia/Alcohol (5.8%);
7. Gross Insubordination (4.3%);
8. Threats to students/staff (4.2%);
9. Profanity (3.9%);
10. Possession of Tobacco (2.6%).

For the current school year SY22 (Semester I), the grade level exclusionary disciplinary assignment is:

K-4 (Elementary) = 4.3% of total exclusionary assignments; 0.425% of elementary student enrollment
5-6 (Intermediate) = 12.5% of total exclusionary assignments; 3.29% of intermediate student enrollment
7-8 (Middle School) = 21.1% of total exclusionary assignments; 5.09% of middle school student enrollment
9-12 (High School) = 62.2% of total exclusionary assignments; 6.69% of high school student enrollment

A review of exclusionary discipline assigned by race from SY18 through the first semester of SY22 is:

Black/African American: 26.8% (range of 14.1% to 29.6%)
Hispanic: 16.9% (range of 14.3% to 19.9%)
Native Hawaiian: 0.201% (range of 0% to 0.329%)
Two (or more): 6.22% (range of 3.39% to 8.45%)
White: 49.9% (range of 43.8% to 60.6%)

Current (FY22) student demographics in the Collinsville School District are approximate:

American Indian: 0.3%
Asian: 0.5%
Black/African American: 13.8%
Hispanic: 25.1%
Native Hawaiian: 0%
Two (or more): 5.1%
White: 55.1%

A review of exclusionary discipline assigned by IEP from SY18 through the first semester of SY22 is:

Students with an IEP: 26.6%
Students without an IEP: 73.4%

Current (FY22) student demographics in the Collinsville School District are approximate:

Students with an IEP: 18%
Students without an IEP: 82%

Note: Collinsville CUSD10 was identified in the top 20% in the state for suspension rates for three consecutive years in SY18, SY19 and SY20. Collinsville CUSD10 was not identified in the top 20% in the state for suspension rate in SY2021.

3-Potential Action Plan to Reduce the Use of Exclusionary Discipline and/or Racial Disproportionality:

The mission of Collinsville Community Unit School District Number Ten (10) is to provide appropriate learning opportunities within a safe and caring environment. Collinsville Community Unit School District Unit 10 will develop lifelong learners who are productive and successful members of a diverse society.

The Collinsville Community Unit School District believes that all schools should be warm, welcoming and productive places for children to learn and for teachers to teach. The U.S. Department of Education has identified the following three guiding principles for policymakers, district officials, school leaders, and stakeholders to consider as they work to improve school climate and discipline: (1) Create positive climates and focus on prevention; (2) Develop clear, appropriate, and consistent expectations and consequences to address disruptive student behaviors; and (3) Ensure fairness, equity, and continuous improvement. We believe that exclusionary discipline – suspending or expelling a student from school for a disciplinary reason – should be used sparingly and as a last resort. Measures can and should be taken to build positive school climates, respond to special circumstances of students, prevent student misbehavior, and address violations of school rules in a restorative manner.

The Action Plan to reduce the use of exclusionary discipline includes:

I. Climate and Prevention:

1. Engage in deliberate efforts to create positive school climates.
2. Prioritize the use of evidence-based prevention strategies to promote positive student behavior.
 - a. Prioritize a commitment to the Response to Intervention (RTI) plan for early, systematic interventions when problems are first identified to assist in preventing escalation and repeat occurrence of problem behaviors.
 - b. Expanding on a three-tier PBIS framework to engage students in different ways, beginning with broad classroom reform and as more support is needed, addressing students' individual needs. This includes the incorporation of monthly PBIS celebrations for ALL students to promote and model positive behaviors.
 - c. Continue to support alternative learning opportunities for students including, but not limited to, Correspondence Courses, Running Start program, CHS Success Center, Kahok Academy, Trailblazer Academy, etc.
 - d. Build stronger relationships with students and parents through curricular, extracurricular and special events hosted within and outside of the school.
 - e. Strengthen and expand partnerships with local agencies, including community-based mental health agencies and child welfare agencies, can also help schools better support students' needs and fill in staffing gaps. This includes strengthening our partnership with SIHF to promote and ensure physical and mental health care, as well as other support services to the students, including academic, social, emotional, and physical health in an integrated approach towards helping students achieve optimal health status and maximizing their school performance including tele-health services.
3. Commit to embedding social-emotional learning into daily student instruction to help students develop the skills needed to fully engage and thrive in the learning environment. This includes providing morning (thirty minutes prior to each school day) check-in groups to identified students with social work and teaching staff.
4. Provide ongoing training for staff regarding Positive Behavior Intervention and Support, including, but not limited to available training through Public SchoolWorks (Positive Behavior Intervention and Support-PBIS - Introduction) and hosting a District administrative academy for PBIS Tier I Leadership (scheduled for July 25, 2022).
5. Ensure that school-based law enforcement officers' roles focus on improving school safety and reducing inappropriate referrals to law enforcement.
 - a. Continue to support and promote the Cops and Kahoks school-community initiative.
6. Provide ongoing training for staff regarding Senate Bill 100, including, but not limited to available training through Public SchoolWorks (Behavior Management in the Classroom) and the Illinois Principal Association EdLeaders Network (Understanding SB100 and Student Discipline).

II. Clear, Appropriate and Consistent Expectations and Consequences

- 1.** Ensure that high expectations for behavior are set with an instructional approach to school discipline and that there are clear, developmentally appropriate and proportional consequences apply for misbehavior.
- 2.** Continue periodic review of exclusionary and non-exclusionary discipline practices and data review to better understand trends at the school and District level. Reviews will help ensure that discipline policies set high expectations for behavior; provide clear, developmentally appropriate, and proportional consequences for misbehavior; and use disciplinary incidents to help students learn from their mistakes, improve their behavior, and meet high expectations.
- 3.** Continue to practice restorative justice focusing on Building and maintaining healthy relationships to create a caring culture where every member feels a sense of belonging and an ability to thrive. To commit to: 1) Engaging in repairing harm and transforming conflict and 2) Establishing communities of reentry and support after harm in order to welcome, integrate, and support students after an extended absence or for individualized support to build a more equitable learning environment.
- 4.** Implement a school-wide behavior matrix aligned with best practice for PBIS. The matrix will be visible in all settings and students will be taught behavior expectations. Staff will use common language related to being safe, responsible, and respectful.

