Collinsville Community Unit School District #10

201 West Clay • Collinsville, Illinois 62234
618-346-6350 • Fax: 618-346-6357

NOTICE OF

REGULAR MEETING - BOARD OF EDUCATION
Unit #10 Administrative
Annex
123 W. Clay
Collinsville, IL 62234
Monday, May 18, 2020
6:30 PM

DIGEST

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

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Public Forum**
5. Written Correspondence
6. Audience Input
7. **Reports/Requests**
8. Superintendent's Report - Dr. Brad Skertich 2

Board Update #42

I would like to compliment the Collinsville High School faculty and staff for the work they have put in over the past few weeks to prepare a virtual Honors Convocation, a virtual Graduation and a diploma pick up process to do their best to properly recognize the CHS Class of 2020. A special thank you to Mr. Snider, Mrs. Arnold, Ms. Geppert, Ms. Olson, Mr. Schusky, Mrs. Simpson, Mrs. Collins, Mrs. Jimenez, Mrs. Gramaglia and Mr. Hasamear. Their efforts are greatly appreciated!

Throughout the 4th quarter, district faculty and staff have done a good job navigating Remote Learning and the Stay at Home Order. The day to day operations of our schools and employees pivoted rather quickly to meet the expectations for the 19-20 school year. We must also commend our families who altered schedules, helped teach lessons and took on a much different day to day role to help educate their children. Now that the school year is winding down, the district has initiated various surveys to families, faculty, staff and students to gather information regarding what the district can do to improve in the future as it pertains to connectivity, communication, lessons, etc. This information will be used to better meet our students and families' needs.

Despite having no guidance regarding next school year and what that will look like, district staff are preparing to ensure we are able to have school and provide a safe environment for students, faculty and staff. Our goal is to be prepared for face to face instruction, but if guidance from the state requires an adjustment, the district will be able to pivot and make the necessary changes to provide instruction, nourishment and help meet the needs of families. Unfortunately, we are aiming at a moving target with so many uncertainties, but ground work will be done so we are prepared for what next year will entail. I expect options to be prepared by the end of June.

Madison County passed a resolution to begin a phased reopening of the County on May 13, 2020. After reviewing the resolution and speaking with legal counsel, it has been advised that our buildings remain closed for instruction, athletics and rentals at this time until further guidance is provided to districts by the state. As further guidance is provided by the state of Illinois, adjustments will be made. We are witnessing a push and pull between safety and families' livelihood in our county and throughout the country and there is no good answer.

The Working Cash Bond closure occurred on May 13, 2020. The money for facility projects should be reflected in the June Board of Education Meeting financials. Mrs. Robison has done a great job over the past few weeks navigating all the documents and financial information! I am excited about the facility improvements on the horizon.

During the summer months, trainings will be scheduled for teachers to increase their use and understanding of Google Classroom and PATHS, the districts social emotional curriculum that will be implemented during the upcoming school year. The efforts made by Ms. Berry-Coleman, district instructional coaches and teachers will improve teacher's ability to meet students academic and social emotional needs.

CHS students have been taking AP Assessments and the Seal of Biliteracy Assessment. Parents were able to proctor the assessment for Seal of Biliteracy which made this possible during Remote Learning. A few weeks back I informed the Board that Dr. Blackard and the CAVC faculty adjusted normal procedures to ensure no students suffered as a result of not being able to meet in person and complete the course requirements for the CNA dual credit program. Those assessments are taking place the week of the 18th.

Lowest bids for summer work and recommendations are included in the Board Packet. The lowest bid for the Flooring Replacement at Dorris and CHS was Desco Floor Systems for $147,493. The lowest bid for the Parking Lot and Playground Improvements at CHS, Kreitner and Webster was L. Keeley Construction for $498,000. There is a $10,000 allowance for the flooring work and $20,000 for the parking lot and playground work that will be credited back to the district at closeout if unused.

Federal Stimulus money and C.A.R.E.S. applications are scheduled to be released in the next few days. Our preliminary allocation is approximately 1.7 million. The application should include expenses related to closing the digital divide, mental health services, learning opportunities, food and nutrition, etc. However, these guidelines are not final.

Boiler replacement bids at CMS were opened on May 13, 2020. The lowest bid for the project was France Mechanical for $105,977. The cost is $20,000 over the original budget number. There is a $10,000 allowance for the boiler project that will be credited back to the district at closeout if unused. The bids are being analyzed by FGM, we expect a recommendation by Monday's meeting.

9. Financial Report - Mrs. Uta Robison 5

Collinsville CUSD #10

Board Meeting 5/18/2020

Financial Summary for April 2020

Cut of Date:	30-Apr-20						
Months:	10		83%			83%	
FY19-20	FY20 Budget Revenue	YTD Revenue	As Prcentage	FY20 Budget Expenditures	YTD Expenditures	As Percentage	Fund Blance Beginning of Year	30-Apr-20
Education (10)	$ 55,704,126	$ 49,158,116	88%	$ 56,514,070	$ 44,858,603	79%	$ 8,184,177	$ 12,483,690
Operations & Maintenance (20)	$ 4,331,774	$ 6,953,863	161%	$ 3,755,548	$ 2,928,130	78%	$ 2,148,665	$ 6,174,397
--transfer to Fund 30 and 60		*Note: $3,000,000*		$ 1,280,000	*Note: $1,280,000*			
Bond & Interest (30)	$ 2,533,842	$ 2,304,022	91%	$ 2,530,180	$ 2,279,043	90%	$ 227,917	$ 252,896
Transportation (40)	$ 4,181,955	$ 2,704,907	65%	$ 4,862,140	$ 3,464,302	71%	$ (788,772)	$ (1,548,166)
IMRF / Soc.Sec.(50)	$ 2,066,774	$ 1,997,714	97%	$ 2,173,619	$ 1,582,105	73%	$ 1,769,150	$ 2,184,759
Site & Construction (60)	$ 1,004,000	$ 1,002,098	100%	$ 1,038,994	$ 956,039	92%	$ 74,095	$ 120,154
Working Cash (70)	$ 457,479	$ 417,368	91%	$ -	$ -		$ 7,117,086	$ 7,534,454
Tort (80)	$ 2,522,682	$ 2,297,024	91%	$ 2,666,885	$ 5,649,349	212%	$ 4,238,498	$ 886,173
Fire & Safety (90)	$ 397,879	$ 361,636	91%	$ 577,705	$ 378,939	66%	$ 2,063,646	$ 2,046,343
Total:	$ 73,200,511	$ 67,196,747		$ 75,399,141	$ 62,096,509		$ 25,034,462	$ 30,134,700
4 Operating Funds:	$ 64,675,334	$ 59,234,254		$ 65,131,758	$ 51,251,035		$ 16,661,155	$ 17,109,921

Grant Number	3100	3120	3500	3510	3705-00	
FY20 Paid	$ 135,628	$ 12,730	$ 353,900	$ 316,785	$ 190,151	$ 1,009,195
Payments	1	1	1	1	6	
Voucher date	12/20/2019	12/20/2019	12/19/2019	12/19/2019	1/2/20020	
No paid yet	$ 135,526	$ 12,730	$ 349,621	$ 301,668	$ 126,691	$ 926,236
	Received in May 2020	Received in May 2020	Received in May 2020	Received in May 2020	Received in May 2020	

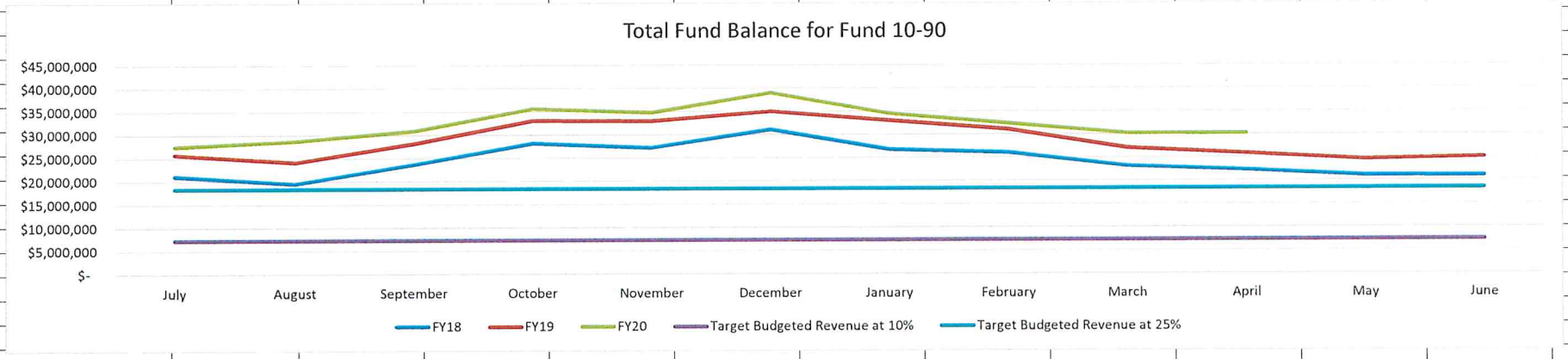

Questions ?

Collinsville UNIT School District # 10 Investment Report

Investment Report for April 30, 2020

Investments	from the General Ledger		30-Apr-20	from Investment Institutions		30-Apr-20
Fund 10	Education	$	11,461,978.69		$	-
Fund 20	Operations & Maintenance	$	4,121,998.64	Prime Investor (Busey)	$	2,508,905.16
Fund 30	Debt Service	$	116,976.62	PMA 10887-101	$	23,559,308.60
Fund 40	Transportation	$	2,731.11			
Fund 50	IMRF/Social Security	$	1,375,660.59			
Fund 60	Capital Projects	$	60,136.72			
Fund 70	Working Cash	$	6,641,859.77			
Fund 80	Tort	$	282,535.40			
Fund 90	Fire & Safety	$	2,004,336.22			
	Look for JE03-002	$	-			
Total:	**All Funds:**	**$**	**26,068,213.76**	**Total:**	**$**	**26,068,213.76**
					$	-

Collinsville CUSD#10												
Unit												
FY20 Budget Revenue	$ 73,203,511											
Data is from end of month												
Total Fund Balances from Fund 10 to 90	**July**	**August**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**	**June**
FY18	$ 21,103,629	$ 19,456,640	$ 23,584,554	$ 28,151,314	$ 27,125,080	$ 31,032,903	$ 26,731,262	$ 26,022,481	$ 23,092,689	$ 22,171,068	$ 20,972,085	$ 20,946,030
FY19	$ 25,788,622	$ 24,151,223	$ 28,191,157	$ 33,089,572	$ 32,952,403	$ 35,030,414	$ 33,047,975	$ 31,064,166	$ 27,046,865	$ 25,840,189	$ 24,564,331	$ 25,034,462
FY20	$ 27,469,273	$ 28,715,106	$ 30,874,788	$ 35,612,725	$ 34,755,972	$ 38,975,414	$ 34,472,738	$ 32,335,886	$ 30,170,545	$ 30,134,700		
Target Budgeted Revenue at 10%	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351	$ 7,320,351
Target Budgeted Revenue at 25%	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878	$ 18,300,878



Collinsville CUSD #10
Tracking Fund Balances as required by IMRF
IMRF & Social Security Fund (50) separated by its two components.

	Feb-20 IMRF	Feb-20 Social Security	Feb-20 Fund 50	Mar-20 IMRF	Mar-20 Social Security	Mar-20 Fund 50	Apr-20 IMRF	Apr-20 Social Security	Apr-20 Fund 50
Beginning Fund Balance July 1, 2018	**$ 1,322,041**	**$ 1,244,411**	**$ 2,566,452**	**$ 1,264,548**	**$ 1,174,772**	**$ 2,439,319**	**$ 1,206,946**	**$ 1,104,620**	**$ 2,311,567**
Revenue									
Tax levy	$ 12,123	$ 13,675		$ 10,970	$ 12,375		$ -	$ -	
CPPRT	$ -	$ -		$ 1,312	$ 1,479		$ 9,058	$ 10,214	
Interest	$ 792	$ 1,050		$ 777	$ 1,031		$ 1,712	$ 2,269	
Other	$ -	$ -		$ -	$ -		$ -	$ -	
Revenue Total:	$ 12,915	$ 14,726	$ 27,641	$ 13,060	$ 14,885	$ 27,944	$ 10,770	$ 12,483	$ 23,253
Expenditures									
IMRF object 212	$ 70,409			$ 70,661			$ 68,623		
Social Security object 213		$ 49,314			$ 49,755			$ 47,315	
Medicare object 214		$ 35,051			$ 35,281			$ 34,123	
Expenditures Total:	$ 70,409	$ 84,365	$ 154,774	$ 70,661	$ 85,036	$ 155,697	$ 68,623	$ 81,438	$ 150,061
Ending Month Fund Balance	**$ 1,264,548**	**$ 1,174,772**	**$ 2,439,319**	**$ 1,206,946**	**$ 1,104,620**	**$ 2,311,567**	**$ 1,149,093**	**$ 1,035,666**	**$ 2,184,759**

COLLINSVILLE CUSD #10

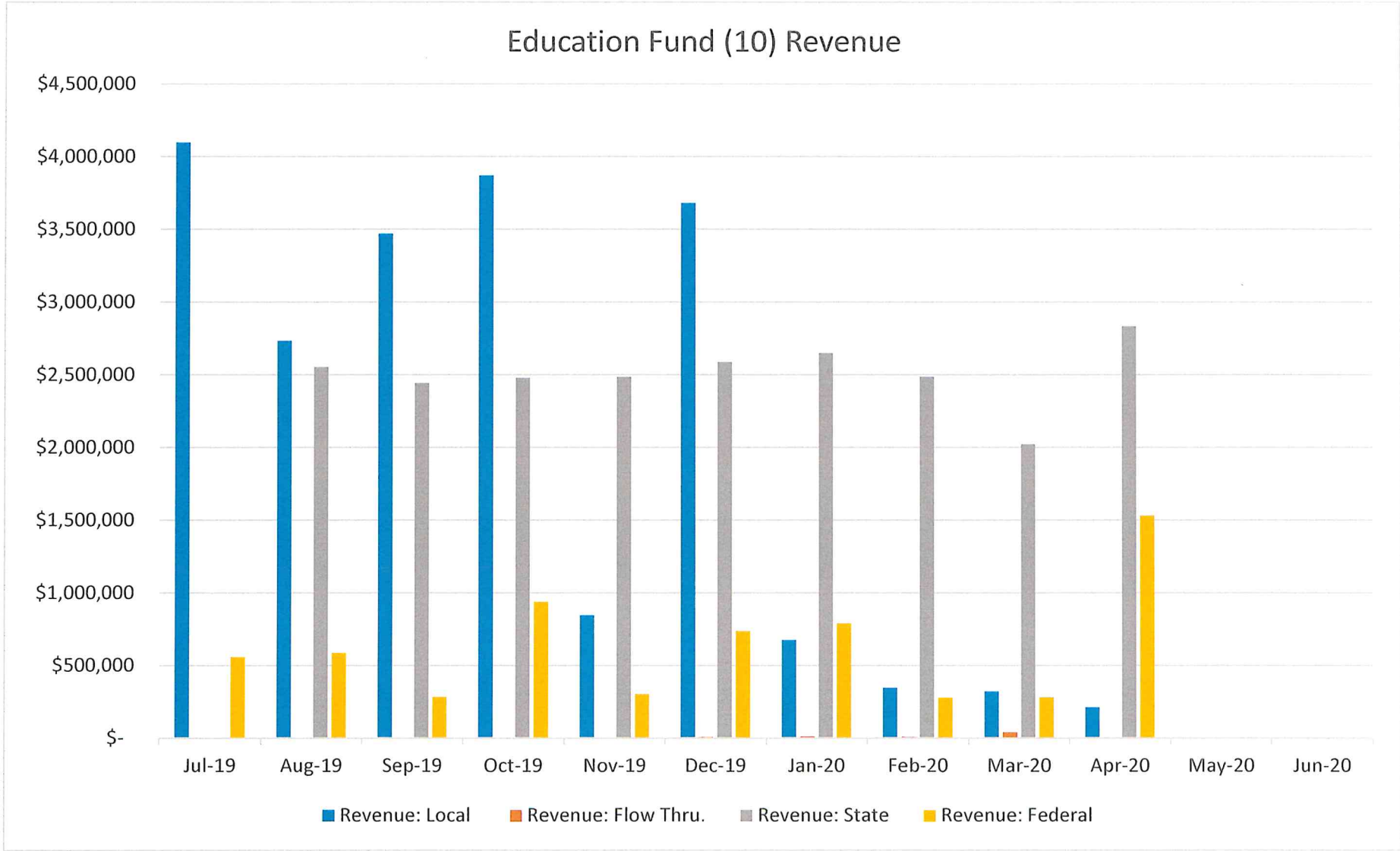
EDUCATION FUND	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Year to Date	Budget 2019-2020
BEGINNING FUND BALANCE	$ 8,184,177	$ 9,061,376	$ 9,387,474	$ 10,839,576	$ 14,026,864	$ 13,486,327	$ 16,238,496	$ 14,438,051	$ 13,455,423	$ 11,904,677	$ 8,184,177	$ 8,184,177
Audit or other adj.	$ -		$ -	$ -	$ -	$ (11)		0			$ (11)	$ -
Audit Adjusted Fund Balance	$ 8,184,177	$ 9,061,376	$ 9,387,474	$ 10,839,576	$ 14,026,864	$ 13,486,316	$ 16,238,496	$ 14,438,051	$ 13,455,423	$ 11,904,677	$ 8,184,166	$ 8,184,177
REVENUE: LOCAL												
Property Taxes	$ 3,779,498	$ 2,532,506	$ 3,365,257	$ 3,550,282	$ 747,358	$ 2,802,065	$ 434,142	$ 252,806	$ 228,772	$ -	$ 17,692,685	$ 19,337,961
Corporate Replacement Taxes	$ 122,875	$ 32,105	$ -	$ 213,855	$ -	$ 35,515	$ 129,862	$ -	$ 25,817	$ 178,262	$ 738,290	$ 765,000
Tuition	$ 600	$ -	$ -	$ 75	$ -	$ -	$ 74	$ -	$ -	$ -	$ 749	$ 10,000
Earnings on Investment	$ 9,345	$ 9,204	$ 13,272	$ 4,744	$ 21,823	$ 8,319	$ 10,425	$ 9,922	$ 9,301	$ 23,289	$ 119,644	$ 100,000
Food Service	$ (28)	$ 55,490	$ 63,485	$ 64,154	$ 49,657	$ 39,595	$ 62,237	$ 72,500	$ 31,488	$ 1,711	$ 440,287	$ 590,000
Pupil Activities	$ 8,575	$ 15,525	$ 10,863	$ 14,383	$ 7,389	$ 31,666	$ 19,622	$ 4,835	$ 6,381	$ 10	$ 119,249	$ 120,300
Textbooks	$ 171,907	$ 50,605	$ 7,541	$ 18,106	$ 16,247	$ 9,255	$ 3,660	$ 4,179	$ 19,274	$ 6,991	$ 307,766	$ 300,000
Other Rev. from Loc. Source includes 1960 TIF	$ 3,298	$ 38,587	$ 8,409	$ 3,373	$ 2,630	$ 752,286	$ 14,415	$ 407	$ (75)	$ 313	$ 823,643	$ 789,950
Total Local	$ 4,096,071	$ 2,734,021	$ 3,468,826	$ 3,868,973	$ 845,104	$ 3,678,700	$ 674,437	$ 344,649	$ 320,957	$ 210,576	$ 20,242,313	$ 22,013,211
REVENUE: FLOW-THRU											$ -	$ -
State		$ -		$ 1,000	$ -	$ 8,019	$ 10,878	$ 8,889	$ 40,684	$ -	$ 69,470	$ 201,300
Federal	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Renenue: Flow-Thru	$ -	$ -	$ -	$ 1,000	$ -	$ 8,019	$ 10,878	$ 8,889	$ 40,684	$ -	$ 69,470	$ 201,300
REVENUE: STATE											$ -	
State Aid		$ 2,415,470	$ 2,415,470	$ 2,415,470	$ 2,415,470	$ 2,415,470	$ 2,418,924	$ 2,415,470	$ 2,015,470	$ 2,815,470	$ 21,742,682	$ 26,578,924
Spec Ed-categoricals		$ 82,003	$ -	$ -	$ -	$ 148,359	$ 101,964	$ -	$ -	$ -	$ 332,326	$ 380,000
NA for FY10 Voc Ed-Tech Prep		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bilingual and State Lunch		$ -	$ 22,411	$ -	$ 1,859	$ 20,469	$ 7,818	$ -	$ 2,477	$ 18,610	$ 73,643	$ 324,200
NA since FY09 Adult Ed-State 3-1		$ -	$ 4,687	$ -	$ -	$ 4,688	$ 4,687	0	0	0	$ 14,062	$ 60,000
FY20 Truants Alt. Optional Ed. Grant			$ -	4688	$ 9,376	$ (487)	$ 116,024	$ -	$ 4,687	$ -	$ 134,288	$ 340,000
EC Prevention		$ 55,000	$ -	$ 58,012	$ 58,012	$ -	0	$ 71,807	$ -	$ -	$ 242,831	$ 2,000
State Library Grant		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other		$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -
Renenue: State	$ -	$ 2,552,473	$ 2,442,568	$ 2,478,170	$ 2,484,716	$ 2,588,498	$ 2,649,418	$ 2,487,277	$ 2,022,633	$ 2,834,080	$ 22,539,833	$ 27,685,124
REVENUE: FEDERAL											$ -	
NA Esea-Chapter 2-Formula		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
National Lunch Program	$ 7,494	$ -	$ 155,895	$ 245,723	$ 255,830	$ 207,829	$ 162,822	$ 229,844	$ 244,946	$ 219,657	$ 1,730,040	$ 1,925,000
Title I, Esea-Chap1-Low Income	$ 34,051	$ 504,491	$ -	$ 274,665	$ -	$ 392,282	$ 144,159	$ -	$ -	$ 621,759	$ 1,971,407	$ 1,504,491
Title IV, Esea-Drug Free-Formula	$ 5,522	$ -	$ -	$ -	$ -	$ 30,024	$ 4,337	$ -	$ -	$ 21,701	$ 61,584	$ 25,000
Fed-Sp Ed- (3)	$ 368,907	$ -	$ 76,251	$ 348,769	$ -	$ 5,724	$ 444,177	$ -	$ -	$ 565,787	$ 1,809,615	$ 1,500,000
NA Adult Education	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bilingual 4905, 4909	$ 143,881	$ 83,692	$ 54,205	$ 72,174	$ 49,584	$ 102,962	$ 37,029	$ 49,241	$ 39,442	$ 101,644	$ 733,854	$ 850,000
Other Federal Gain/Loss	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Revnue: Federal	$ 559,856	$ 588,183	$ 286,351	$ 941,331	$ 305,414	$ 738,820	$ 792,524	$ 279,085	$ 284,388	$ 1,530,548	$ 6,306,500	$ 5,804,491
TOTAL REVENUE	$ 4,655,926	$ 5,874,677	$ 6,197,745	$ 7,289,473	$ 3,635,234	$ 7,014,038	$ 4,127,257	$ 3,119,899	$ 2,668,663	$ 4,575,204	$ 49,158,116	$ 55,704,126