III. Equity and Continuous Improvement

- 1.** Expand participation in the Diversity, Inclusion and Equity committee district wide initiatives in our efforts to develop cultural competency, including understanding and reducing implicit racial bias.
- 2.** Provide ongoing training for staff regarding Implicit Bias, including, but not limited to available training through Public SchoolWorks (Implicit Bias & Cultural Responsiveness for Educators and Implicit Bias Awareness) and the Illinois Principal Association EdLeaders Network (Anti-Bias Education and Bias and Microaggressions in the Classroom).

The CUSD10 Discipline Action Plan is developed to identify strengths, weaknesses and strategies to reduce the use of exclusionary discipline in schools. This improvement plan follows Edward Demings' Plan, Study Do, Act Cycle for gaining valuable learning and knowledge.



Illinois State Board of Education

Dear Administrator:

This communication is being sent to you because your district has been identified as being in the top 20 percent for one or more of the exclusionary discipline metrics discussed below for three consecutive years. Conversely, if you did not qualify for the 2020-21 school year and believe your district should be removed from the list, it will need to be off the list for three consecutive years. Please see the data sets and corresponding business rules for further clarification. To view the data, [click here](#) to go to the student discipline page and select the drop-down bar titled Exclusionary Discipline.

As you may be aware, Illinois law requires that the Illinois State Board of Education (ISBE) identify school districts or state authorized charter schools that utilize exclusionary disciplinary measures more often than other districts. Specifically, [Section 2-3.162 of the School Code](#) requires ISBE to determine the top 20 percent of school districts in the following metrics:

1. Total number of out-of-school suspensions divided by the total district enrollment by the last school day in September for the year in which the data was collected, multiplied by 100.
2. Total number of out-of-school expulsions divided by the total district enrollment by the last school day in September for the year in which the data was collected, multiplied by 100.
3. Racial disproportionality, defined as the overrepresentation of students of color or white students in comparison to the total number of students of color or white students on October 1st of the school year in which data are collected, with respect to the use of out-of-school suspensions and expulsions, which must be calculated using the same method as the U.S. Department of Education's Office for Civil Rights uses.

School districts and state authorized charter schools that are identified in the top 20 percent of any of the metrics described above for three consecutive years will be required to submit a plan identifying the strategies the school district will implement to reduce the use of exclusionary disciplinary practices or racial disproportionality or both, if applicable. Please submit completed plans to studentcare@isbe.net by **June 1, 2022**.

Also, included is an attached template and resources to assist with reducing the negative impact of exclusionary discipline. Additionally, ISBE has partnered with Loyola University and the University of Illinois Springfield to tackle issues concerning student discipline. The partnership seeks to provide school districts with evidence-based strategies to reduce the inequities in the way students are disciplined. This is pursuant to ISBE's strategic goal 2.1.2, which seeks to reduce suspensions/expulsions of students of color by 5% by the end of the 2021-22 school year. Please see the attached document for more information about the Illinois Partnership for Disciplinary Equity. If you are interested in joining the partnership, please let us know by **December 1, 2021**.

Should you have initial questions or concerns, please do not hesitate to reach out to studentcare@isbe.net. We would be happy to assist.

Sincerely,

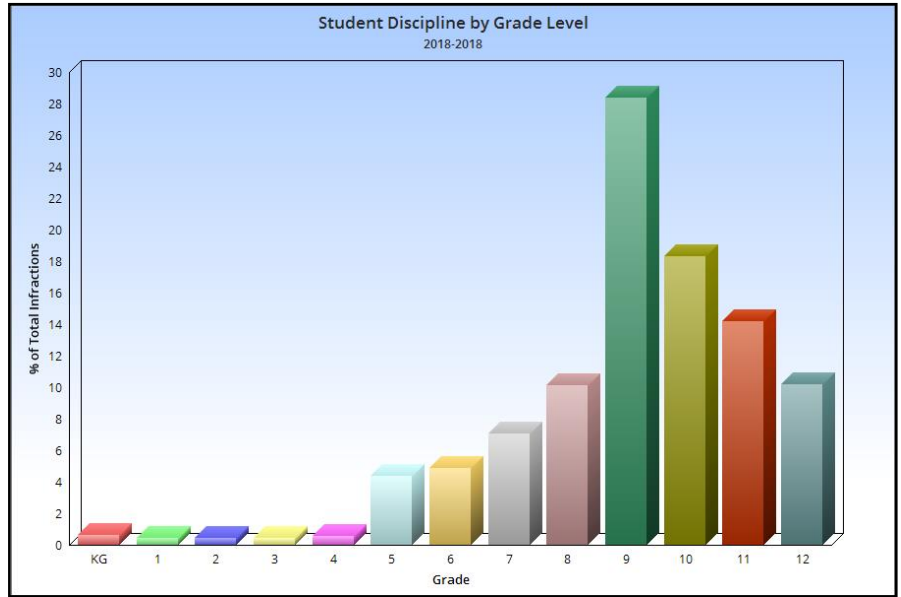
The ISBE Team

Working Together To Develop a Caring School Community

ISBE Exclusionary Discipline Metrics											
Suspension Data											
School District	RCDTS	School Year	Suspension Rate Eligibility	Total Enrollment	Total Suspensions	Suspension Rate	Top 20% in Suspension Rate	Suspension Rate Rank			
Collinsville CUSD 10	410570100260000	2016	Yes	6336	698	11.0164	Yes	95			
Collinsville CUSD 10	410570100260000	2017	Yes	6261	337	5.3825	No	133			
Collinsville CUSD 10	410570100260000	2018	Yes	5998	506	8.4361	Yes	102			
Collinsville CUSD 10	410570100260000	2019	Yes	5945	629	10.5803	Yes	69			
Collinsville CUSD 10	410570100260000	2020	Yes	5851	387	6.6143	Yes	94			
Collinsville CUSD 10	410570100260000	2021	Yes	6002	67	1.1163	No	119			
Expulsion Data											
School District	RCDTS	School Year	Expulsions Rate Eligibility	Total Enrollment	Total Expulsions	Expulsions Rate	Top 20% in Expulsions Rate	Expulsions Rate Rank			
Collinsville CUSD 10	410570100260000	2016	Yes	6336	19.00	0.300	No	8			
Collinsville CUSD 10	410570100260000	2017	Yes	6261	12.00	0.192	No	5			
Collinsville CUSD 10	410570100260000	2018	Yes	5998	25.00	0.417	No	6			
Collinsville CUSD 10	410570100260000	2019	Yes	5945	28.00	0.471	Yes	2			
Racial Disproportionality											
School District	RCDTS	School Year	Racial Disproportionality Rate Eligibility	Total White Students	Total Students of Color	Total Expulsions and Suspensions White Students	Total Expulsions and Suspensions Students of Color	Racial Disproportionality Rate	Top 20% in Racial Disproportionality Rate	Racial Disproportionality Rate Rank	
Collinsville CUSD 10	410570100260000	2016	Yes	3843	2493	363	354	1.50	No	233	
Collinsville CUSD 10	410570100260000	2017	Yes	3752	2509	191	158	1.24	No	244	
Collinsville CUSD 10	410570100260000	2018	Yes	3488	2510	278	253	1.26	No	261	
Collinsville CUSD 10	410570100260000	2019	Yes	3387	2558	323	334	1.37	No	247	
Collinsville CUSD 10	410570100260000	2020	Yes	3280	2571	200	192	1.22	No	244	
Collinsville CUSD 10	410570100260000	2021	Yes	3305	2697	39	29	0.91	No	119	
Top 20% in Any Metrics											
School District	RCDTS	School Year	Suspension Rate Eligibility	Suspension Rate	Top 20% in Suspension Rate	Expulsions Rate Eligibility	Expulsions Rate	Top 20% in Expulsion Rate	Racial Disproportionality Rate Eligibility	Racial Disproportionality Rate	Top 20% in Racial Disproportionality Rate
Collinsville CUSD 10	410570100260000	2016	Yes	11.016	Yes	Yes	0.300	No	Yes	1.503	No
Collinsville CUSD 10	410570100260000	2017	Yes	5.383	No	Yes	0.192	No	Yes	1.238	No
Collinsville CUSD 10	410570100260000	2018	Yes	8.436	Yes	Yes	0.417	No	Yes	1.265	No
Collinsville CUSD 10	410570100260000	2019	Yes	10.580	Yes	Yes	0.471	Yes	Yes	1.369	No
Collinsville CUSD 10	410570100260000	2020	Yes	6.614	Yes	No	0.000	No	Yes	1.225	No
Collinsville CUSD 10	410570100260000	2021	Yes	1.116	No	No	0.000	No	Yes	0.911	No

STUDENT DISCIPLINE REPORT – 2017-2018
Student Discipline [Suspension (ISS, STOP, OSS) Incidents by Grade Level]

Grade	Incident %	Unique Student %
KG	0.640	0.456
1	0.426	0.456
2	0.426	0.683
3	0.426	0.911
4	0.533	1.14
5	4.37	5.24
6	4.90	5.92
7	7.04	7.97
8	10.1	10.9
9	28.4	22.3
10	18.3	17.8
11	14.2	14.4
12	10.2	11.8



Student Discipline - Incidents by Race [Suspension (ISS, STOP, OSS)]

Race	Incident %	Unique Student %
Asian	0.0	0.0
Black	22.4	23.2
Hispanic	16.0	18.2
Native Hawaiian	0.426	0.456
Two (or more)	6.93	5.69
White	54.3	52.4

Student Demographics (CUSD10) Illinois District Report Card Racial/Ethnic Background

Race	% of Student Population
Asian	0.600
Black	12.5
Hispanic	22.4
Native Hawaiian	0.100
Two (or more)	4.30
White	60.0

Student Discipline - Incidents by IEP [Suspension (ISS, STOP, OSS)]