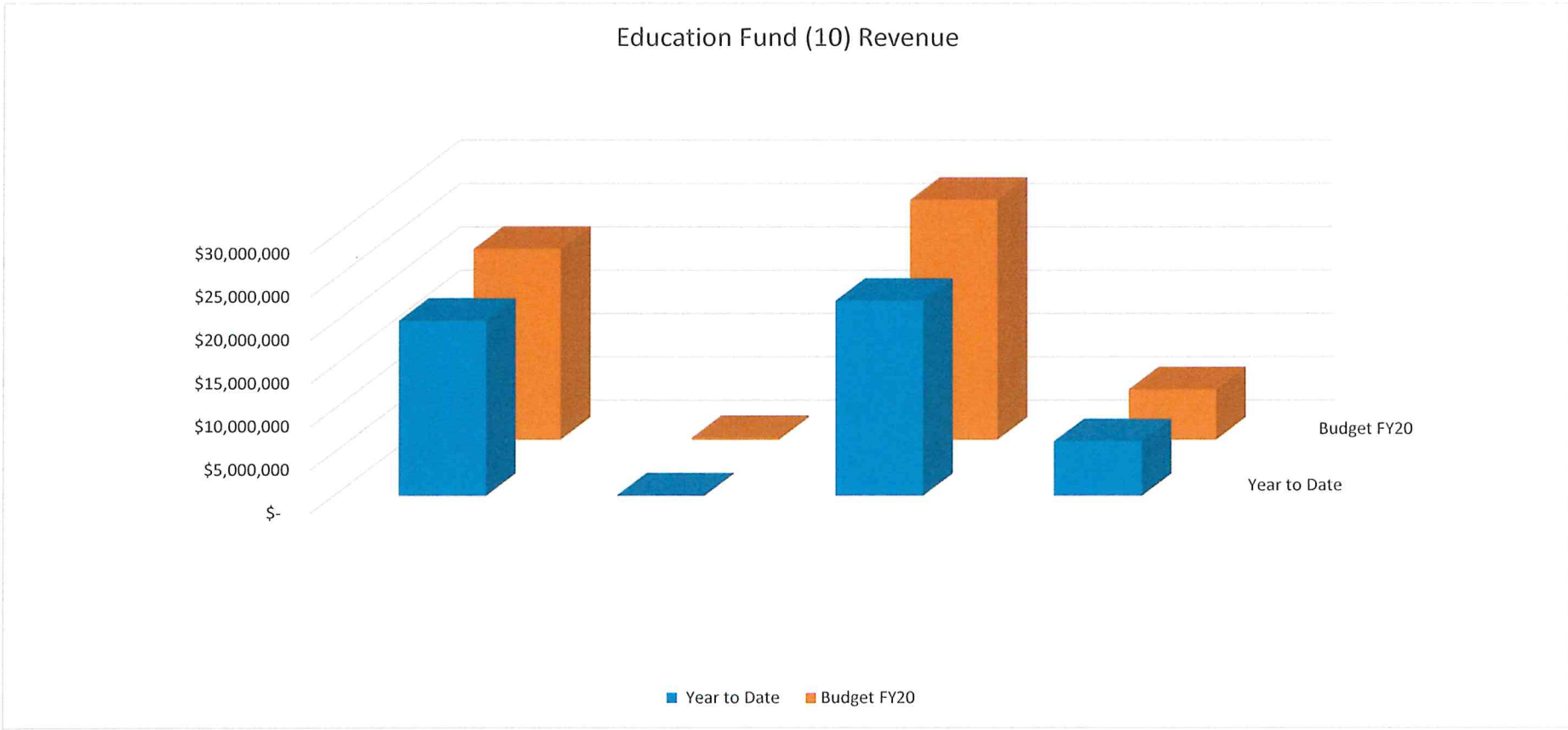
EDUCATION FUND	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Year to Date	Budget 2019-2020
EXPENDITURES:	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Year to Date	Budget 2019-2020
Salaries	$ 2,868,623	$ 4,345,533	$ 3,097,929	$ 3,109,399	$ 3,075,774	$ 3,156,073	$ 4,532,557	$ 2,784,928	$ 3,104,826	$ 2,989,334	$ 33,064,975	$ 41,404,333
Employee Benefits	$ 536,939	$ 550,451	$ 584,349	$ 536,067	$ 542,481	$ 545,397	$ 574,846	$ 555,531	$ 542,993	$ 543,190	$ 5,512,244	$ 6,756,710
Purchased Services	$ 103,839	$ 161,367	$ 500,264	$ 243,973	$ 298,916	$ 283,699	$ 263,885	$ 272,841	$ 307,891	$ 234,787	$ 2,671,463	$ 3,772,518
Supplies And Materials	$ 127,277	$ 133,539	$ 157,323	$ 92,679	$ 84,074	$ 51,870	$ 98,654	$ 178,112	$ 161,654	$ 92,567	$ 1,177,749	$ 1,783,375
Capital Outlay	$ 15,932	$ 219,806	$ 11,916	$ 4,939	$ 47,013	$ 107,979	$ 16,395	$ 174,043	$ 598	$ 27,163	$ 625,783	$ 459,814
Tuition 680	$ 107,205	$ 120,038	$ 384,440	$ 113,888	$ 125,845	$ 114,357	$ 439,993	$ 136,435	$ 94,972	$ 109,011	$ 1,746,185	$ 2,132,720
Non-Capitalized Equipment	$ 188	$ -	$ 543	$ 334	$ -	$ 816	$ 1,373	$ 637	$ 1,032	$ 138	$ 5,060	$ 54,600
Termination Benefits	$ 18,724	$ 17,845	$ 8,880	$ 906	$ 1,668	$ 1,668	$ -	$ -	$ 5,443	$ -	$ 55,133	$ 150,000
Adjustment posted to prior months by SDS												$ -
TOTAL EXPENDITURES	$ 3,778,727	$ 5,548,579	$ 4,745,644	$ 4,102,185	$ 4,175,771	$ 4,261,858	$ 5,927,702	$ 4,102,527	$ 4,219,409	$ 3,996,190	$ 44,858,592	$ 56,514,070
ENDING FUND BALANCE-SDS	$ 9,061,376	$ 9,387,474	$ 10,839,576	$ 14,026,864	$ 13,486,327	$ 16,238,496	$ 14,438,051	$ 13,455,423	$ 11,904,677	$ 12,483,690	$ 12,483,690	$ 7,374,233