IEP	Incident %	Unique Student %
No	65.7	67.4
Yes	34.3	32.6

Student Demographics (CUSD10) Illinois District Report Card Percent IEP

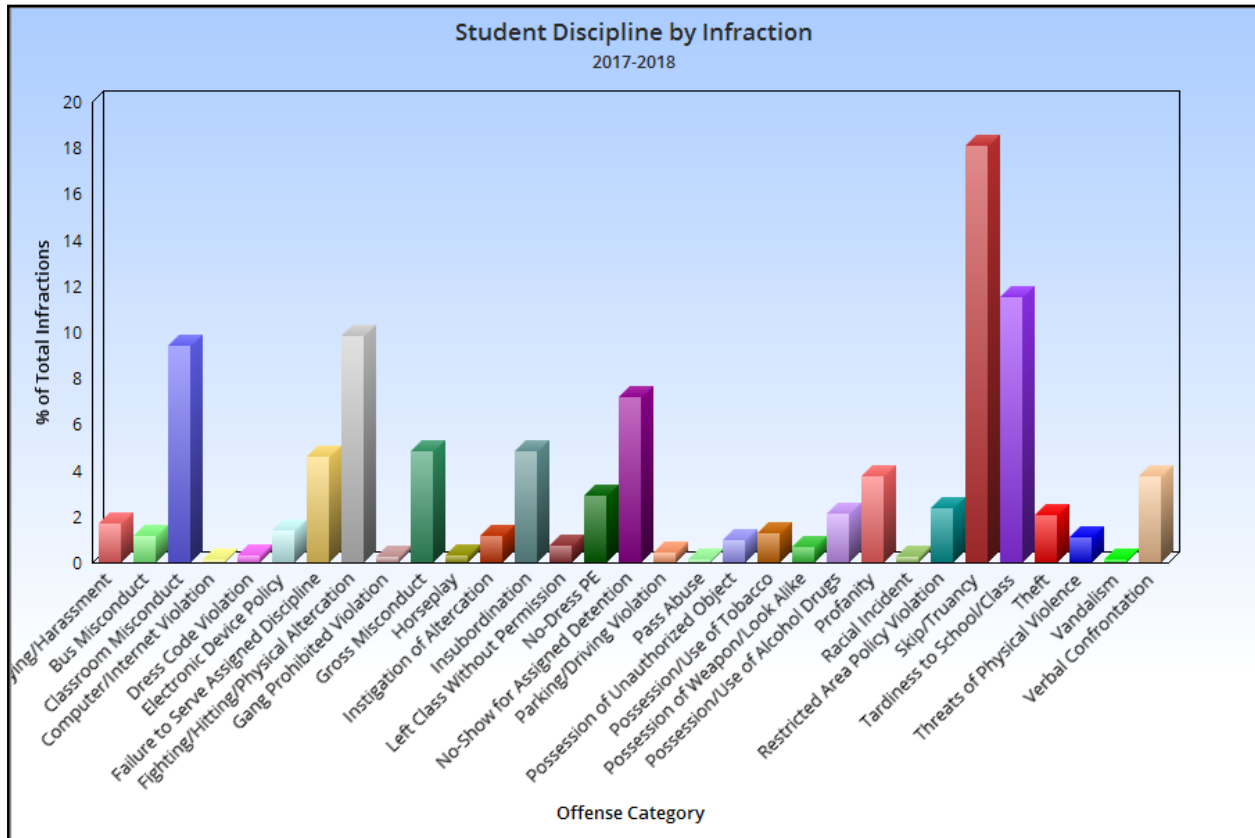
IEP	% of Student Population
No	84.2
Yes	15.8

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**Student Discipline [Suspension (ISS, STOP, OSS) Incidents by Offense] – Grades K-12
Percentage of Total for 2017-2018 School Year**

Bullying/Harassment	1.71	Parking/Driving Violation	0.426
Bus Misconduct	1.17	Pass Abuse	0.107
Classroom Misconduct	9.38	Possession of Unauthorized Object	0.959
Computer/Internet	0.107	Possession/Use of Tobacco	1.28
Dress Code Violation	0.320	Possession of Weapon/Look Alike	0.640
Electronic Device Policy	1.39	Possession/Use of Alcohol/Drugs	2.13
Failure to Serve Assigned Discipline	4.58	Profanity	3.73
Fighting/Hitting/Physical Altercation	9.81	Racial Incident	0.213
Gang Prohibited Policy Violation	0.213	Restricted Area Policy Violation	2.34
Gross Misconduct	4.80	Skip/Truancy	18.1
Horseplay	0.320	Tardiness to School/Class	11.5
Instigation of Altercation	1.17	Theft	2.03
Insubordination	4.80	Threats of Physical Violence	1.07
Left Class without permission	0.746	Vandalism	0.107
No-Dress PE	2.88	Verbal Confrontation	3.73
No Show for Assigned Detention	7.14		

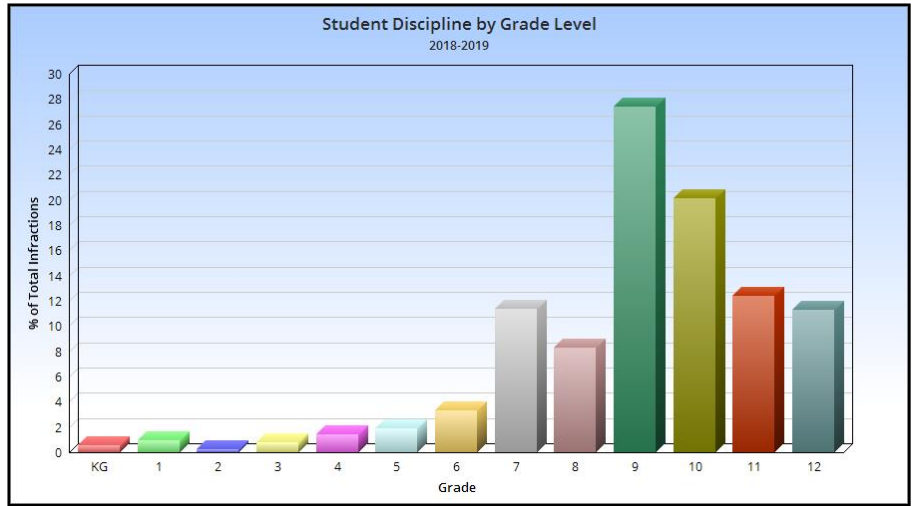
Average
number of
suspension
days
assigned per
offense =
1.75 days



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STUDENT DISCIPLINE REPORT – 2018-2019
Student Discipline [Suspension (ISS, STOP, OSS) Incidents by Grade Level]

Grade	Incident %	Unique Student %
KG	0.571	0.990
1	0.910	1.19
2	0.240	0.594
3	0.752	1.68
4	1.44	2.67
5	1.89	3.17
6	3.31	5.05
7	11.4	10.9
8	8.30	9.11
9	27.4	21.3
10	20.1	16.2
11	12.4	14.1
12	11.3	13.1



Student Discipline - Incidents by Race [Suspension (ISS, STOP, OSS)]

Race	Incident %	Unique Student %
Am. Indian /Alaska	0.0	0.099
Asian	0.0	0.099
Black	26.5	25.5
Hispanic	22.2	18.2
Native Hawaiian	0.270	0.099
Two (or more)	4.51	4.95
White	46.4	46.1

Student Demographics (CUSD10) Illinois District Report Card Racial/Ethnic Background

Race	% of Student Population
Am. Indian /Alaska	0.200
Asian	0.600
Black	12.7
Hispanic	23.5
Native Hawaiian	0.00
Two (or more)	4.50
White	58.4

Student Discipline - Incidents by IEP [Suspension (ISS, STOP, OSS)]

IEP	Incident %	Unique Student %
No	71.5	75.0
Yes	28.5	25.0

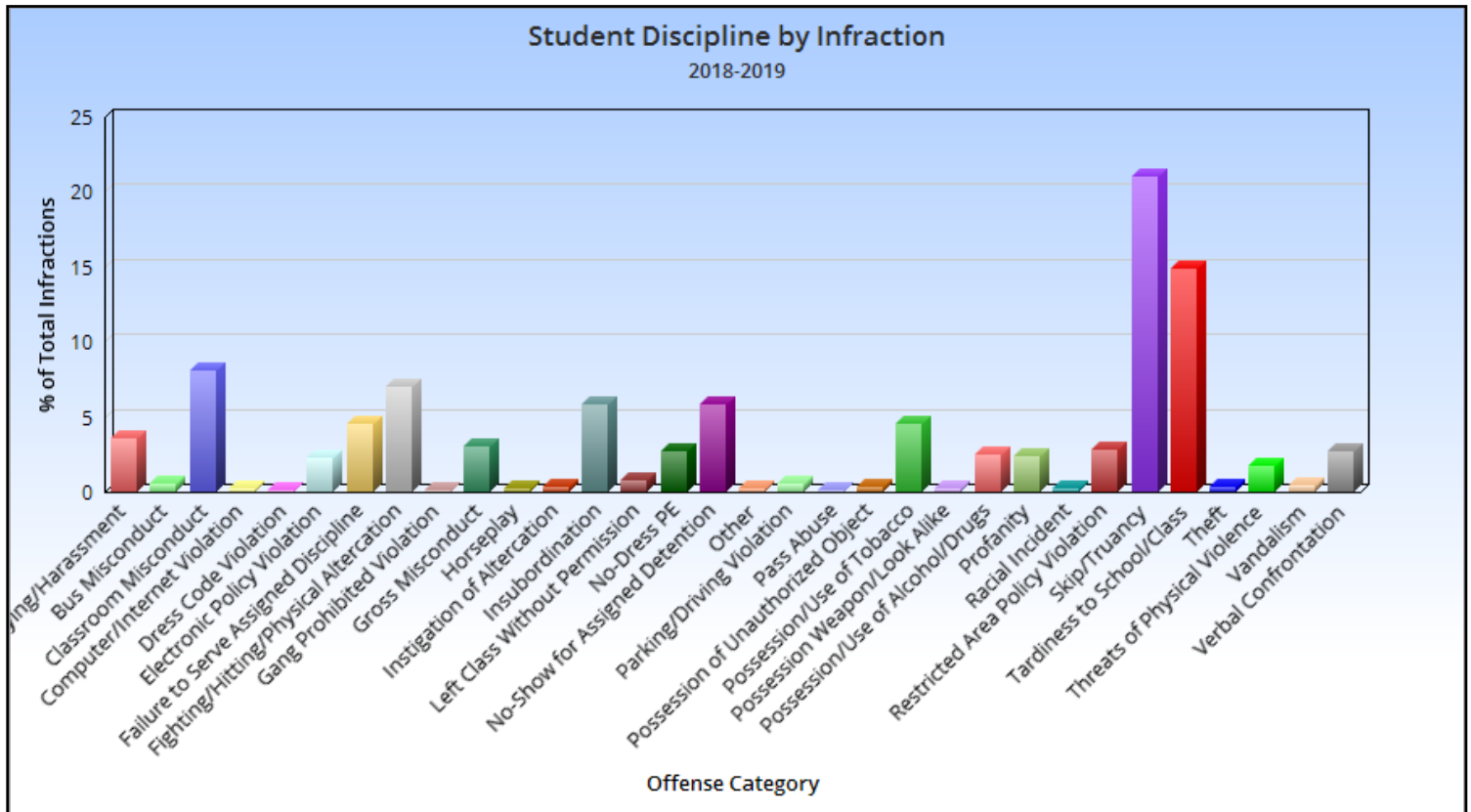
Student Demographics (CUSD10) Illinois District Report Card Percent IEP

IEP	% of Student Population
No	83.4
Yes	16.6

**Student Discipline [Suspension (ISS, STOP, OSS) Incidents by Offense] – Grades K-12
Percentage of Total for 2018-2019 School Year**

Bullying/Harassment	3.58	Other	0.210
Bus Misconduct	0.571	Parking/Driving Violation	0.511
Classroom Misconduct	8.12	Pass Abuse	0.150
Computer/Internet	0.241	Possession of Unauthorized Object	0.270
Dress Code Violation	0.090	Possession/Use of Tobacco	4.48
Electronic Device Policy	2.29	Possession of Weapon/Look Alike	0.210
Failure to Serve Assigned Discipline	4.54	Possession/Use of Alcohol/Drugs	2.53
Fighting/Hitting/Physical Altercation	6.98	Profanity	2.32
Gang Prohibited Policy Violation	0.060	Racial Incident	0.180
Gross Misconduct	3.01	Restricted Area Policy Violation	2.82
Horseplay	0.240	Skip/Tuancy	21.0
Instigation of Altercation	0.270	Tardiness to School/Class	14.9
Insubordination	5.86	Theft	0.331
Left Class without permission	0.782	Threats of Physical Violence	1.77
No-Dress PE	2.68	Vandalism	0.391
No Show for Assigned Detention	5.77	Verbal Confrontation	2.74