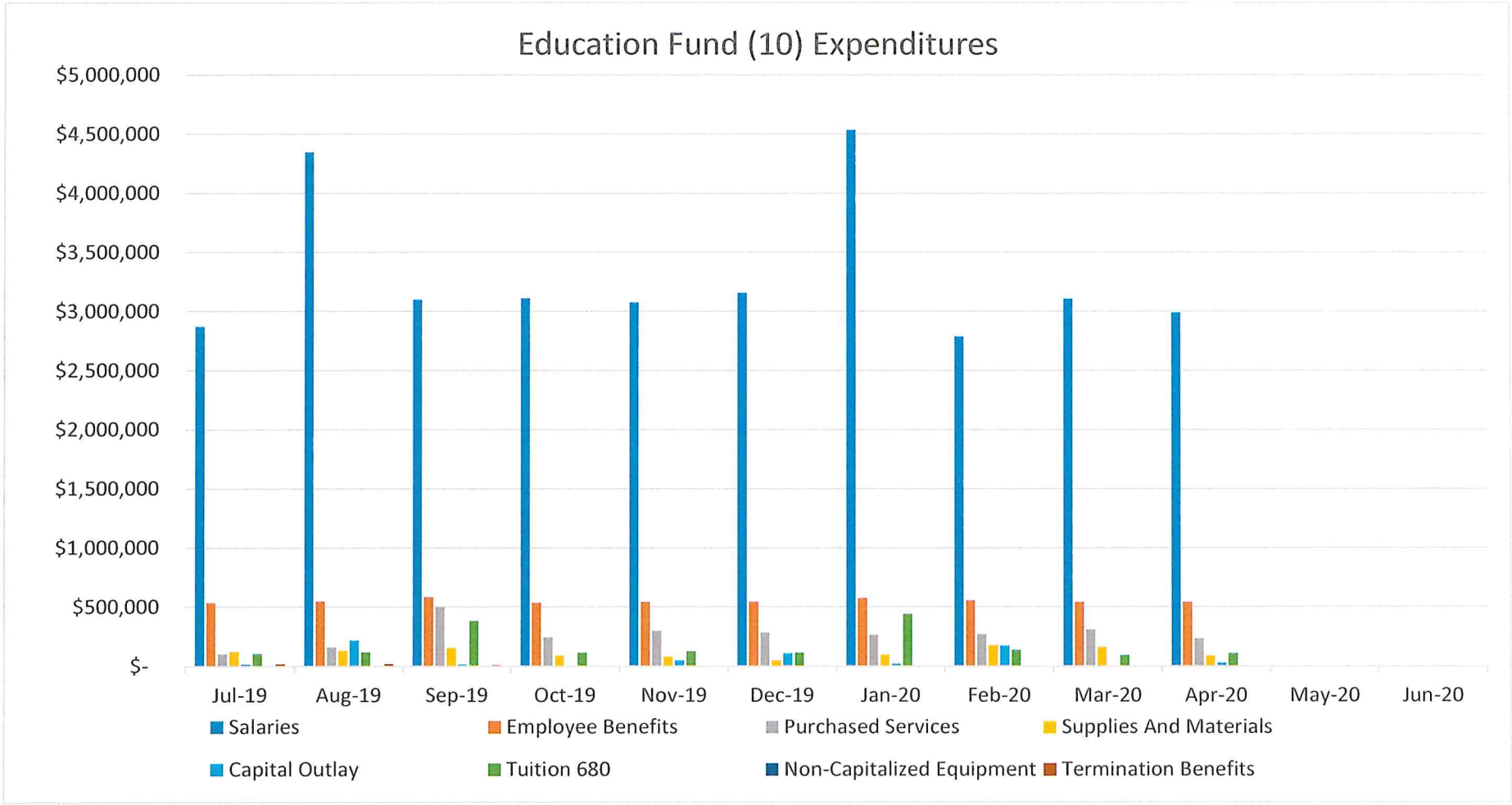
3 payrolls

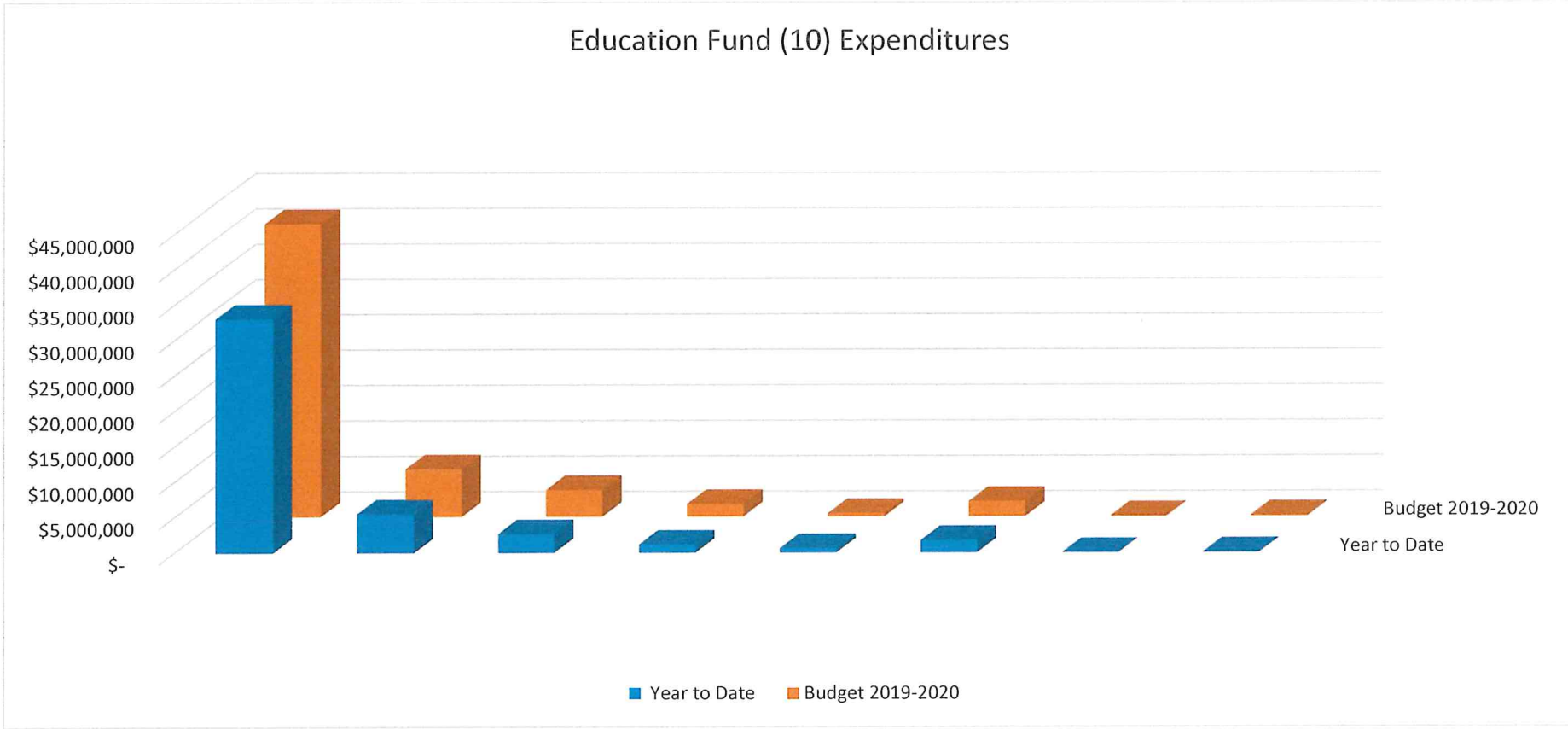
3 payrolls

tuition to VOC

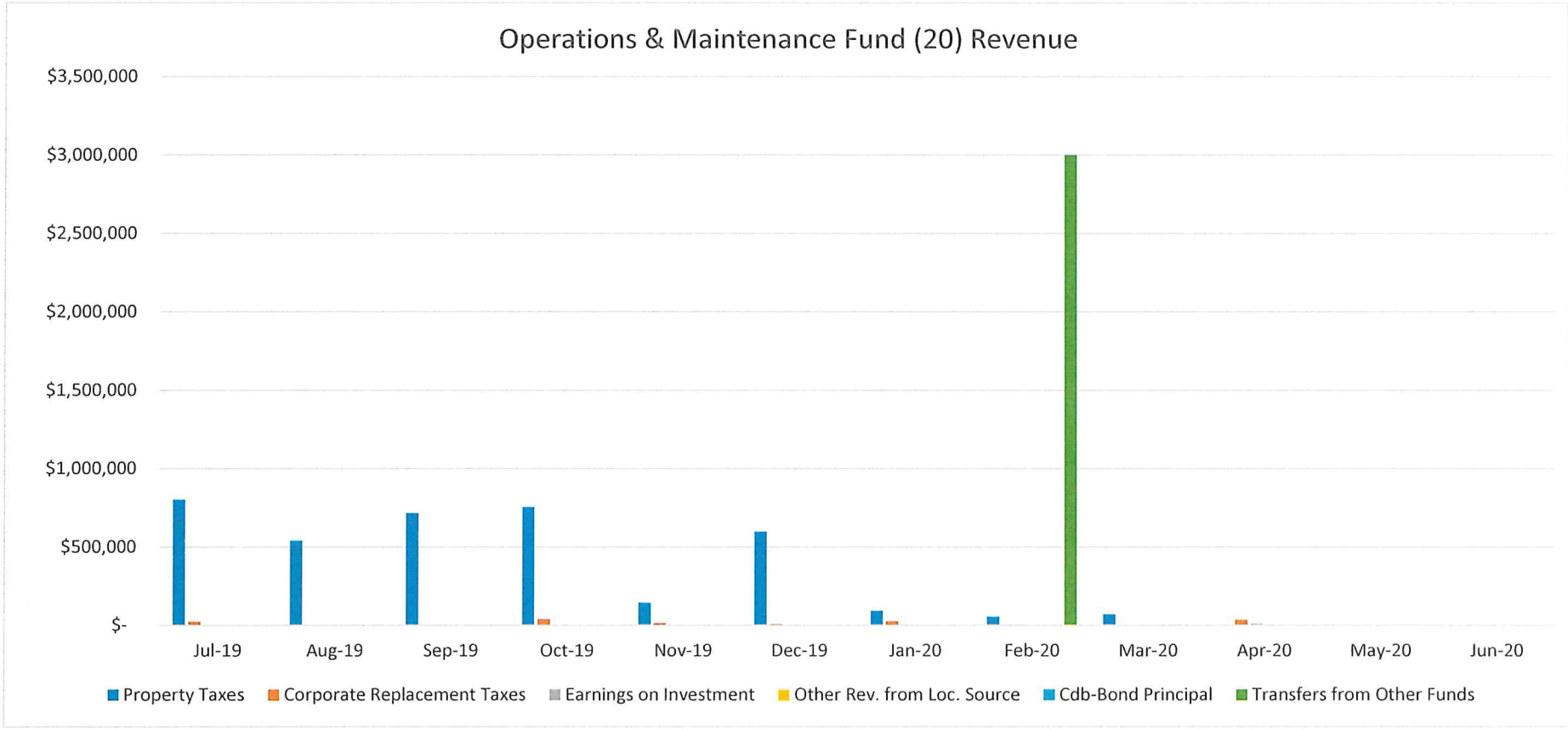

Education Fund (10) Revenue
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
Jul-19
Aug-19
Sep-19
Oct-19
Nov-19
Dec-19
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Revenue: Local
Revenue: Flow Thru.
Revenue: State
Revenue: Federal

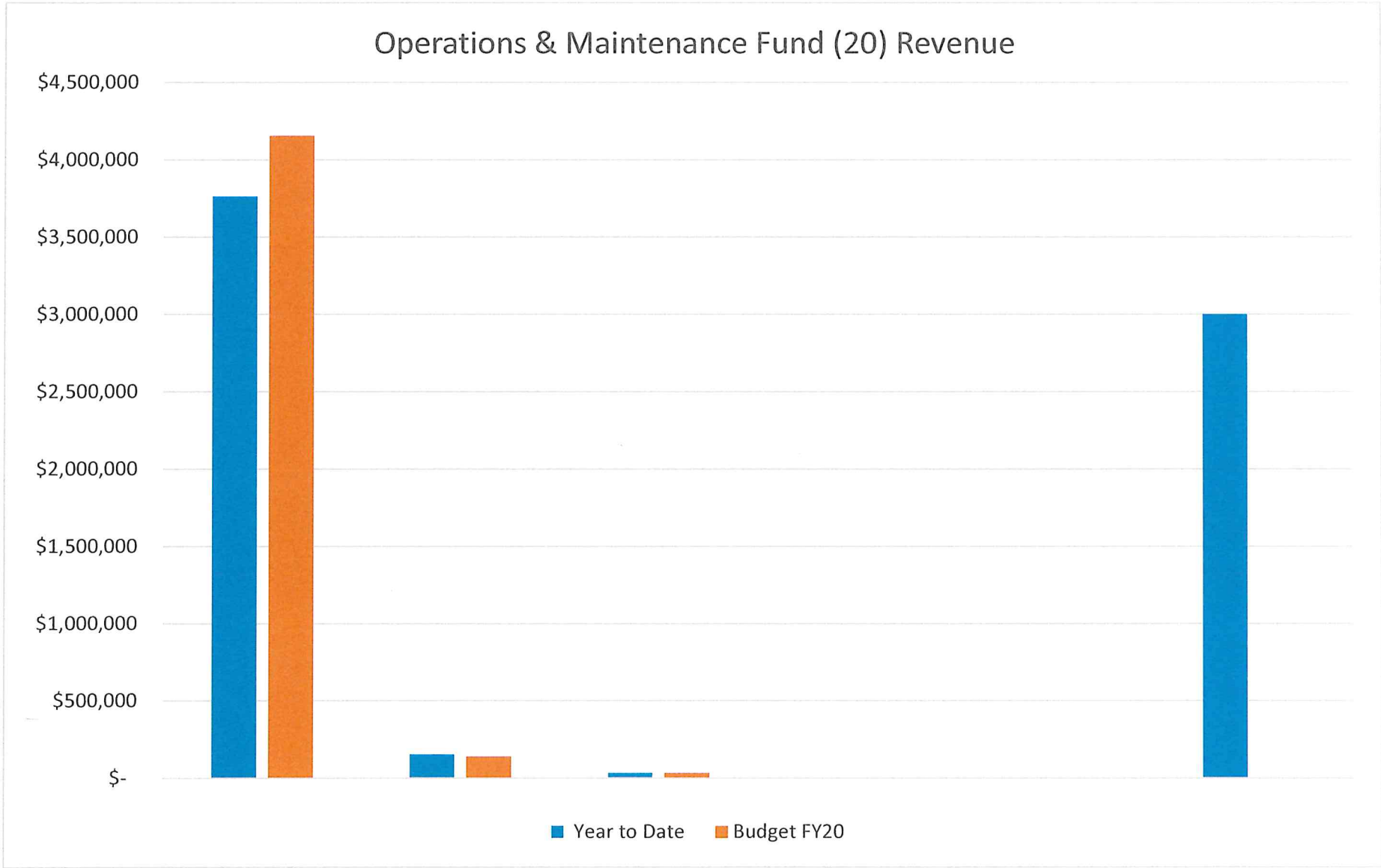

Education Fund (10) Revenue
$30,000,000
$25,000,000
$20,000,000
$15,000,000
$10,000,000
$5,000,000
$-
Budget FY20
Year to Date
Year to Date
Budget FY20

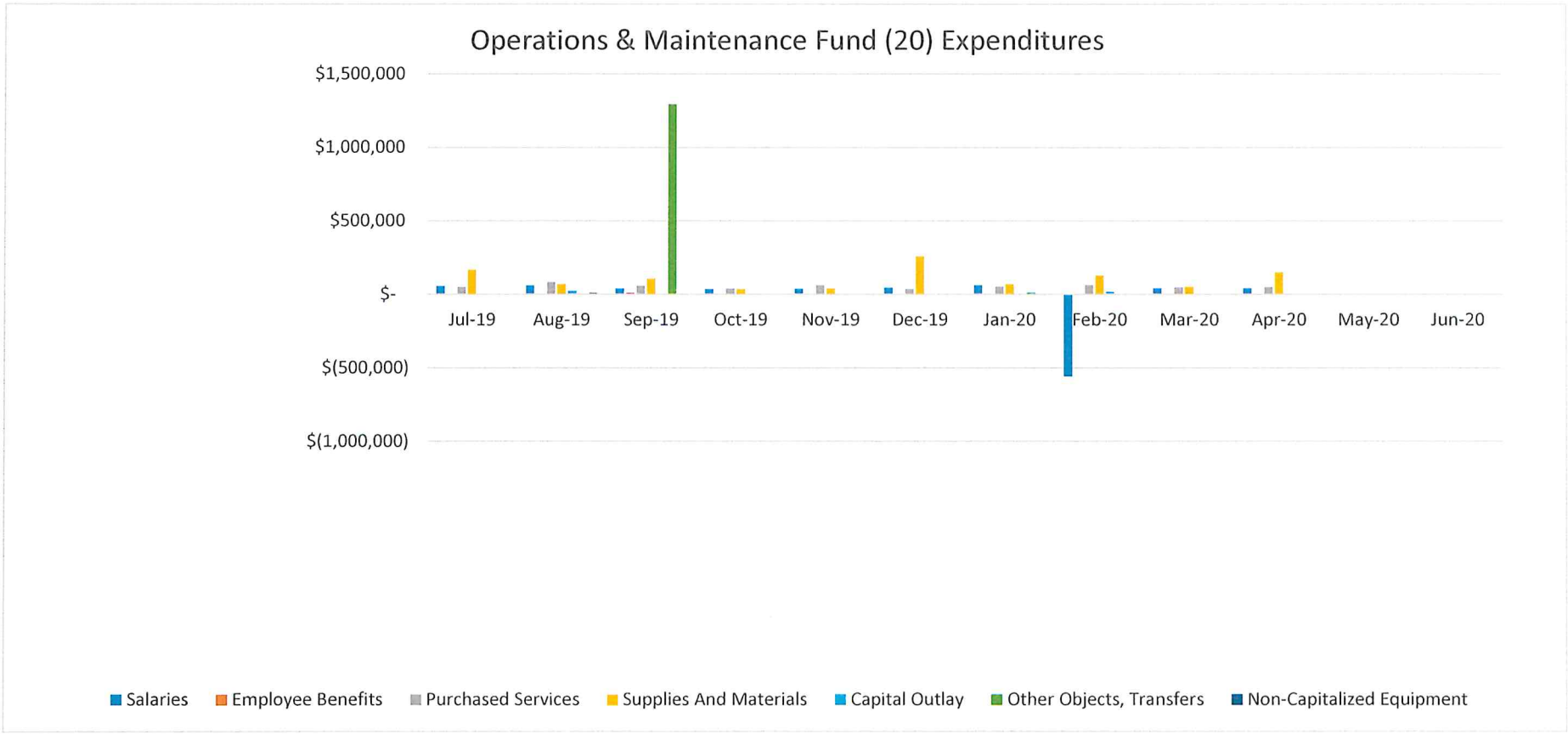

Education Fund (10) Expenditures
$5,000,000
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
Jul-19
Aug-19
Sep-19
Oct-19
Nov-19
Dec-19
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Salaries
Employee Benefits
Purchased Services
Supplies And Materials
Capital Outlay
Tuition 680
Non-Capitalized Equipment
Termination Benefits

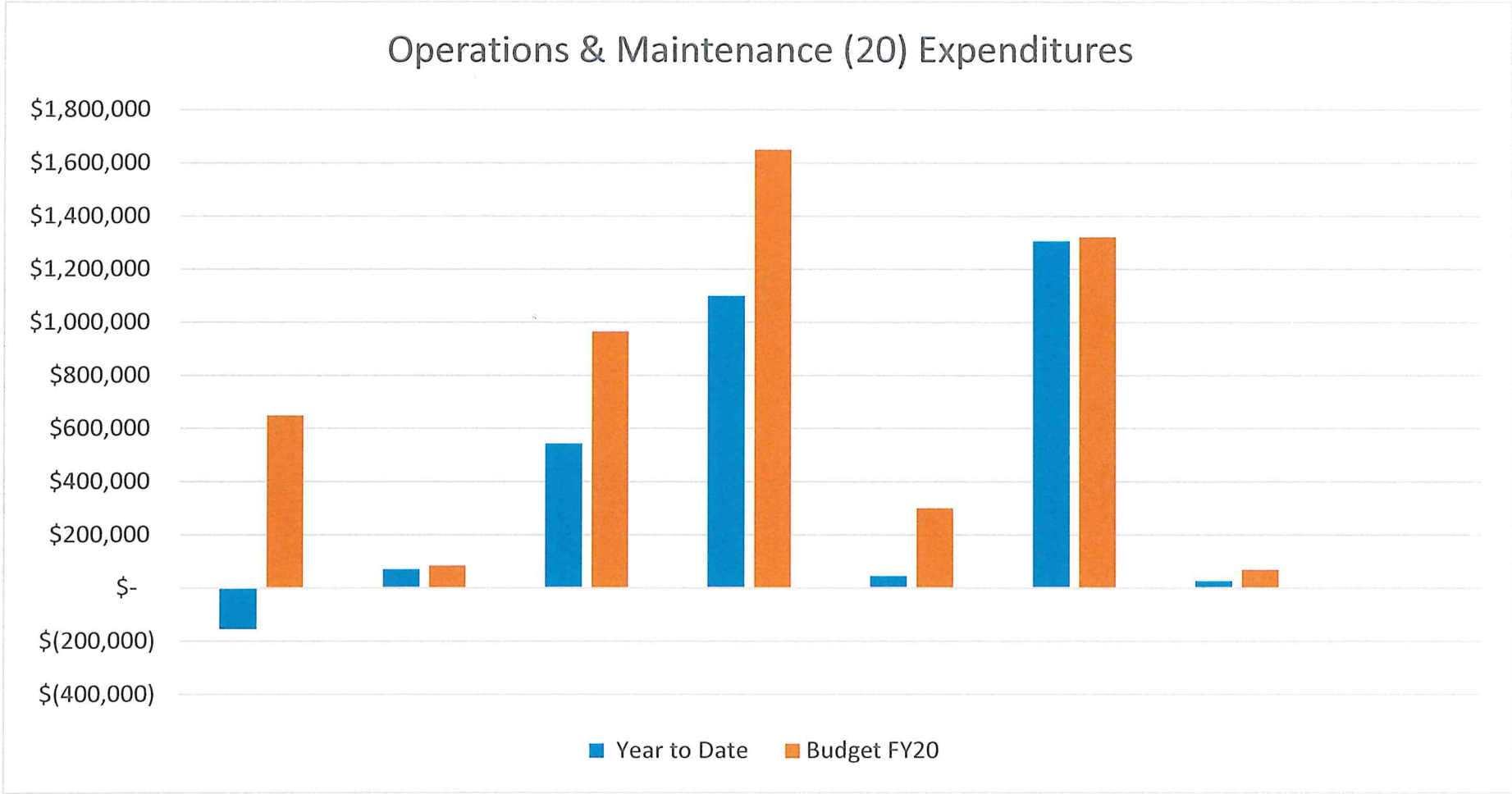

Education Fund (10) Expenditures
$45,000,000
$40,000,000
$35,000,000
$30,000,000
$25,000,000
$20,000,000
$15,000,000
$10,000,000
$5,000,000
$-
Budget 2019-2020
Year to Date
Year to Date
Budget 2019-2020