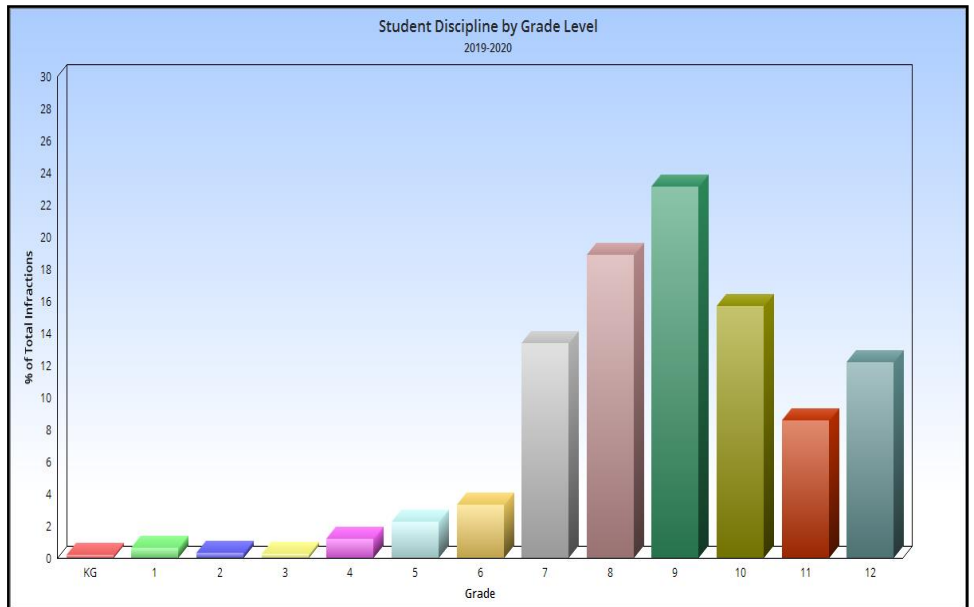
Average
number of
suspension
days
assigned per
offense =
1.75 days



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STUDENT DISCIPLINE REPORT – 2019-2020
Student Discipline [Suspension (ISS, STOP, OSS) Incidents by Grade Level]

Grade	Incident %	Unique Student %
KG	0.202	0.311
1	0.607	1.25
2	0.304	0.779
3	0.253	0.779
4	1.21	2.49
5	2.28	3.42
6	3.34	4.98
7	13.4	12.8
8	18.9	15.7
9	23.1	21.0
10	15.7	16.4
11	8.55	10.1
12	12.2	9.97



Student Discipline - Incidents by Race [Suspension (ISS, STOP, OSS)]

Race	Incident %	Unique Student %
Am. Indian /Alaska	0.0	0/0
Asian	0.0	0.0
Black	23.4	23.8
Hispanic	23.4	24.4
Native Hawaiian	0.304	0.156
Two (or more)	4.40	5.14
White	48.5	46.4

Student Demographics (CUSD10) Illinois District Report Card Racial/Ethnic Background

Race	% of Student Population
Am. Indian /Alaska	0.3
Asian	0.5
Black	14.1
Hispanic	24.1
Native Hawaiian	0.00
Two (or more)	5.0
White	56.0

Student Discipline - Incidents by IEP [Suspension (ISS, STOP, OSS)]

IEP	Incident %	Unique Student %
No	68.9	72.3
Yes	31.1	27.7

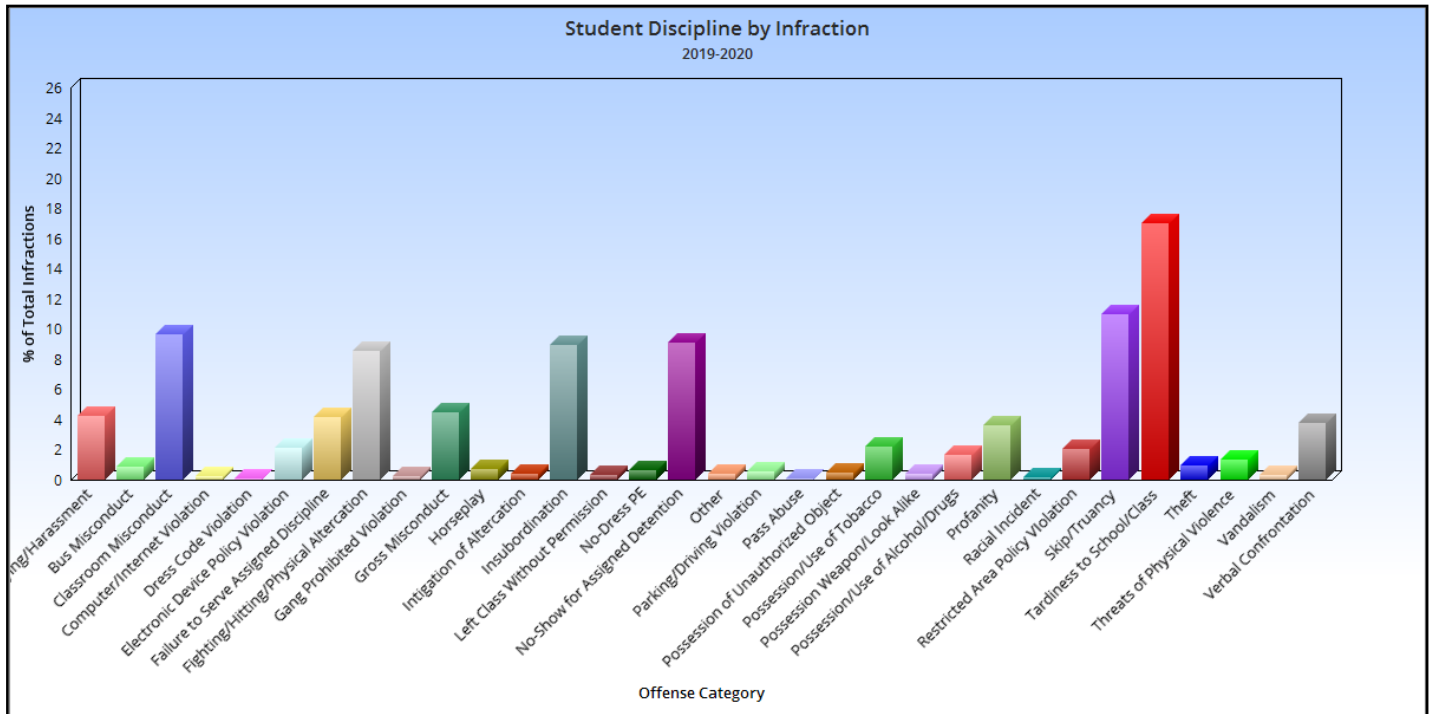
Student Demographics (CUSD10) Illinois District Report Card Percent IEP