COLLINSVILLE CUSD #10												
OPERATION AND MAINTENANCE FUND	**Jul-19**	**Aug-19**	**Sep-19**	**Oct-19**	**Nov-19**	**Dec-19**	**Jan-20**	**Feb-20**	**Mar-20**	**Apr-20**	**Year to Date**	**Budget 2019-2020**
BEGINNING FUND BALANCE	**$ 2,148,665**	**$ 2,697,568**	**$ 2,988,328**	**$ 2,194,102**	**$ 2,867,395**	**$ 2,883,698**	**$ 3,140,027**	**$ 3,052,481**	**$ 6,448,295**	**$ 6,376,129**	**$ 2,148,665**	**$ 2,148,665**
Audit Adj	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Audit Adjusted Fund Balance	**$ 2,148,665**	**$ 2,697,568**	**$ 2,988,328**	**$ 2,194,102**	**$ 2,867,395**	**$ 2,883,698**	**$ 3,140,027**	**$ 3,052,481**	**$ 6,448,295**	**$ 6,376,129**	**$ 2,148,665**	**$ 2,148,665**
REVENUE: LOCAL	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Year to Date	Budget FY20
Property Taxes	$ 802,598	$ 537,792	$ 714,631	$ 753,922	$ 144,278	$ 595,034	$ 92,192	$ 53,685	$ 68,862	$ -	**$ 3,762,994**	$ 4,156,674
Corporate Replacement Taxes	$ 23,721	$ 2,846	$ -	$ 41,285	$ 14,428	$ 6,856	$ 25,070	$ -	$ 4,984	$ 34,414	**$ 153,602**	$ 140,000
Earnings on Investment	$ 2,739	$ 2,949	$ 4,206	$ 886	$ -	$ 1,232	$ 2,203	$ 2,151	$ 4,987	$ 11,252	**$ 32,606**	$ 35,000
Other Rev. from Loc. Source	$ -		$ -	$ -	$ 4,660	$ -	$ -	$ -	$ -	$ -	**$ 4,660**	$ 100
Cdb-Bond Principal	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	$ -
Transfers from Other Funds	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000,000	$ -	$ -	**$ 3,000,000**	$ -
TOTAL REVENUE	**$ 829,058**	**$ 543,586**	**$ 718,837**	**$ 796,094**	**$ 163,366**	**$ 603,122**	**$ 119,465**	**$ 3,055,836**	**$ 78,833**	**$ 45,666**	**$ 6,953,863**	**$ 4,331,774**
EXPENDITURES:	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Year to Date	Budget FY20
Salaries	$ 55,103	$ 57,891	$ 38,639	$ 35,440	$ 35,660	$ 42,798	$ 59,401	$ (559,331)	$ 39,941	$ 39,250	**$ (155,209)**	$ 649,500
Employee Benefits	$ 6,514	$ 6,364	$ 11,925	$ 6,014	$ 6,710	$ 6,676	$ 6,363	$ 6,595	$ 6,523	$ 6,363	**$ 70,046**	$ 83,638
Purchased Services	$ 48,547	$ 85,348	$ 57,295	$ 40,443	$ 61,368	$ 36,419	$ 51,967	$ 64,998	$ 47,613	$ 48,232	**$ 542,230**	$ 964,160
Supplies And Materials	$ 168,445	$ 72,322	$ 108,639	$ 38,185	$ 42,063	$ 259,928	$ 72,313	$ 129,164	$ 53,194	$ 153,553	**$ 1,097,806**	$ 1,649,800
Capital Outlay	$ -	$ 21,819	$ -	$ -	$ -	$ -	$ 4,976	$ 16,475	$ -	$ -	**$ 43,270**	$ 300,100
Other Objects, Transfers	$ -	$ -	$ 1,293,084	$ -	$ -	$ -	$ 11,990	$ -	$ -	$ -	**$ 1,305,074**	$ 1,320,350
Non-Capitalized Equipment	$ 1,544	$ 9,082	$ 3,482	$ 2,718	$ 1,262	$ 974	$ -	$ 2,122	$ 3,728	$ -	**$ 24,912**	$ 68,000
To Fund 60	$ -			$ -							$ -	$ -
TOTAL EXPENDITURES	**$ 280,155**	**$ 252,826**	**$ 1,513,064**	**$ 122,800**	**$ 147,063**	**$ 346,794**	**$ 207,010**	**$ (339,978)**	**$ 150,999**	**$ 247,398**	**$ 2,928,130**	**$ 5,035,548**
ENDING FUND BALANCE	**$ 2,697,568**	**$ 2,988,328**	**$ 2,194,102**	**$ 2,867,395**	**$ 2,883,698**	**$ 3,140,027**	**$ 3,052,481**	**$ 6,448,295**	**$ 6,376,129**	**$ 6,174,397**	**$ 6,174,397**	**$ 1,444,891**
			transfer to Fund 30					transfer to Fund 80 salaries				
			$ 280,000					$ 600,000				
			transfer to Fund 60									
			$ 1,000,000									

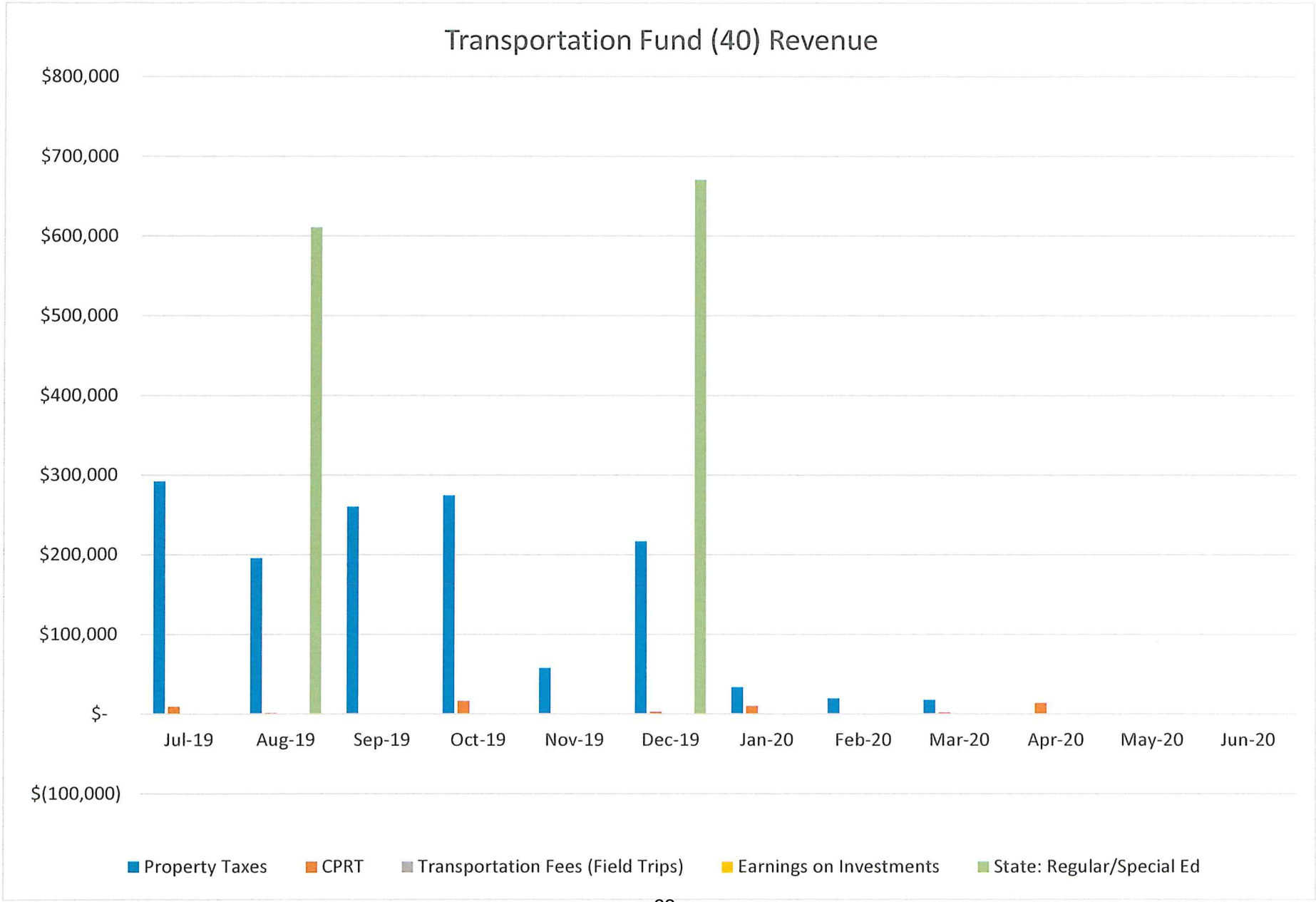

Operations & Maintenance Fund (20) Revenue
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
Jul-19
Aug-19
Sep-19
Oct-19
Nov-19
Dec-19
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Property Taxes
Corporate Replacement Taxes
Earnings on Investment
Other Rev. from Loc. Source
Cdb-Bond Principal
Transfers from Other Funds

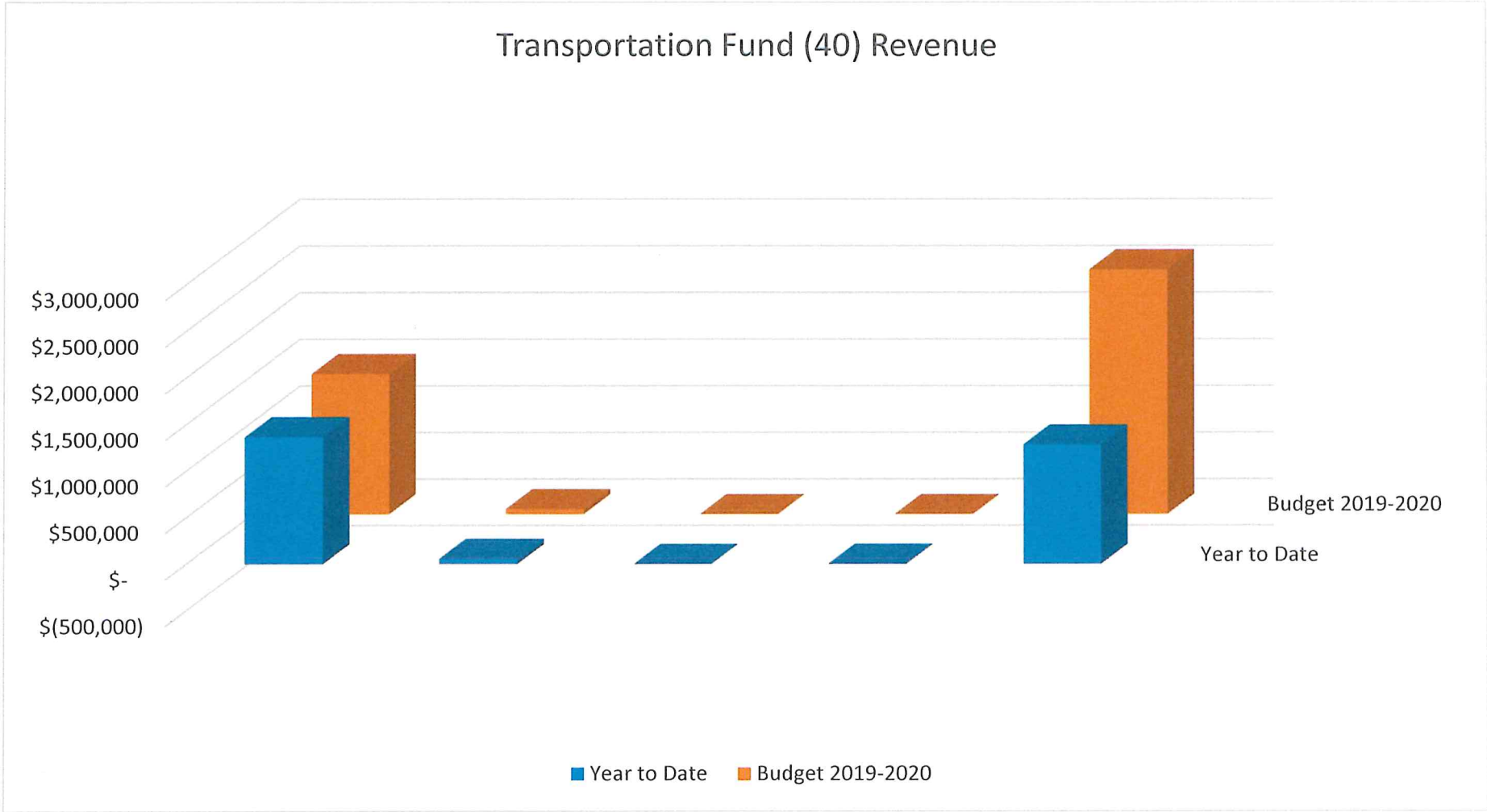

Operations & Maintenance Fund (20) Revenue
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
Year to Date
Budget FY20

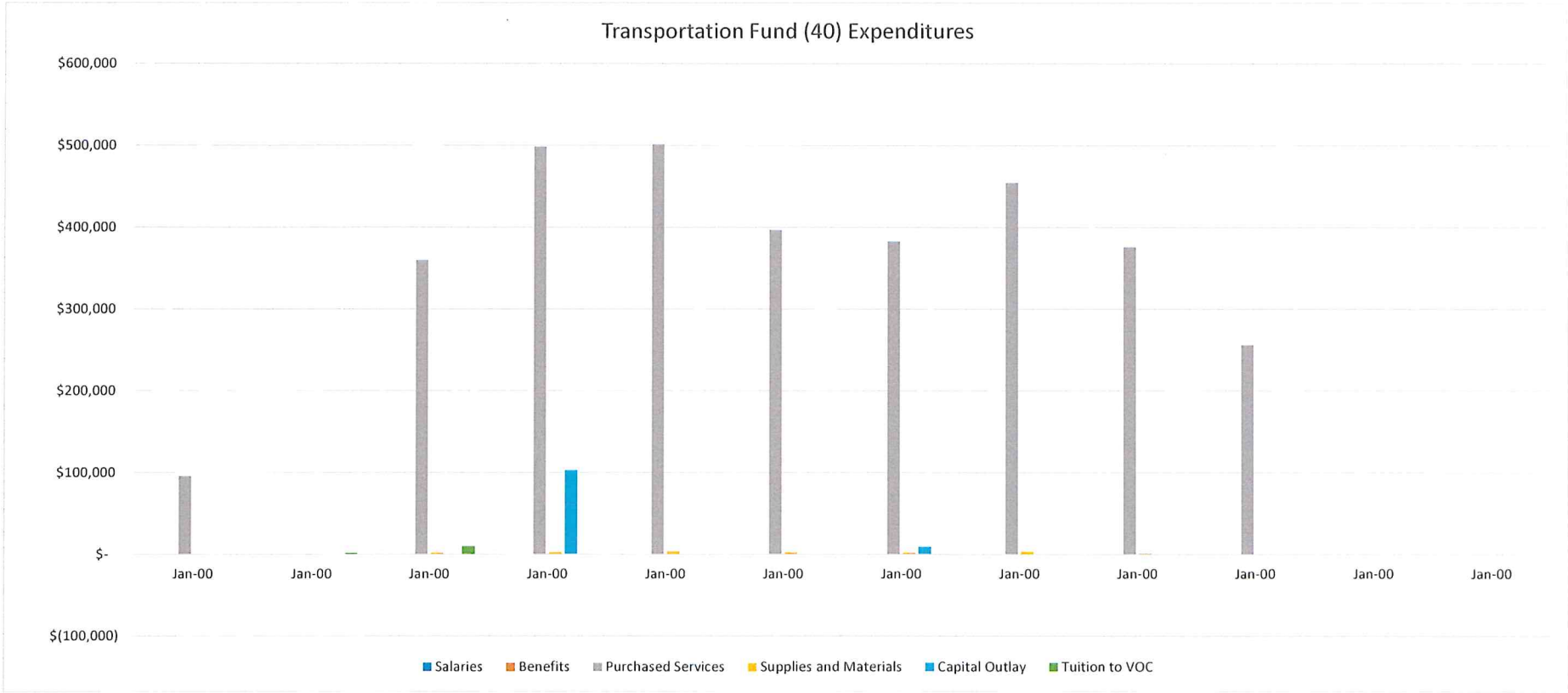

Operations & Maintenance Fund (20) Expenditures
$1,500,000
$1,000,000
$500,000
$-
$(500,000)
$(1,000,000)
Jul-19
Aug-19
Sep-19
Oct-19
Nov-19
Dec-19
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Salaries
Employee Benefits
Purchased Services
Supplies And Materials
Capital Outlay
Other Objects, Transfers
Non-Capitalized Equipment

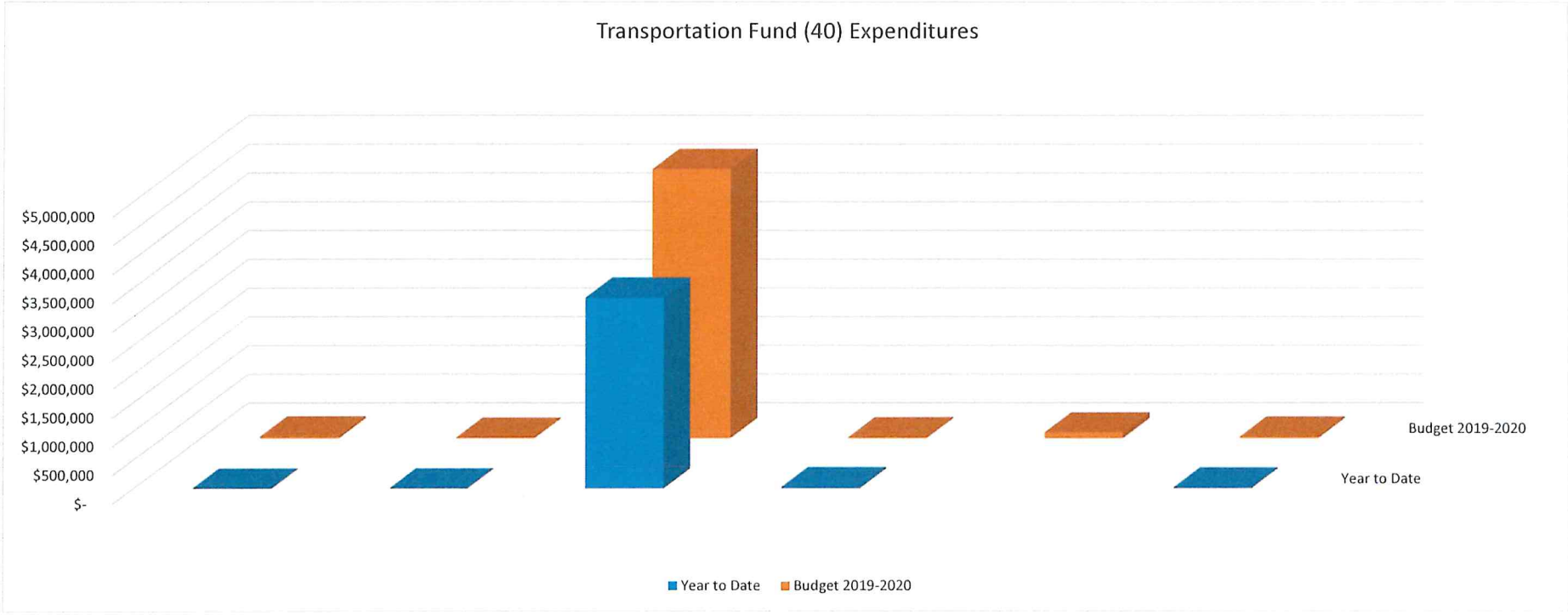

Operations & Maintenance (20) Expenditures
$1,800,000
$1,600,000
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$-
$(200,000)
$(400,000)
Year to Date
Budget FY20