IEP	% of Student Population
No	80.5
Yes	19.5

**Student Discipline [Suspension (ISS, STOP, OSS) Incidents by Offense] – Grades K-12
Percentage of Total for 2019-2020 School Year**

Bullying/Harassment	4.20	Other	0.405
Bus Misconduct	0.86	Parking/Driving Violation	0.557
Classroom/Cafeteria Misconduct	9.61	Pass Abuse	0.051
Computer/Internet	0.253	Possession of Unauthorized Object	0.506
Dress Code Violation	0.051	Possession/Use of Tobacco	2.18
Electronic Device Policy	2.12	Possession of Weapon/Look Alike	0.405
Failure to Serve Assigned Discipline	4.15	Possession/Use of Alcohol/Drugs	1.62
Fighting/Hitting/Physical Altercation	8.55	Profanity	3.59
Gang Prohibited Policy Violation	0.202	Racial Incident	0.152
Gross Misconduct	4.45	Restricted Area Policy Violation	2.02
Horseplay	0.709	Skip/Truancy	11.0
Instigation of Altercation	0.405	Tardiness to School/Class	17.0
Insubordination	8.91	Theft	0.911
Left Class without permission	0.304	Threats of Physical Violence	1.32
No-Dress PE	0.607	Vandalism	0.304
No Show for Assigned Detention	9.06	Verbal Confrontation	3.74

Average
number of
suspension
days
assigned per
offense =
1.59 days

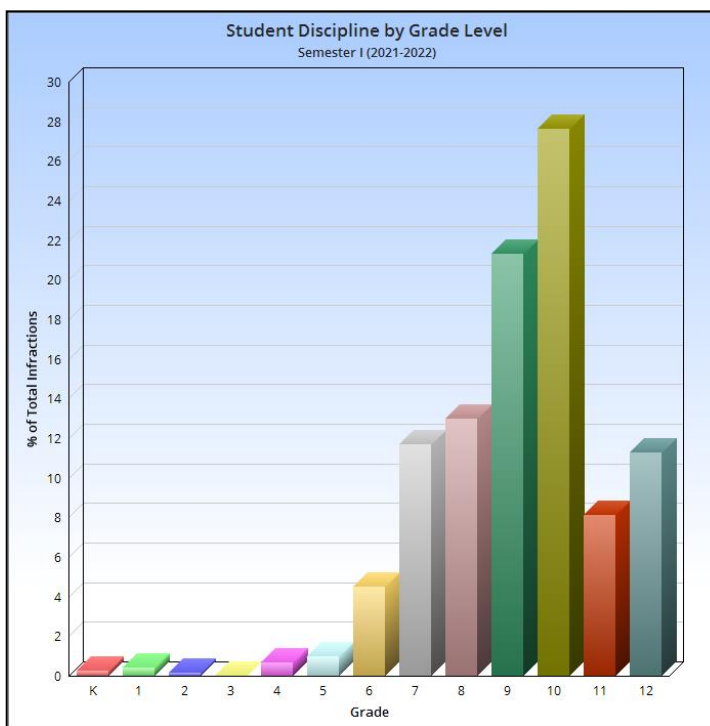


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STUDENT DISCIPLINE REPORT – SEMESTER I, 2021-2022

Student Discipline [Suspension (ISS, STOP, OSS) Incidents by Grade Level]

Grade	Incident %	Unique Student %
KG	0.26	0.41
1	0.43	0.61
2	0.17	0.20
3	0.00	0.00
4	0.69	1.6
5	1.0	1.8
6	4.5	6.3
7	11.7	14.4
8	13.0	12.8
9	21.3	19.5
10	27.6	19.7
11	8.1	10.0
12	11.3	12.6



NOTE: Students assigned to suspension discipline represent 7.97% of total student enrollment in CUSD10.

Student Discipline - Incidents by Race [Suspension (ISS, STOP, OSS)]

Race	Incident %	Unique Student %
Asian	0.0	0.0
American Indian	0.0	0.0
Black	27.1	26.8
Hispanic	23.8	23.6
Native Hawaiian	0.17	0.20
Two (or more)	6.1	6.1
White	43.0	43.3

Student Demographics (CUSD10) Illinois District Report Card Racial/Ethnic Background

Race	% of Student Population
Asian	0.5
American Indian	0.3
Black	13.8
Hispanic	25.1
Native Hawaiian	0.1
Two (or more)	5.1
White	55.1

Student Discipline - Incidents by IEP [Suspension (ISS, STOP, OSS)]