COLLINSVILLE CUSD #10												
TRANSPORTATION FUND	**Jul-19**	**Aug-19**	**Sep-19**	**Oct-19**	**Nov-19**	**Dec-19**	**Jan-20**	**Feb-20**	**Mar-20**	**Apr-20**	**Year to Date**	**Budget 2019-2020**
BEGINNING FUND BALANCE	**$ (788,772)**	**$ (583,271)**	**$ 223,462**	**$ 112,116**	**$ (200,721)**	**$ (648,476)**	**$ (158,422)**	**$ (509,185)**	**$ (948,116)**	**$ (1,305,724)**	**$ (788,772)**	**$ (788,772)**
Audit Adj. -$1,418		**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**			**$ -**	**$ -**	**$ -**
Audit Adjusted Fund Balance	$ (788,772)	**$ (583,271)**	**$ 223,462**	**$ 112,116**	**$ (200,721)**	**$ (648,476)**	**$ (158,422)**	**$ (509,185)**	**$ (948,116)**	**$ (1,305,724)**	**$ (788,772)**	$ (788,772)
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Year to Date	Budget 2019-2020
Property Taxes	$ 291,851	$ 195,559	$ 259,864	$ 274,152	$ 57,711	$ 216,374	$ 33,524	$ 19,522	$ 17,666	$ -	$ 1,366,223	$ 1,505,519
CPRT	$ 9,488	$ 1,138	$ -	$ 16,514	$ -	$ 2,742	$ 10,028		$ 1,994	$ 13,765	$ 55,670	$ 54,000
Transportation Fees (Field Trips)	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ (300)	$ (300)	$ 100
Earnings on Investments	$ -	$ 840	$ 751	$ 9	$ -	$ -	$ -		$ -	0	$ 1,600	$ 600
State: Regular/Special Ed	$ -	$ 611,030	$ -		$ -	$ 670,685	$ -		$ -		$ 1,281,715	$ 2,621,736
		$ -										
TOTAL REVENUE	**$ 301,340**	**$ 808,568**	**$ 260,615**	**$ 290,674**	**$ 57,711**	**$ 889,802**	**$ 43,552**	**$ 19,522**	**$ 19,659**	**$ 13,465**	**$ 2,704,907**	**$ 4,181,955**
EXPENDITURES:												
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Year to Date	Budget 2019-2020
Salaries	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 30,000.00
Benefits	$ -	$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ 9,020.00
Purchased Services	$ 95,838	$ -	$ 359,930	$ 498,457	$ 501,420	$ 397,047	$ 382,902	$ 454,795	$ 376,118	$ 256,050	$ 3,322,557	$ 4,682,120
Supplies and Materials		$ -	$ 2,070	$ 2,599	$ 4,046	$ 2,701	$ 2,286	$ 3,657	$ 1,149	$ (143)	$ 18,366	$ 16,000
Capital Outlay			$ -	$ 102,454	$ -	$ -	$ 9,128	$ -	$ -	$ -		$ 100,000
Tuition to VOC		$ 1,835	$ 9,961	$ -	$ -	$ -		$ -	$ -	$ -	$ 11,796	$ 25,000
		$ -										
TOTAL EXPENDITURES	**$ 95,838**	**$ 1,835**	**$ 371,961**	**$ 603,511**	**$ 505,466**	**$ 399,747**	**$ 394,316**	**$ 458,452**	**$ 377,268**	**$ 255,907**	**$ 3,464,302**	**$ 4,862,140**
ENDING FUND BALANCE	**$ (583,271)**	**$ 223,462**	**$ 112,116**	**$ (200,721)**	**$ (648,476)**	**$ (158,422)**	**$ (509,185)**	**$ (948,116)**	**$ (1,305,724)**	**$ (1,548,166)**	**$ (1,548,166)**	**$ (1,468,957)**

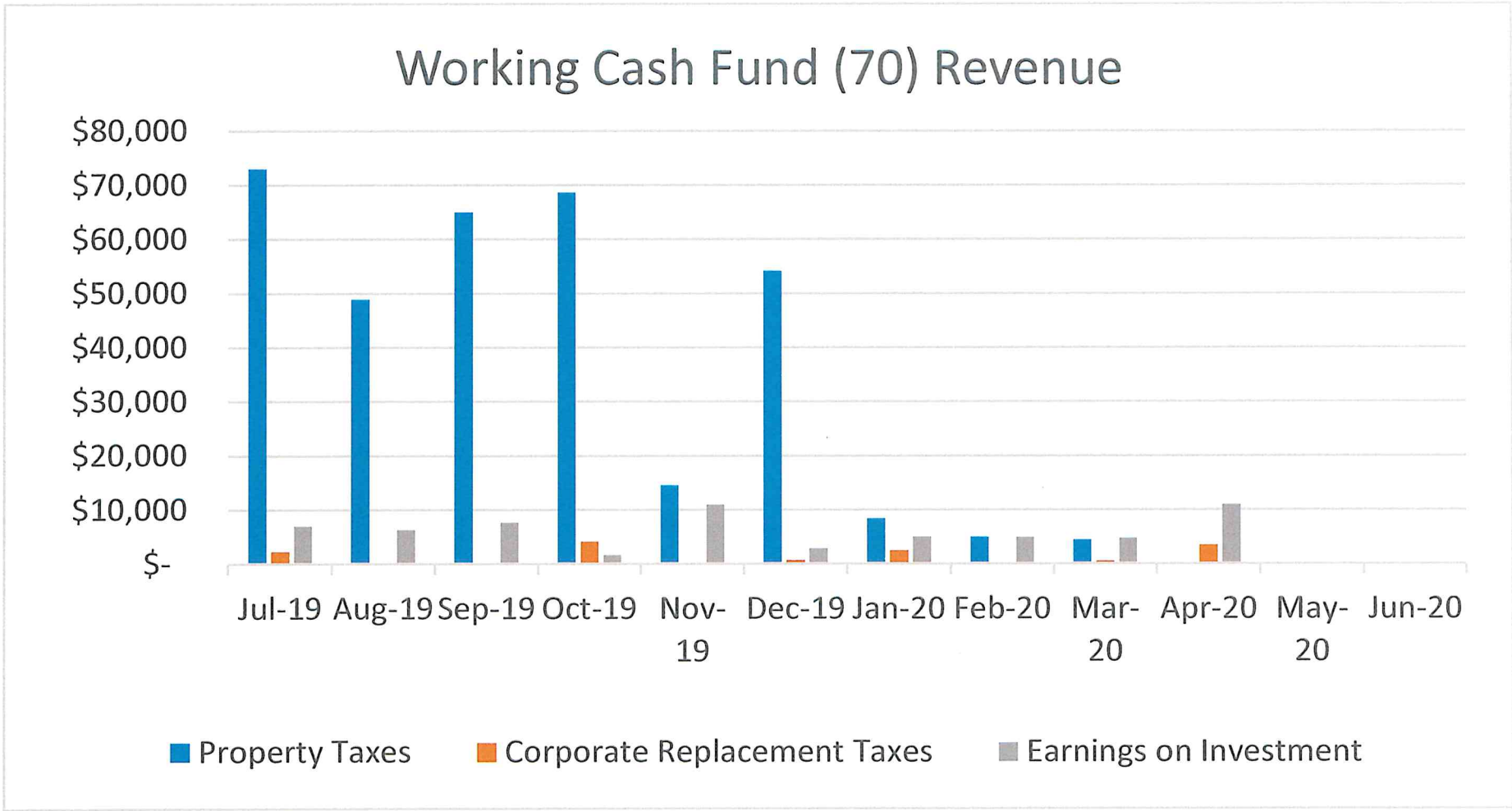

Transportation Fund (40) Revenue
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
$(100,000)
Jul-19
Aug-19
Sep-19
Oct-19
Nov-19
Dec-19
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Property Taxes
CPRT
Transportation Fees (Field Trips)
Earnings on Investments
State: Regular/Special Ed

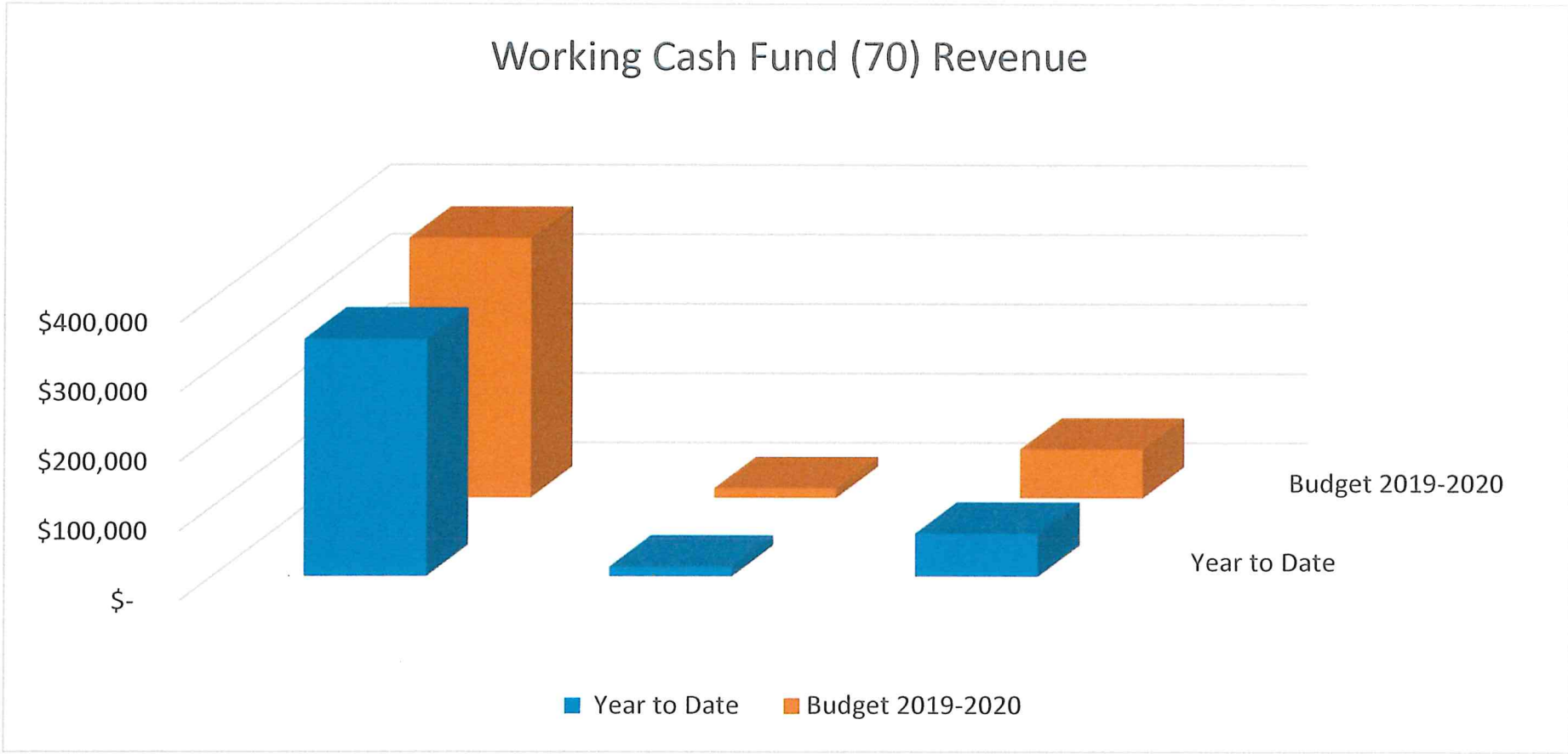

Transportation Fund (40) Revenue
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
$(500,000)
Budget 2019-2020
Year to Date
Year to Date
Budget 2019-2020


Transportation Fund (40) Expenditures
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
$(100,000)
Jan-00
Jan-00
Jan-00
Jan-00
Jan-00
Jan-00
Jan-00
Jan-00
Jan-00
Jan-00
Jan-00
Jan-00
Salaries
Benefits
Purchased Services
Supplies and Materials
Capital Outlay
Tuition to VOC


Transportation Fund (40) Expenditures
$5,000,000
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
Budget 2019-2020
Year to Date
Year to Date
Budget 2019-2020

COLLINSVILLE CUSD #10												
WORKING CASH FUND	**Jul-19**	**Aug-19**	**Sep-19**	**Oct-19**	**Nov-19**	**Dec-19**	**Jan-20**	**Feb-20**	**Mar-20**	**Apr-20**	**Year to Date**	**Budget 2019-2020**
BEGINNING FUND BALANCE	**$ 7,117,086**	**$ 7,199,385**	**$ 7,254,822**	**$ 7,327,415**	**$ 7,401,704**	**$ 7,427,055**	**$ 7,484,688**	**$ 7,500,602**	**$ 7,510,420**	**$ 7,520,084**	**$ 7,117,086**	**$ 7,117,086**
Audit Adj.		**$ -**			**$ -**			**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Audit Adjusted Fund Balance	**$ 7,117,086**	**$ 7,199,385**	**$ 7,254,822**	**$ 7,327,415**	**$ 7,401,704**	**$ 7,427,055**	**$ 7,484,688**	**$ 7,500,602**	**$ 7,510,420**	**$ 7,520,084**	**$ 7,117,086**	**$ 7,117,086**
REVENUE: LOCAL	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	Year to Date	Budget 2019-2020
Property Taxes	$ 72,963	$ 48,890	$ 64,966	$ 68,538	$ 14,428	$ 54,094	$ 8,381	$ 4,880	$ 4,416	$ -	$ 341,556	$ 373,879
Corporate Replacement Taxes	$ 2,372	$ 285	$ -	$ 4,128	$ -	$ 686	$ 2,507		$ 498	$ 3,441	$ 13,918	$ 13,600
Earnings on Investment	$ 6,964	$ 6,263	$ 7,628	$ 1,622	$ 10,924	$ 2,854	$ 5,026	$ 4,938	$ 4,749	$ 10,928	$ 61,894	$ 70,000
				$ -	$ -		$ -		$ -	$ -		
TOTAL REVENUE	**$ 82,299**	**$ 55,437**	**$ 72,594**	**$ 74,289**	**$ 25,351**	**$ 57,633**	**$ 15,914**	**$ 9,818**	**$ 9,664**	**$ 14,370**	**$ 417,368**	**$ 457,479**
EXPENDITURES:												
Transfers	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
								$ -		$ -	$ -	
TOTAL EXPENDITURES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
ENDING FUND BALANCE	**$ 7,199,385**	**$ 7,254,822**	**$ 7,327,415**	**$ 7,401,704**	**$ 7,427,055**	**$ 7,484,688**	**$ 7,500,602**	**$ 7,510,420**	**$ 7,520,084**	**$ 7,534,454**	**$ 7,534,454**	**$ 7,574,565**


Working Cash Fund (70) Revenue
$80,000
$70,000
$60,000
$50,000
$40,000
$30,000
$20,000
$10,000
$-
Jul-19
Aug-19
Sep-19
Oct-19
Nov-19
Dec-19
Jan-20
Feb-20
Mar-20
Apr-20
May-20
Jun-20
Property Taxes
Corporate Replacement Taxes
Earnings on Investment


Working Cash Fund (70) Revenue
$400,000
$300,000
$200,000
$100,000
$-
Budget 2019-2020
Year to Date
Year to Date
Budget 2019-2020

10. Public Relations Report - Mrs. Kim Collins 31

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 18, 2020
by Kimberly Collins, Public Relations Liaison

Following is a summary of public relations activity and focus: November 15, 2019 - May 15, 2020

Media Calls/Press Releases/Placement Highlights:

- Submitted an article to **ROE 41** about Michael Hayman's "Hay-man! I Need Help" video series at Collinsville Middle School that was featured in their November 2019 newsletter.
- Provided photos and info to **Times-Tribune** of the CMS project to interview local veterans.
- Sent a press release - "Collinsville High School Latin Earns First Place at 2019 IJCL Convention '' - to **ROE and Times-Tribune** resulting in positive coverage.
- Provide ongoing support to **Times-Tribune** reporting staff needing clarification or information from monthly Board of Education meetings.
- Worked with **Belleville News-Democrat** for an article featuring Hollywood Heights Special Education teacher Lindsey Rakowski who was awarded a 2019 Emerson Excellence in Teaching Award. The print article was supplemented by a video of her working with a student.
- Invited Chris Nagel of **KMOV** to interview Allison Edwards who was speaking at an Illinois Counselors Association event hosted at Collinsville High School by CHS Counselor TaRael Kee and our counseling staff. Her topic, "Helping Students with Trauma and Emotional Dysregulation," is related to his ongoing education series.
- Placed media coverage in the **Times-Tribune** of VFW Voice of Democracy winners at CHS.
- Submitted photo to **Times-Tribune** of annual CHS Veterans Lunch.
- Coordinated December 2019 **crisis communication** and official statement regarding death of CMS student Alexis Dimarco. This involved **multiple media outlets**.
- Procured **KMOV** coverage of Renfro Elementary third grade "Sip n Shop" which raised money to assist Australian wildlife injured in bushfires. Two stories resulted - one promoting the event and one (including a student interview) the day of the event.
- Coordinated visit by **KMOV** reporter Steve Harris to do a fun story about the "Baby Boom" among DIS teachers, including interviews with teachers and Mr. Stirnaman.
- Responded to a request from **KSDK** regarding flu absences in January.
- Provided articles and photos for **City of Collinsville's City Scoop** community newsletter.
- Invited **KMOV** to cover CHS athletes participating in Real Men Read at Caseyville Elementary. The reporter visited several classrooms and interviewed Clay Smith, Chelsea Clark and Ray'Sean Taylor.
- Submitted articles and photos to **ROE 41** Spring newsletter about district wide PBIS initiative; CHS/CAVC's Cindy Bednara receiving an IDEA award; and CHS Counselor Jason Corey recognized by the national College Board organization.

- Worked with **KMOX** reporter Megan Lynch to put together interviews with all three district band directors (Nick Calza, Michael Alexander and Bobby Wright) to showcase our music education program on her Profiles show. She interviewed all three and took sound clips from their band practices. (Due to the public health crisis in March, I do not believe this has aired.)
- Responded to requests from **Belleville News-Democrat, KMOX and KMOV** regarding IL House Bill 4783 which would ban/restrict use of Native American mascots. Prepared and provided an official statement from the district.
- Used human-interest story of Patty Wright's special pasta sauce to promote the CHS Band Spaghetti Dinner fundraiser. After several attempts, Steve Harris of **KMOV** was unable to come for an interview, however, the Times-Tribune did an article that included photos of Patty and band parent volunteers.
- Promoted DIS PBIS initiative in a **Times-Tribune** article with event photo.
- Coordinated statements, interviews and media related to district **Working Cash Bond initiative**.
- Prepared and released our **first official statement on COVID-19** on February 28, 2020. Multiple statements and public communications from then until present.
- Arranged publicity including: districtwide vision screening partnership with **Eye Thrive**; CMS video entry in the national **Follett Challenge**; CHS **Illinois State Scholars**; CHS first semester **Honor Roll**; **Kahok Kloset** program; **Collinsville Noon Lions** donation; **CHS student Holly Burchett** receives STL community-wide musical theater recognition; **CHS student Peyton Geppert** receives national Prudential Spirit of Community Award; **Kahok Athletic** achievements in multiple sports; **CHS Leo Chapter** relationship with Lions Club; district's **Vaping Awareness Night**; **Mobile Food Markets**; provided **Class of 2020** photos to Times-Tribune for a special section.

Community Relations:

- CUSD 10 **Kahok Educator of the Month** is sponsored by Jason Rehg of Edward Jones and honors an individual in a different school every month. Recipients: December 2019 - Leah Corey (Kreitner); January 2019 - Nurse Lisa Sabatino (Renfo); February 2020 - Hannah Hergenrother (Caseyville). **At this time, this program has been suspended due to public health crisis school closure.*
- I continue to serve in the Unit 10 ex-officio position on the **Collinsville Chamber of Commerce** board of directors.
- Upon request, we **partner with the City of Collinsville** to share school news through their **City Scoop** newsletter. Our ongoing **video series** with them to promote the district has been put on hold due to COVID-19.
- I continue to serve on the board of the **Collinsville Education Scholarship Foundation**. This year there were seven CHS seniors chosen for awards. I provide publicity.
- B**i-weekly video messages** from Dr. Skertich are ongoing. Dr. Skertich determines his topics and writes the script. The script is translated to Spanish. I record, edit, add subtitles and post the videos. This provides very positive outreach for the district.

Developed Tool for Staff Recruitment Promoting Diversity

- Working with Kevin Robinson and an advisory committee focused on recruitment, I wrote and coordinated the design of **"Picture Yourself in Unit 10."** (*Attached as exhibit.*)

Social Media:

We use **Facebook**, **Twitter, Instagram and YouTube** to distribute positive news, accomplishments and special announcements. District social media is used 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 comments from one consolidated location.

Based on requests by Dr. Skertich to better "**tell our story**," individual schools and administrators have expanded their social media presence on Facebook and/or Twitter. Staff is encouraged to post positive stories about their schools, teams, programs and classrooms using the hashtag **#thekahokway**, as well as hashtags relevant to specific events or initiatives.

Website:

We continue to update and expand the kahoks.org website as need arises.

I spend a great deal of time **assembling and posting content to the website**, for district-level concerns, as well as the CHS and CMS pages. This is a priority because our website is the first impression people have of the district and the place families go for information 24/7.

District App:

The **CUSD Connect** district app is a positive addition to our information outlets. The "slider" images across the top are utilized to promote news and share timely information like school weather-related closures and important updates from the district.

COVID-19 Related:

The sudden closure of school in March 2020 due to the COVID-19 pandemic, has resulted in many new communication projects and needs. Here is a summary of projects I have undertaken:

- Frequent **statements** released in response to evolving Illinois guidelines.
- Creation of a special section devoted to **Remote Learning resources** on our website.
- Assistance with Collinsville High School **virtual Honors Convocation and Commencement**, including press releases, parent communitons and Spanish translations/subtitles.
- Creation of a special **"Celebrating the Class of 2020" webpage** with related information and links - updated frequently.
- **Community mobilization** to honor CHS seniors including municipalities issuing proclamations; businesses posting messages on signage; and congratulatory video messages from community leaders. Promotion of the hashtag #2020Kahoks.
- Positioning the district as the main, most **reliable source for information** related to school closure, meal distribution and remote learning.

- **Communication guidance**, input and assistance to district administrators and principals as we navigate uncharted territory and the need to inform parents, staff and the community in a timely, fact-based manner.

PICTURE *YOURSELF* IN COLLINSVILLE SCHOOLS







BY THE NUMBERS:
District Enrollment 6,300+
Average Class Size: 19-22
Teacher Retention Rate: 91%

CONVENIENT LOCATION
15 Miles from downtown St. Louis
10 miles from Southern Illinois University Edwardsville
15 Miles to Scott Airforce Base

AFFORDABLE LIFESTYLE

» City of Collinsville offers a first time home buyer's grant for up to $5,000 for homes within the City limits.

» Direct highway access to a number of cities, small towns, recreation, entertainment destinations, vineyards and nature areas.

» Median home prices among the most affordable in the Metro Area.

BENEFITS OF EMPLOYMENT

» District qualifies for the Teacher Loan Forgiveness Program; Up to $17,500 forgiven for Direct Subsidized and Unsubsidized Loans; and Subsidized and Unsubsidized Federal Stafford Loans.

» District pays 100% of teacher retirement contributions and individual insurance costs.

» Extremely competitive pay scale; fewer steps to the top than most districts in the Metro East.

DIVERSE STUDENT POPULATION
11.4% English Learners
Demographics: 57% White, 24% Hispanic, 14% Black
59.7% Low Income Students

STUDENT ACHIEVEMENT
88% Graduation Rate
80% Attend a 2 or 4 year college
8 ISBE Commendable Schools
1 ISBE Exemplary School

1:1 TECHNOLOGY
CUSD 10 has 1:1 technology in grades 5-12; each child is provided a personal Chromebook to use. Classroom Chromebooks are available for students K-4.

ADMINISTRATION BUILDING
618-346-6350
201 West Clay Street, Collinsville
Dr. Mark B. Skertich, Superintendent

ADMINISTRATIVE ANNEX (Enrollment/Student Services)
618-346-6350
123 West Clay Street, Collinsville

COLLINSVILLE HIGH SCHOOL
618-346-6320
2201 S. Morrison, Collinsville

COLLINSVILLE MIDDLE SCHOOL
618-343-2100
9649 Collinsville Rd., Collinsville

DORRIS INTERMEDIATE SCHOOL
618-346-6311
1841 Vandalia, Collinsville

HOLLYWOOD HEIGHTS SCHOOL
618-343-2740
6 Oakland, Caseyville

CASEYVILLE ELEMENTARY SCHOOL
618-346-6205
433 South Second Street, Caseyville

JEFFERSON ELEMENTARY SCHOOL
618-346-6212
152 Boskydells Street, Collinsville

KREITNER ELEMENTARY SCHOOL
618-346-6213
9000 College, Collinsville

MARYVILLE ELEMENTARY SCHOOL
618-346-6261
6900 West Main Street, Maryville

JOHN A. RENFRO ELEMENTARY SCHOOL
618-346-6266
311 Camelot Drive, Collinsville

SUMMIT ELEMENTARY SCHOOL
618-346-6221
408 Willoughby, Collinsville

TWIN ECHO ELEMENTARY SCHOOL
618-346-6227
1937 South Morrison, Collinsville

WEBSTER ELEMENTARY SCHOOL
618-346-6301
108 West Church, Collinsville

DISTRICT, SCHOOL AND STAFF RECOGNITIONS:

» Director of Curriculum & Assessment LaToya Berry-Coleman given 2019 Mentor Award from 100 Black Men of Alton/Madison County.

» Kreitner Elementary named National PTA School of Excellence 2016-18 and 2019-21.

» Twin Echo Elementary named National PTA School of Excellence 2018-2020.

» Collinsville High School Student Council is largest in the US and has been named a Gold Council of Excellence for 13 consecutive years - every year since the designation began.

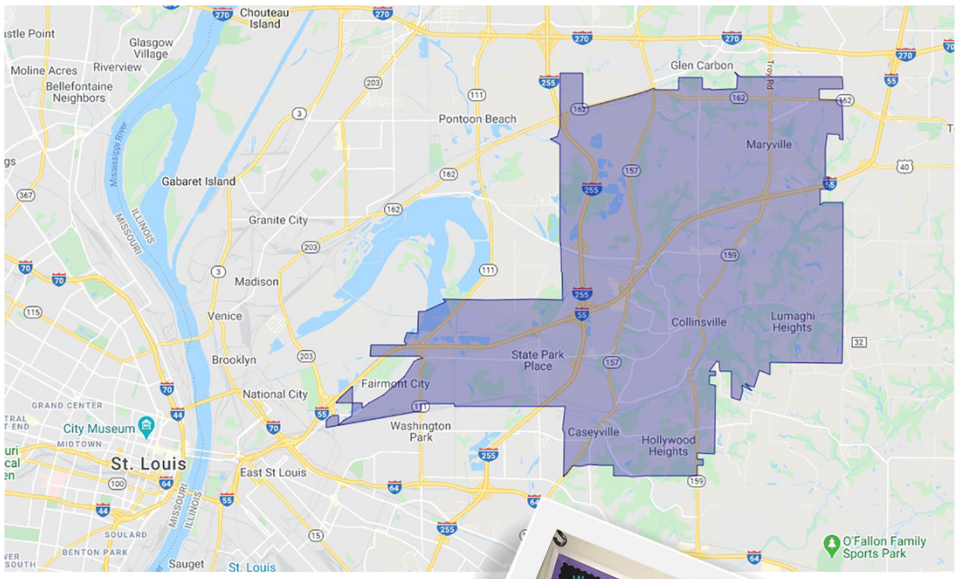
» To date, KAHOKstrong has provided $75,000 in scholarships and support to those in need in our community.

» Collinsville High School is the only public high school in southwestern Illinois, to offer Latin as a World Language course. Latin Teacher James Stark was named 2017 Illinois Latin Teacher of the Year.

» CHS Counselor TaRael Kee is President-elect of the Illinois High School Counselors Association.

SOCIAL MEDIA

Website: www.kahoks.org
Facebook: Collinsville Community Unit School District #10
Twitter: @CUSD10
Instagram: @cusd10kahoks

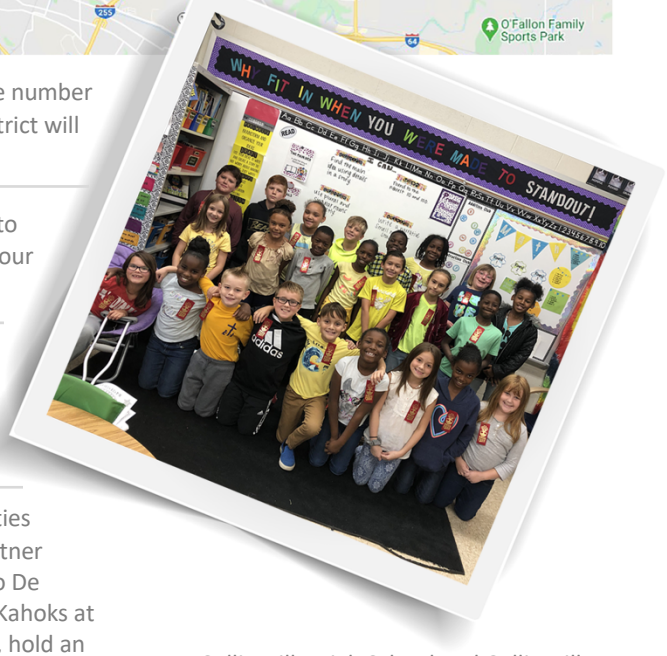


» In the 2020-21 school year, the number of bilingual classrooms in our district will grow to seven, K-4.

» District has established a goal to increase staff diversity to reflect our student demographics.

» High school offers four World Languages: Spanish, German, French and Latin. Middle School will offer Spanish in Fall 2020.

» In-class and after school activities open the door to the world. Kreitner Elementary hosts a popular Cinco De Mayo festival. The Multicultural Kahoks at CHS celebrate Chinese New Year, hold an annual Global Festival and experience the Hindu Festival of Colors by throwing colored powder.



» Collinsville High School and Collinsville Middle School have Black Student Union organizations. This year, they organized events during Black History Month to involve and educate their peers.

» Dorris Intermediate School classes present a Living History Museum every year to share information with their school community about accomplishments of noteworthy African Americans.

» CHS Multicultural Kahoks and Spanish Club members use their Spanish speaking skills to translate for community organizations at local events and to promote things like participation in the US Census.





To learn more about employment opportunities with Collinsville CUSD #10, visit **www.kahoks.org** and click on ***Employment*** at the bottom of the page.

11. Budget Committee Update – Dr. Dennis Craft
12. **Approval of Minutes**
13. Approval of April 20, 2020 Board Minutes 38

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, April 20, 2020

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Correspondence
5. Audience Input
6. Superintendent's Report
7. Financial Report
8. Technology Report
9. Budget Committee Update
10. Approval of Minutes of Regular Meeting of 03/16/20
11. Approval of Board Bills
12. Approval of Monthly Financial Statements
13. Approval of 2020-2021 Student Accident Insurance
14. Approval of Memorandum of Agreement for Collinsville-Triad Creating Entrepreneurial Opportunities Program
15. Approval to Purchase Absence and Time Solution Software
16. Approval of Quote for Residency Verification Platform
17. Approval of Collinsville Area Vocational Center Joint Agreement Resolution
18. Approval of Student Transportation Contract Amendment
19. Approval of Resolution Providing for the Issue of Not to Exceed $10,000,000 General Obligation School Bonds for the Purpose of Increasing the Working Cash Fund of the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Sale of Said Bonds to the Purchaser Thereof
20. Approval of Depositories (2020-2021)
21. Approval to Display Amended Budget for 2019-2020 and Provide for a Public Hearing
22. Presentation of Board Policy Updates
23. Presentation of CUSD #10 District Handbook for 2020-2021
24. Discussion of Fairmont City TIF Extension
25. Closed Session
26. Return to Open Session
27. Report on Closed Session Discussion
28. Approval of Employment of Certified Employees
29. Acceptance of Resignations from Stipend Positions
30. Approval of a Separation Agreement and Accepting the Voluntary Resignation of an Administrator
31. Acceptance of Resignation of Non-Certified Employee
32. Approval of Employment of Non-Certified Employee
33. Approval of Stipend Positions
34. Approval to Post Certified Position

35. Acceptance of Resignations of Certified Employees
36. Election of Board President
37. Election of Vice President
38. Election of Secretary
39. Election of Treasurer
40. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Regular Meeting, Monday, April 20, 2020
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 20, 2020, at 6:30 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.

Roll Call

2. Those members present were: Michele Stutts; Jane Soehlke, Secretary; Gary Peccola, President; Gary Kusmierczak, Vice President; Dennis Craft, Treasurer; Tim Hasamear and Vicki Reulecke.

Pledge of Allegiance

3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.

Correspondence

4. Mrs. Soehlke said no written correspondence had been received by the Board since the last regular meeting.

Audience Input

5. Mr. Peccola said due to COVID-19 restrictions, the public was provided an opportunity to give input to the Board via email and also by telephone. No emails or telephone calls were received.

Reports

Superintendent's Report

6. Dr. Skertich gave a brief overview of the highlights from his written report to the board. He shared information on the district's remote learning plan and said the focus has been on getting food to families, communication and student engagement. His report also contained a summary from each building principal giving information on the individual schools efforts to make the best of a difficult situation. He said Mr. Snider has created a committee to explore options with respect to graduation. Mr. Peccola commended Dr. Skertich, the central staff, building principals and staff for everything they are doing for the district and the students during this time. Mrs. Reulecke noted the positive feedback she has seen and heard with respect to the district's social media outreach and videos. She is 100% behind the administration and staff with whatever they need from the board. Dr. Skertich said one of the main items they will continue to tackle is the internet connectivity in Fairmont City. The administrative team is looking at how to best accomplish that and

meet the needs of the students in a fiscally responsible way. He hopes to have additional information with respect to federal stimulus money on the agenda for the May budget committee meeting. Mr. Kusmierczak commended Sodexo and all of the district volunteers who have been working to get meals out to district students during the shutdown.

Financial Report

7. Mrs. Robison said her financial report in the board packet reflects figures through the end of March. The district is nine months into the fiscal year and operates on the cash basis. The Transportation Fund has a negative fund balance of ($1,305,724) and it looks like the district may not receive the fourth payment from the state this year. She will discuss that in more detail at the May budget committee meeting. Dr. Skertich noted that Mrs. Robison did a great job in negotiating the purchase of a new driver education vehicle locally through Jack Schmitt at a price that ended up being better than the state bid contract. The board was appreciative of her efforts in being able to use a local business for the purchase.

Technology Report

8. Mr. Turner reported the WAN project is rolling right along and is on target to meet the July 1 deadline. Should delays occur, the district will be able to continue on a month to month basis with Charter as long as is needed. He is continuing to look at options for improving internet access in the Fairmont City area and believes a private LTE network may be the most cost effective option. He expects to have additional information in time for the May budget committee meeting.

Budget Committee Update

9. Dr. Craft reported on the April 6, 2020 budget committee meeting and said the draft minutes are included in the board packet. Mr. Hyre and Dr. Skertich shared information on the CLEAR residency verification program, which is something Dr. Craft believes the district has needed for a long time. In addition to improving residency verification, it should free up time for other duties for the attendance officers. Mr. Turner presented information with respect to a recommendation to purchase software from Frontline Central to streamline electronic approval of forms such as purchase orders and field trip requests, and a program to manage employee time and absence reporting. Mr. DeWitte gave the committee an overview of upcoming summer work projects. The next budget committee meeting is scheduled for May 4, 2020 at 5:00 p.m.

Approval of Minutes of Regular Meeting of 03/16/20 (Motion Passed)

10. A motion was made by Soehlke and seconded by Kusmierczak that the minutes listed below be approved. Motion passed unanimously on voice vote.

- Regular Meeting – March 16, 2020
- Closed Session – Regular Meeting – March 16, 2020

Approval of Board Bills (Motion Passed)

11. A motion was made by Soehlke and seconded by Reulecke that the Board bills for the Area Vocational Center Budget and the Unit 10 General Budget presented for payment on April 20, 2020, 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: Stutts, yes; Soehlke, yes; Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes.

Approval of Monthly Financial Statements (Motion Passed)

12. A motion was made by Soehlke and seconded by Stutts that the monthly financial statements for Collinsville Community Unit School District No. 10 and the Collinsville Area Vocational Center for March 2020, be approved and attached to these minutes as Exhibit E-8. Motion passed unanimously on voice vote.

Approval of 2020-2021 Student Accident Insurance (Motion Passed)

13. A motion was made by Soehlke and seconded by Reulecke that the student accident insurance policy with K & K Insurance Group, Inc. for 2020-2021 be approved as presented in Exhibit E-10.1. Motion passed unanimously on voice vote.