IEP	Incident %	Unique Student %
No	65.2	72.5
Yes	34.8	27.5

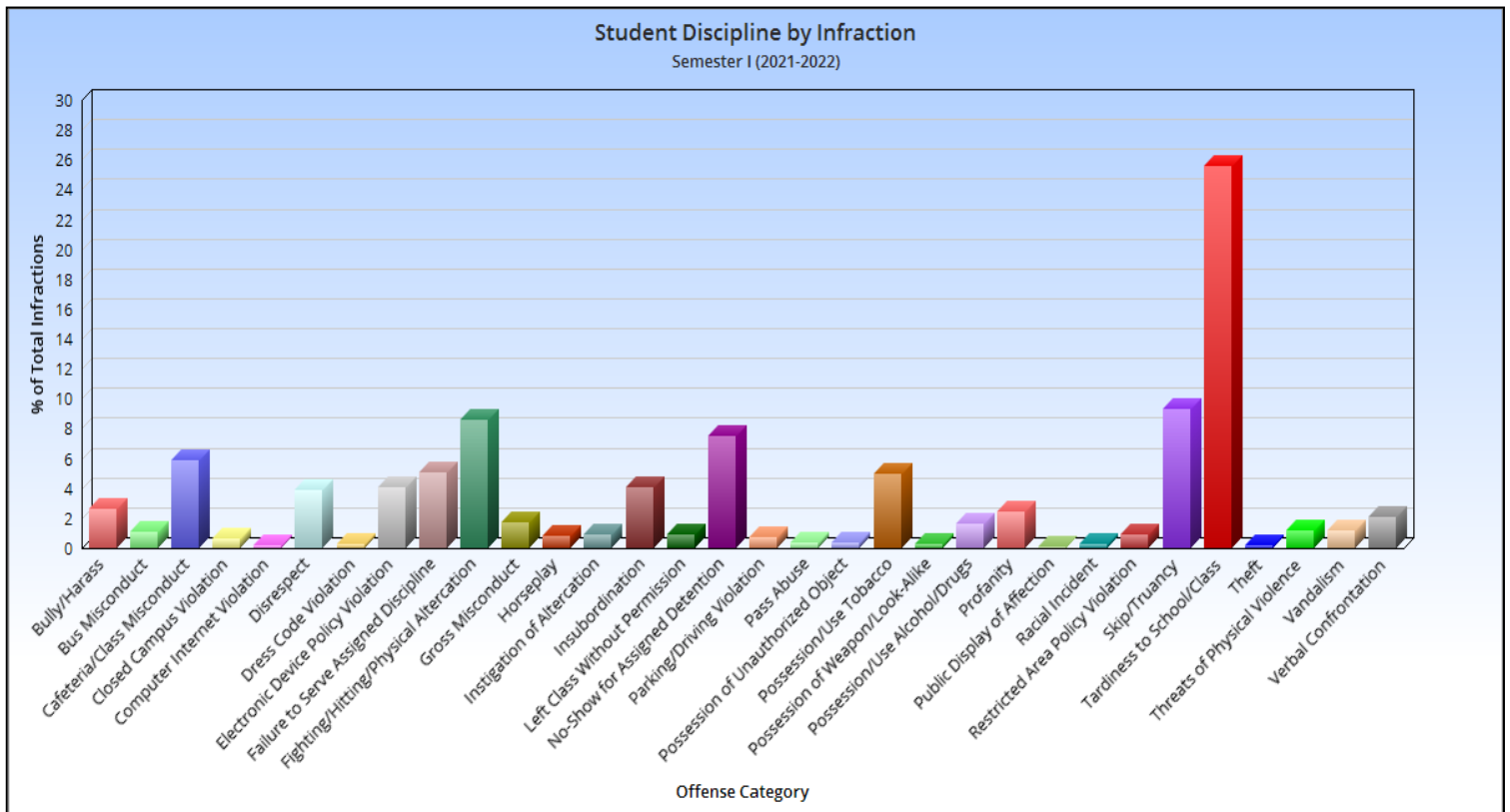
Student Demographics (CUSD10) Illinois District Report Card Percent IEP

IEP	% of Student Population
No	71.5
Yes	28.5

**Student Discipline [Suspension (ISS, STOP, OSS) Incidents by Offense] – Grades K-12
Percentage of Total**

Academic	0.0	No Show for Assigned Detention	7.5
Bullying/Harassing	2.6	Parking/Driving Violation	0.7
Bus Misconduct	1.1	Pass Abuse	0.4
Cafeteria Misconduct	5.9	Possession of Unauthorized Object	0.4
Classroom Misconduct		Possession/Use of Tobacco	5.0
Closed Campus Violation	0.6	Possession of Weapon/Look Alike	0.3
Computer/Internet	0.2	Possession/Use of Alcohol/Drugs	1.6
Disrespect	3.9	Profanity	2.4
Dress Code Violation	0.3	Public Display of Affection	0.1
Electronic Device Policy	4.1	Racial Incident	0.3
Failure to Serve Assigned Discipline	5.1	Restricted Area Policy Violation	0.9
Fighting/Hitting/Physical Altercation	8.6	Skip/Tuancy	9.3
Gross Misconduct	1.7	Tardiness to School Class	25.6
Horseplay	0.8	Theft	0.2
Instigation of Altercation	0.9	Threats of Physical Confrontation	1.2
Insubordination	4.1	Vandalism	1.2
Left Class without permission	0.9	Verbal Confrontation	2.1

Average
number of
suspension
days
assigned per
offense =
1.80 days



11. Closed Session

12. Personnel

- 12.1. Certified Employee Resignations
- 12.2. Non-Certified Employee Resignations
- 12.3. Certified Employee Recommendation for Employment
- 12.4. Recommendation for Coach
- 12.5. Recommendations for Employment for the 2021-22 Extended School Year Summer School Program
- 12.6. Recommendations for Employment for the 2021-22 EPIC Summer Camp Program
- 12.7. Consider Action to Honorably Dismiss the Employment of At-Will Employees
- 12.8. Approval of Internship
- 12.9. Non-Certified Employees Recommendation for Employment
- 12.10. Recommendation for Re-Employment of Assistant Athletic Director
- 12.11. Recommendation for Department Chairs at Collinsville High School
- 12.12. Recommendation for Appointment of Behind-The-Wheel Driver Education Teachers at Collinsville High School
- 12.13. Recommendation for Re-Employment of Cafeteria Monitors
- 12.14. Recommendation for Activity Sponsors at Collinsville High School

13. Adjourn