Approval of Memorandum of Agreement for Collinsville-Triad Creating Entrepreneurial Opportunities Program (Motion Passed)

14. A motion was made by Soehlke and seconded by Hasamear to approve the Memorandum of Agreement in the matter of Collinsville-Triad Creating Entrepreneurial Opportunities Program (CT-CEO), as presented in Exhibit E-10.2. Motion passed unanimously on voice vote.

Approval to Purchase Absence and

15. A motion was made by Soehlke and seconded by Kusmierczak to approve the purchase of software from Frontline Education at an

Time Solution Software (Motion Passed)

annual cost of $23,830.20 and one-time implementation fee of $9,450, as presented in Exhibit E-10.3. Motion passed on roll call vote as follows: Stutts, yes; Soehlke, yes; Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes.

Approval of Quote for Residency Verification Platform (Motion Passed)

16. A motion was made by Soehlke and seconded by Craft to approve the subscription quote for Batch Services from Thomas Reuters CLEAR for $13,776 for a one-year subscription for the residence verification platform as presented in Exhibit E-10.4. Dr. Skertich and Mr. Hyre discussed the process for verifying residency and explained what data is used to determine a percentage match. Mr. Hyre said the program will allow the district to verify each student's residency on an annual basis as well as streamline verification for new enrollments throughout the year. Motion passed on roll call vote as follows: Stutts, yes; Soehlke, yes; Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes.

Approval of Collinsville Area Vocational Center Joint Agreement Resolution (Motion Passed)

17. A motion was made by Soehlke and seconded by Kusmierczak to approve the Collinsville Area Vocational Center (CAVC) Joint Agreement Resolution, as presented in Exhibit E-10.5. Motion passed unanimously on voice vote.

Approval of Student Transportation Contract Amendment (Motion Passed)

18. A motion was made by Soehlke and seconded by Hasamear to approve the Amendment to the Student Transportation contract for the 2019-2020 school year due to the COVID-19 pandemic with First Student, Inc. as presented in Exhibit E-10.6. Dr. Skertich said Mr. Hyre and legal counsel did a great job in working through this agreement with First Student to insure the district is not paying for any unnecessary expenses while remote learning is in place. Motion passed unanimously on voice vote.

Approval of Resolution Providing for the Issue of Not to Exceed $10,000,000 General Obligation School Bonds for the Purpose of Increasing the Working Cash Fund of the District, Providing for the Levy of a Direct Annual Tax Sufficient to Pay the Principal and Interest on Said Bonds, and Authorizing the Sale of Said Bonds to the Purchaser Thereof (Motion Passed)

19. Mr. Peccola stated the next item was consideration of a resolution providing for the issuance of not to exceed $10,000,000 general obligation bonds to be issued by the district and the levy of a direct annual tax sufficient to pay the principal and interest thereon. He said the resolution sets forth the parameters for the issuance of said bonds and sale and summarizes the pertinent terms governing the sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

A motion was made by Soehlke and seconded by Kusmierczak to approve the Resolution providing for the issue of not to exceed $10,000,000 General Obligation School Bonds for the Purpose of Increasing the Working Cash Fund of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof, as presented in Exhibit E-10.7. Dr. Skertich said representatives from PMA and Stifel have indicated the district may get the best interest rate by going through a local bank. Mr. DeWitte and the architects will be developing a schedule for the projects that allows work to be done in the most efficient and cost effective manner. Motion passed on roll call vote as follows: Stutts, yes; Soehlke, yes; Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes.

Approval of Depositories (2020-2021) (Motion Passed)

20. A motion was made by Soehlke and seconded by Craft that the depositories for school funds be Busey Bank, U.S. Bank, FCB Bank, Collinsville Building and Loan Association, Illinois School District Liquid Asset Fund Plus (ISDLAF+), Illinois Public Treasurer's Investment Pool, and PMA Securities, Inc. Motion passed unanimously on voice vote.

Approval to Display Amended Budget for 2019-2020 and

21. A motion was made by Soehlke and seconded by Stutts that the Amended Budget for Collinsville Community Unit School District No. 10 for the fiscal year beginning July 1, 2019 and ending June 30, 2020 be placed on display for public inspection on April 23, 2020 for at least thirty days in the Administrative

Provide for a Public Hearing (Motion Passed)

Office of Collinsville Community Unit School District No. 10, 201 West Clay Street, Collinsville, Illinois and on the website, and further that the administration be authorized to provide a hearing of said budget to be held at 6:30 p.m. on the 15th day of June, 2020 at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, IL 62234. Motion passed unanimously on voice vote.

Presentation of Board Policy Updates

22. Mr. Peccola said the proposed board policy updates are being presented for the first reading, and are pretty cut and dry. If board members have questions or concerns, he asked that they contact Dr. Skertich. Approval of the updates will be on the agenda for consideration at the May regular board meeting.

Presentation of CUSD #10 District Handbook for 2020-2021

23. Mr. Peccola said this item is also presented to the board as a first reading with approval to be on the May regular meeting agenda. Dr. Skertich discussed the possibility that additional changes may be required if executive orders are received from the governor that impact high school credit requirements and graduation. He will keep the board informed of developments.

Discussion of Fairmont City TIF Extension

24. Mr. Peccola said Fairmont City officials provided information with respect to the TIF extension request that outlined what they have done with TIF funds and what future projects are proposed. Dr. Skertich commended Mrs. Robison for running the numbers and calculating the impact on district revenue if the extension is approved. He has had conversations with village officials, who have indicated some funds could be used to help Unit 10 offset the costs of improving internet connectivity for families in the Fairmont City and State Park areas. Mr. Peccola said while he generally is not in favor of TIF districts, in this case he believes the extension will benefit district families and students even more than the district would be able to do with the additional tax money. Dr. Craft concurred that the number one priority is giving the most benefit to the residents. Mr. Hasamear spoke with a representative from St. Clair County who is looking into whether grant funds may be available to help with the internet connectivity. After a general discussion, it was the consensus of the board that the administration move forward to cooperate with Fairmont City officials in extending the TIF.

Closed Session (Motion Passed)

25. A motion was made by Soehlke and seconded by Stutts 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); 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: Stutts, yes; Soehlke, yes; Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes. (7:14 p.m.)

Return to Open Session

26. The Regular Meeting returned to Open Session at 7:33 p.m. Those members present on roll call were: Stutts, Soehlke, Peccola, Kusmierczak, Craft, Hasamear and Reulecke.

Report on Closed Session Discussion

27. 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); and
    2. Pending or probable litigation against, affecting or on behalf of the public body, pursuant to 5 ILCS 120/2(c)(11).

Approval of Employment of Certified Employees (Motion Passed)

28. A motion was made by Soehlke and seconded by Reulecke to approve the employment of the following certified employees effective with the 2020-2021 school year, pending employment requirements. Motion passed unanimously on voice vote.

    Victoria Mizel, CHS English teacher;
    Jarrod Frey, CMS Social Studies teacher.

Acceptance of Resignations from Stipend Positions (Motion Passed)

29. A motion was made by Soehlke and seconded by Reulecke to approve the resignations of the following stipend employees, effective with the end of the 2019-2020 season. Motion passed unanimously on voice vote.

    Austin Givens, CHS Assistant Football Coach;
    Nick Reichert, CHS Assistant Football Coach;
    Cailyn Nosbisch, CHS Assistant Dance Coach.

Approval of a Separation Agreement and Accepting the Voluntary Resignation of an

30. A motion was made by Soehlke and seconded by Hasamear that the Board approve a separation agreement with Dr. Kim Jackson and accept her voluntary resignation from employment effective June 30, 2020. Motion passed unanimously on voice vote.

Administrator (Motion Passed)

Acceptance of Resignation of Non-Certified Employee (Motion Passed)

31. A motion was made by Soehlke and seconded by Kusmierczak to approve the resignation of Annette Heth, part-time Title I Instructional Aide, effective with the end of the 2019-2020 school year. Motion passed unanimously on voice vote.

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

32. A motion was made by Soehlke and seconded by Hasamear to approve the employment of Daisy Avila as a District Bilingual Translator, effective with the 2020-2021 school year, pending employment requirements. Motion passed unanimously on voice vote.

Approval of Stipend Positions (Motion Passed)

33. A motion was made by Soehlke and seconded by Stutts to approve the following people for stipend positions, effective with the 2020-2021 school year. Motion passed unanimously on voice vote.

    Stephen Gresh, CHS Assistant Football Coach;
    Colton Rhodes, CHS Assistant Football Coach;
    Brad Bevis, CHS Assistant Football Coach;
    Colin Moore, CHS Head Girls Basketball Coach.

Approval to Post Certified Position (Motion Passed)

34. A motion was made by Soehlke and seconded by Craft to approve posting a Certified Industrial Arts teacher for the Collinsville Area Vocational Center for the 2020-2021 school year. Motion passed unanimously on voice vote.

Acceptance of Resignations of Certified Employees (Motion Passed)

35. A motion was made by Soehlke and seconded by Kusmierczak to approve the resignations of the following certified employees. Motion passed unanimously on voice vote.

    Alexandria Miller, CHS Math teacher, effective April 15, 2020;

    Kelly Taylor, Elementary teacher, effective with the end of the 2019-2020 school year.

Election of Board President

36. Dr. Skertich 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

37. Mr. Peccola called for nominations for the office of Vice

Vice President

President. Dr. Craft nominated Mr. Gary Kusmierczak. No other nominations were made, and Mr. Kusmierczak was declared Vice President by acclamation.

Election of Secretary

38. 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

39. Mr. Peccola called for nominations for the office of Board Treasurer. Mr. Hasamear nominated Dr. Dennis Craft. No other nominations were made, and Dr. Craft was declared Board Treasurer by acclamation.

Adjournment

40. There being no further business, Mr. Peccola declared the meeting adjourned at 7:43 p.m.

14. Approval of May 4, 2020 Board Minutes 50

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Monday, May 4, 2020

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Audience Input
5. Closed Session
6. Return to Open Session
7. Report on Closed Session Discussion
8. Approval of Employment of Administrator
9. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Monday, May 4, 2020
6:30 p.m.

Call to Order

1. The Special Meeting of the Board of Education of Collinsville Community Unit School District No. 10 was held on the evening of Monday, May 4, 2020, at 6:30 p.m., at the Unit #10 Administrative Annex, 123 West Clay Street, Collinsville, Illinois.

Roll Call

2. Those members present were: Jane Soehlke, Secretary; Gary Peccola, President; Gary Kusmierczak, Vice President; Dennis Craft, Treasurer; Tim Hasamear; Vicki Reulecke; and Michele Stutts.

Pledge of Allegiance

3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.

Audience Input

4. Due to COVID-19 restrictions, the public was provided an opportunity to give input to the Board via email and also by telephone. No emails or telephone calls were received.

Closed Session (Motion Passed)

5. 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). Motion passed on roll call vote as follows: Soehlke, yes; Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes. (6:33 p.m.)

Return to Open Session

6. The Special Meeting returned to Open Session at 6:50 p.m. Those members present on roll call were: Soehlke, Peccola, Kusmierczak, Craft, Hasamear, Reulecke and Stutts.

Report on Closed Session Discussion

7. 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).

Approval of Employment of Administrator (Motion Passed)

8. A motion was made by Soehlke and seconded by Craft that Brad Snow be approved as the 12-month Principal for Collinsville Middle School, as presented in Exhibit E-6.1, effective July 1, 2020. Motion passed on roll call vote as follows: Soehlke, yes;

Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes.

Adjournment

9. There being no further business, Mr. Peccola declared the meeting adjourned at 6:52 p.m.

15. Approval of May 13, 2020 Board Minutes 54

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Wednesday, May 13, 2020

SUMMARY

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Audience Input
5. Approval of Language to Suspend Handbook Provisions for Graduation Requirements for Required Courses
6. Approval of Language to Suspend Handbook Provisions for Graduation Requirements for Credits
7. Adjournment

COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT NO. 10
COLLINSVILLE, ILLINOIS
Special Meeting, Wednesday, May 13, 2020
10:14 a.m.

Call to Order

1. The Special Meeting of the Board of Education of Collinsville Community Unit School District No. 10 was held on the morning of Wednesday, May 13, 2020, at 10:14 a.m., at the Unit #10 Administration Building, 201 West Clay Street, Collinsville, Illinois.

Roll Call

2. Those members present were: Jane Soehlke, Secretary; Gary Peccola, President; Dennis Craft, Treasurer; Vicki Reulecke; and Michele Stutts (all via video conference); Gary Kusmierczak, Vice President (via telephone); and Tim Hasamear in person.

Pledge of Allegiance

3. Mr. Peccola led those in attendance in reciting the Pledge of Allegiance.

Audience Input

4. Due to COVID-19 restrictions, the public was provided an opportunity to give input to the Board via email and also by telephone. No emails or telephone calls were received.

Approval of Language to Suspend Handbook Provisions for Graduation Requirements for Required Courses (Motion Passed)

5. A motion was made by Peccola and seconded by Stutts to suspend the 2020 Collinsville High School Graduation Requirement for Required Courses for a student (as outlined in the CHS Student and Parent Handbook) that were not possible to complete during the 2019-20 school year due to the suspension of in-person instruction and/or the stay-at-home order in accordance with Executive Order 2020-31 (statutory minimum state graduation requirements amending minimum requirements specified in School Code Section 27-22) in response to COVID-19. Motion passed on roll call vote as follows: Soehlke, yes; Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes.

Approval of Language to Suspend Handbook Provisions for Graduation Requirements for Credits

6. A motion was made by Peccola and seconded by Reulecke to suspend the 2020 Collinsville High School Graduation Requirement for Credits for a student (as outlined in the CHS Student and Parent Handbook) from 22.0 credits to 20.5 credits in accordance with Executive Order 2020-31 (statutory minimum state graduation requirements amending minimum requirements specified in School Code Section 27-22) in response to COVID-

(Motion Passed) 19. Motion passed on roll call vote as follows: Soehlke, yes; Peccola, yes; Kusmierczak, yes; Craft, yes; Hasamear, yes; Reulecke, yes; Stutts, yes.

Adjournment 7. There being no further business, Mr. Peccola declared the meeting adjourned at 10:21 a.m.

16. **Approval of Board Bills for May 2020** **58**

Open Accounts Payable List

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COLLINSVILLE 10

Vendor Name / Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	ExOn Date	State Account #
ABSOPURE WATER COMPANY								
947807	16212330410U	IDEA FLO THRU SUPPLIES		550		26.02	5/1/20	10-2330-410-21-462000-10
						26.02		
AMERI-CAN PORTABLES								
A-40434	26082540323N	REP/MAINT SVC MS		550		90.00	5/1/20	20-2540-323-08-27
A-40449	26082540324G	REP/MAINT HS ATHL		550		90.00	5/1/20	20-2540-324-08-22
A-40553	10011710013B	VOC HOUSE 310 South Seminary		550		95.00	5/1/20	10-171-01
						275.00		
ANIELAK, CHRISTINE								
REIMBURSE	160226404101	Dir OF CURR OFF SUPPLIES		550		39.99	5/1/20	10-2640-410-02-01
						39.99		
BATTERIES PLUS BULBS								
P26211344	26082540410U	MAINT SUPPLIES UNIT		550		119.00	5/1/20	20-2540-410-08-10
						119.00		
BAUER, ANNE								
reimburse	160225243401	POSTAGE & POSTAGE MACH Rental		551		32.05	5/1/20	10-2524-340-02-01
						32.05		
BAUER, LAURA								
REIMBURSE	16762210410U	19-20 TITLE II SUPPLIES (4932)		550		97.52	5/1/20	10-2210-410-76-493200-10
						97.52		
BELLE VALLEY SCHOOL DIST. 119								
103/2020 HOM	44011413000B	Homeless Transportation		550		135.00	5/1/20	40-1413-01-20
						135.00		
BELLEVILLE NEWS DEMOCRAT								
693952	160225103501	CSBO ADVERTISING		551		1,403.04	5/1/20	10-2510-350-02-01
						1,403.04		
BLACKARD, SCOTT								
MILEAGE	16012110332U	TRUANT OFF TRAVEL (2)		550		24.15	5/1/20	10-2110-332-01-10
						24.15		
BOERNER, REBECCA								
REIMBURSE	16551110410U	17-18 Preschool Ex.DevSUPPLIES		551		98.12	5/1/20	10-1110-410-55-490200-10
						98.12		
BOWLING, INAMARIE								

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REIMBURSE	16762210332U	19-20 TITLE II PROF D, TRAVEL		550		247.00	5/1/20	10-2210-332-76-493200-10
						247.00		
BOXTECH PACKAGING								
77226	26082540410U	MAINT SUPPLIES UNIT		550		1,095.54	5/1/20	20-2540-410-08-10
						1,095.54		
BUYERS INDUSTRIAL SUPPLY								
10830	26072540410U	CUSTODIAL SUPPLIES UNIT		550		5,169.00	5/1/20	20-2540-410-07-10
10844	26072540410U	CUSTODIAL SUPPLIES UNIT		550		292.00	5/1/20	20-2540-410-07-10
						5,461.00		
CAPPS, STACY								
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		550		38.00	5/1/20	10-2524-340-02-01
						38.00		
CENTRAL INSTITUTE FOR THE DEAF								
MORSS4-20	16924220680U	PREK MEDICAID TUITION		550		4,200.00	5/1/20	10-4220-680-92-10
						4,200.00		
CHEMSEARCHFE								
3921116	26082540323U	BLDGS/GRDS MAINT SVC		550		194.91	5/1/20	20-2540-323-08-10
						194.91		
CIFCO								
35042	26082540410G	MAINT SUPPLIES HS		551		23.50	5/1/20	20-2540-410-08-22
30639	26082540410G	MAINT SUPPLIES HS		550		17.03	5/1/20	20-2540-410-08-22
						40.53		
CITY OF COLLINSVILLE								
DIESEL FUEL	26082540464U	MAINTENANCE GASOLINE		550		148.96	5/1/20	20-2540-464-08-10
						148.96		
CLARK, CHELSEA								
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		550		53.77	5/1/20	10-2524-340-02-01
REIMBURSE	160211304101	HS MISC SUPPLIES Contingency		550		40.94	5/1/20	10-1130-410-02-01
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		551		11.00	5/1/20	10-2524-340-02-01
						105.71		
COLEMAN, CHRISTINE								
REIMBURSE	16832300410U	19-20 Preschool Expan PE		550		14.36	5/1/20	10-2300-410-83-370500-10
						14.36		
COMMERCIAL TELEPHONE SYSTEMS								

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52398	26072540323U	TELEPHONE MAINT SERV		550		1,358.00	5/1/20	20-2540-323-07-10
						1,358.00		
CONNER, SHELLEY								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		21.10	5/1/20	10-2660-332-93-10
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		12.25	5/1/20	10-2660-332-93-10
						33.35		
CONNOR CO.								
S9049966.001	26082540410M	MAINT SUPPLIES MARYVILLE		550		47.98	5/1/20	20-2540-410-08-26
S9037732.001	26082540410U	MAINT SUPPLIES UNIT		550		115.74	5/1/20	20-2540-410-08-10
S9051155.001	26082540410G	MAINT SUPPLIES HS		550		1,139.83	5/1/20	20-2540-410-08-22
S9056913.001	26082540410G	MAINT SUPPLIES HS		550		(263.76)	5/1/20	20-2540-410-08-22
						1,039.79		
CONTEMPORARY LIFE SAVING TRAINING								
01019350	86012310390U	MISC TORT		550		8.57	5/1/20	80-2365-390-01-10
01019314	86012310390U	MISC TORT		550		450.00	5/1/20	80-2365-390-01-10
						458.57		
COORDINATED YOUTH AND HUMAN SERVICES								
STMT	16924220680U	ELEM MEDICAID TUITION		550		3,161.80	5/1/20	10-4220-680-92-10
STMT	16924220680U	HS MEDICAID TUITION		550		9,485.40	5/1/20	10-4220-680-92-10
						12,647.20		
CRESCENT PARTS & EQUIPMENT								
38134986-00	26082540410U	MAINT SUPPLIES UNIT		550		37.98	5/1/20	20-2540-410-08-10
						37.98		
CSI								
0000238536	16242562323U	LUNCH PROG REP MAINT SERV		550		605.00	5/1/20	10-2562-323-24-10
0000236979	16242562323U	LUNCH PROG REP MAINT SERV		550		719.01	5/1/20	10-2562-323-24-10
						1,324.01		
ELITE ELEVATOR INSPECTIONS								
4559	96022535323U	H/L/S PROJECTS CONTIGENCY		550		1,100.00	5/1/20	90-2535-323-02-10
4527	96022535323U	H/L/S PROJECTS CONTIGENCY		550		140.00	5/1/20	90-2535-323-02-10
						1,240.00		
EMBRACE EDUCATION								
6721	16212660310U	IDEA FLow Thru Service		550		1,768.37	5/1/20	10-2660-310-21-462000-10
						1,768.37		

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ENVIRONMENTAL CONSULTANTS								
10654	26082540323G	REP/MAINT SVC HS		550		2,418.00	5/1/20	20-2540-323-08-22
						2,418.00		
ERB TURF & EQUIPMENT, INC.								
01-37215	26082540323G	REP/MAINT SVC HS		550		69.88	5/1/20	20-2540-323-08-22
01-38038	26082540323K	REP/MAINT SVC KREITNER		550		4.84	5/1/20	20-2540-323-08-25
01-36604	26082540323G	REP/MAINT SVC HS		550		444.82	5/1/20	20-2540-323-08-22
01-35991	26082540323G	REP/MAINT SVC HS		550		152.56	5/1/20	20-2540-323-08-22
01-37879	26082540410G	MAINT SUPPLIES HS		551		13.03	5/1/20	20-2540-410-08-22
						685.13		
EVAN-MOOR								
INV272498	16671250410U	LIPLEP SUPPLIES		550	8819201234	42.98	5/1/20	10-1250-410-67-490900-10
						42.98		
EVANOFF, SHAWN								
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		550		25.80	5/1/20	10-2524-340-02-01
						25.80		
FGM, INC.								
20-2921.01-1	26012533311U	ARCH/ENG SVCS		550		2,616.25	5/1/20	20-2533-311-01-10
20-2920.01-1	26082540323X	REP/MAINT SVC WEB ELEM		550		1,781.40	5/1/20	20-2540-323-08-31
						4,397.65		
FIRST STUDENT INC								
11677259	46012550332B	REG TRANSP FIRST STUDENT 6.25% increase		550		119,189.81	5/1/20	40-2550-332-01-20
11677259	46122550332B	SPEC ED TRANSP FIRST STUDENT 6.25% FY20		550		74,117.23	5/1/20	40-2550-332-12-20
11677259	460125503321	REG TRANSP Bus Monitor First Student		550		22,852.00	5/1/20	40-2550-332-01-01
						216,159.04		
FLINN SCIENTIFIC, INC.								
2465334	16181130410G	HS SCIENCE SUPPLIES		550	8819201214	233.55	5/1/20	10-1130-410-18-22
						233.55		
FORT ZUMWALT NORTH HIGH SCHOOL								
WRESTLING	16451500641G	HS BOYS TOURNEY ENTRY FEES		551		303.64	5/1/20	10-1500-641-45-22
						303.64		
FRANCE MECHANICAL CORPORATION								
15810	26082540323N	REP/MAINT SVC MS		550		4,686.31	5/1/20	20-2540-323-08-27
						4,686.31		

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FRISBIE, ELIZABETH B.								
STMT	16552130310U	17-18 Preschool Expan. Dev.		550		93.75	5/1/20	10-2130-310-55-490200-10
STMT	16552130310U	17-18 Preschool Expan. Dev.		550		500.00	5/1/20	10-2130-310-55-490200-10
REQUEST	16552130310U	17-18 Preschool Expan. Dev.		551		62.50	5/1/20	10-2130-310-55-490200-10
						656.25		
FRONTLINE TECHNOLOGIES GROUP LLC								
INVUS115055	160226423121	DirHR (AppliTrack, Eval, Frontline)		551		9,450.00	5/1/20	10-2642-312-02-01
						9,450.00		
FROST ELECTRIC SUPPLY CO.								
S4163778.001	26082540410R	MAINT SUPPLIES RENFRO		550		41.14	5/1/20	20-2540-410-08-28
						41.14		
GIANT STEPS OF ST. LOUIS, INC.								
2351	16924220680U	ELEM MEDICAID TUITION		550		4,699.85	5/1/20	10-4220-680-92-10
						4,699.85		
GREAT CIRCLE								
COLL3.20.148	16924220680U	HS MEDICAID TUITION		550		17,010.00	5/1/20	10-4220-680-92-10
COLL3.20.148	16924220680U	ELEM MEDICAID TUITION		550		8,505.00	5/1/20	10-4220-680-92-10
						25,515.00		
GUIN MUNDORF LLC								
46224	16022319318B	BOARD GOVERNANCE		551		255.00	5/1/20	10-2319-318-02-20
46225	16012310317B	LR 2019		551		127.50	5/1/20	10-2310-317-01-20
46226	16012310317B	PERSONNEL		551		63.75	5/1/20	10-2310-317-01-20
46228	16022319318B	RETAINER		551		450.00	5/1/20	10-2319-318-02-20
46229	16022319318B	STUDENTS		551		1,976.25	5/1/20	10-2319-318-02-20
						2,872.50		
HAAKE, JULIE								
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		550		223.60	5/1/20	10-2524-340-02-01
						223.60		
HALL, LYNN								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		550		32.09	5/1/20	10-2130-332-12-10
						32.09		
HAMILTON, CORINA								
MILEAGE	16121220332B	SPEC ED HOMEBOUND TRAVEL		550		21.91	5/1/20	10-1220-332-12-20
						21.91		

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HARDY, MELISSA								
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		551		44.00	5/1/20	10-2524-340-02-01
REIMBURSE	160211304101	HS MISC SUPPLIES Contingency		551		39.94	5/1/20	10-1130-410-02-01
						83.94		
HARTMANN, HEATHER								
REIMBURSE	16053300410U	19-20 TITLE I SUPPLIES		551		126.86	5/1/20	10-3300-410-05-430000-10
						126.86		
HERNANDEZ, MARIA								
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		550		76.60	5/1/20	10-2524-340-02-01
						76.60		
HOGUET, MADALAN								
REIMBURSE	16762210410U	19-20 TITLE II SUPPLIES (4932)		550		55.68	5/1/20	10-2210-410-76-493200-10
						55.68		
HUETER, CYNDI								
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		550		7.00	5/1/20	10-2524-340-02-01
REIMBURSE	160211304101	HS MISC SUPPLIES Contingency		550		52.99	5/1/20	10-1130-410-02-01
						59.99		
HUGHES, CATHLEEN								
MILEAGE	160411103304	ELEM IN DIST TRAVL		551		7.36	5/1/20	10-1110-330-04-04
						7.36		
ILLINOIS CENTER FOR AUTISM								
STMT	16124220687U	HS ILLINOIS CENTER FOR AUTISM		550		13,536.00	5/1/20	10-4220-680-12-10
STMT	16124220687U	ELEM ILLINOIS CENTER FOR AUTISM		550		23,688.00	5/1/20	10-4220-680-12-10
						37,224.00		
ILLINOIS SCHOOL FOR THE VISUALLY IMPAIRED								
STMT	46122550333B	SPEC ED TRANS NON FIRST STU		551		51.50	5/1/20	40-2550-333-12-20
						51.50		
INDUSTRIAL SOAP COMPANY								
1279582	26072540410U	CUSTODIAL SUPPLIES UNIT		550		777.00	5/1/20	20-2540-410-07-10
1280823	26072540410U	CUSTODIAL SUPPLIES UNIT		550		505.80	5/1/20	20-2540-410-07-10
1280611	26072540410U	CUSTODIAL SUPPLIES UNIT		550		1,538.83	5/1/20	20-2540-410-07-10
1280744	26072540700U	CUSTODIAL EQUIPMENT		550		5,633.36	5/1/20	20-2540-700-07-10
1280845	26072540410R	CUSTODIAL SUPPLIES RENFRO		550		256.74	5/1/20	20-2540-410-07-28
1280797	26082540323G	REP/MAINT SVC HS		550		54.24	5/1/20	20-2540-323-08-22
1284805	26082540323S	REP/MAINT SVC SUMMIT		551		83.95	5/1/20	20-2540-323-08-29

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1283887	26082540323G	REP/MAINT SVC HS		550		101.40	5/1/20	20-2540-323-08-22
1282341	26072540410U	CUSTODIAL SUPPLIES UNIT		550		75.20	5/1/20	20-2540-410-07-10
1282355	26072540410G	CUSTODIAL SUPPLIES HS		550		82.00	5/1/20	20-2540-410-07-22
1283369	26072540410U	CUSTODIAL SUPPLIES UNIT		550		80.50	5/1/20	20-2540-410-07-10
1283444	26072540410U	CUSTODIAL SUPPLIES UNIT		550		1,137.76	5/1/20	20-2540-410-07-10
1281453	26072540410U	CUSTODIAL SUPPLIES UNIT		550		6,734.75	5/1/20	20-2540-410-07-10
1284049	26072540410U	CUSTODIAL SUPPLIES UNIT		550		711.80	5/1/20	20-2540-410-07-10
1278857	26072540410U	CUSTODIAL SUPPLIES UNIT		550		164.26	5/1/20	20-2540-410-07-10
1281760	26072540410R	CUSTODIAL SUPPLIES RENFRO		550		172.34	5/1/20	20-2540-410-07-28
						18,109.93		
JOSTENS								
24507247	16012310690B	GRADUATION EXPENSES		550		59.30	5/1/20	10-2310-690-01-20
24570032	16012310690B	GRADUATION EXPENSES		551		11.71	5/1/20	10-2310-690-01-20
						71.01		
JTC ACADEMY								
APRIL	16924220680U	HS MEDICAID TUITION		550		4,550.70	5/1/20	10-4220-680-92-10
						4,550.70		
JW PEPPER & SONS, INC.								
175387791	16141120411N	MS VOCAL MUSIC SUPPLIES		550		128.00	5/1/20	10-1120-411-14-12-27
300695380	16141120411N	MS VOCAL MUSIC SUPPLIES		550		36.00	5/1/20	10-1120-411-14-12-27
295359674	16141120411N	MS VOCAL MUSIC SUPPLIES		550		206.64	5/1/20	10-1120-411-14-12-27
304168158	16141120411N	MS VOCAL MUSIC SUPPLIES		550		11.90	5/1/20	10-1120-411-14-12-27
294659390	16141120411N	MS VOCAL MUSIC SUPPLIES		550		25.50	5/1/20	10-1120-411-14-12-27
293235655	16141120411N	MS VOCAL MUSIC SUPPLIES		550		173.99	5/1/20	10-1120-411-14-12-27
267509198	16141120411N	MS VOCAL MUSIC SUPPLIES		550		78.00	5/1/20	10-1120-411-14-12-27
282733717	16141120411N	MS VOCAL MUSIC SUPPLIES		550		13.50	5/1/20	10-1120-411-14-12-27
						673.53		
KBD PROMOTIONS								
1644	16012310332U	PROF DEV ORIENTATION/MEETINGS		550		220.00	5/1/20	10-2310-332-01-10
						220.00		
KELL, STACIA								
MILEAGE	16122130332U	HEALTH CARE PROVIDER TRAVEL		551		3.62	5/1/20	10-2130-332-12-10
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		550		22.00	5/1/20	10-2524-340-02-01
						25.62		
KETTLER, CARA								
REIMBURSE	16101130410G	HS FOR LANG SUPPLIES		550		270.50	5/1/20	10-1130-410-10-22

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Vendor Name / Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	ExOn Date	State Account #
						270.50		
KINDLE, KATELIN								
REIMBURSE	16833000410U	19-20 Preschool Expan PE		550		89.10	5/1/20	10-3000-410-83-370500-10
REIMBURSE	16831110410U	19-20 Preschool Expan PE		551		350.00	5/1/20	10-1110-410-83-370500-10
						439.10		
KURKEY, CORY								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		15.30	5/1/20	10-2660-332-93-10
						15.30		
LAKESHORE								
337030420	16051250410U	19-20 TITLE I INST MATLS		550	05207111	114.98	5/1/20	10-1250-410-05-430000-10
3370410420	16051250410U	19-20 TITLE I INST MATLS		550	05207115	91.98	5/1/20	10-1250-410-05-430000-10
3448430420	16051250410U	19-20 TITLE I INST MATLS		550	05207124	577.00	5/1/20	10-1250-410-05-430000-10
3829770420	16671250410U	LIPLEP SUPPLIES		550	8819201235	239.91	5/1/20	10-1250-410-67-490900-10
						1,023.87		
LAKESIDE ROOFING CO								
16418	26472542323U	ROOF Maintenance		550		1,175.86	5/1/20	20-2542-323-47-10
						1,175.86		
LAMMERT, LORI								
REIMBURSE	16671250410U	LIPLEP SUPPLIES		550		43.19	5/1/20	10-1250-410-67-490900-10
						43.19		
LAUENSTEIN, STACEY								
REIMBURSE	16762210410U	19-20 TITLE II SUPPLIES (4932)		550		21.99	5/1/20	10-2210-410-76-493200-10
						21.99		
LEE, DARIN								
REIMBURSE	16032410332G	HS PRIN OFF TRAVEL (6*300)		550		199.00	5/1/20	10-2410-332-03-22
						199.00		
LINCOLN PRAIRIE BHC								
2175851180	16924220680U	HS SPED MEDICAID TUITION		550		250.00	5/1/20	10-4220-680-92-10
						250.00		
MACGILL								
IN0716628	16012134410U	NURSES STAFF SUPPLIES		550	1920267	251.28	5/1/20	10-2134-410-01-10
						251.28		
MADURA, JUDY								
REIMBURSE	160211304101	HS MISC SUPPLIES Contingency		551		36.11	5/1/20	10-1130-410-02-01

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						36.11		
MARXAM LLC								
56787	160225243401	POSTAGE & POSTAGE MACH Rental		550		175.00	5/1/20	10-2524-340-02-01
						175.00		
MASON, AMANDA								
REIMBURSE	160211304101	HS MISC SUPPLIES Contingency		551		173.96	5/1/20	10-1130-410-02-01
						173.96		
MASTER AUTO REPAIR								
110650	26082540323K	REP/MAINT SVC KREITNER		550		91.72	5/1/20	20-2540-323-08-25
						91.72		
MEDCO SUPPLY COMPANY								
IN92019621	16451500411G	HS BOYS BSKT SUPPLIES		551		247.95	5/1/20	10-1500-411-45-22
						247.95		
MOAD, CYNTHIA								
REIMBURSE	160211304101	HS MISC SUPPLIES Contingency		551		55.99	5/1/20	10-1130-410-02-01
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		551		14.00	5/1/20	10-2524-340-02-01
						69.99		
MOW PRINTING CO.								
82796	16012310412U	DISTRICT Paper supply (for allocation)		551		2,483.15	5/1/20	10-2310-412-01-10
82795	16012310412U	DISTRICT Paper supply (for allocation)		551		1,260.55	5/1/20	10-2310-412-01-10
						3,743.70		
PETTY, AMELIA								
MILEAGE	16651800332U	Bilingual travel(Local)		550		13.97	5/1/20	10-1800-332-65-10
						13.97		
POTWORA, ASHLEY								
REIMBURSE	16762210410U	19-20 TITLE II SUPPLIES (4932)		550		58.98	5/1/20	10-2210-410-76-493200-10
						58.98		
PRO-ALARM								
134854	260825403231	REP/MAINT SVC ADMIN		550		130.00	5/1/20	20-2540-323-08-01
						130.00		
R. CANN ELECTRIC INC								
2457	26082540323T	REP/MAINT SVC TWIN ECHO		550		250.00	5/1/20	20-2540-323-08-30
						250.00		

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ROYAL PAPER INC								
956958	26072540700U	CUSTODIAL EQUIPMENT		550		1,640.34	5/1/20	20-2540-700-07-10
B956644-2	16012134410U	NURSES STAFF SUPPLIES		550		63.75	5/1/20	10-2134-410-01-10
B963766-1	26082540410U	MAINT SUPPLIES UNIT		550		1,335.00	5/1/20	20-2540-410-08-10
B955515-2	16012134410U	NURSES STAFF SUPPLIES		550		63.75	5/1/20	10-2134-410-01-10
963766	26072540410U	CUSTODIAL SUPPLIES UNIT		550		2,800.00	5/1/20	20-2540-410-07-10
964263	26072540410U	CUSTODIAL SUPPLIES UNIT		550		371.37	5/1/20	20-2540-410-07-10
						6,274.21		
SCHINDLER ELEVATOR CORPORATION								
7153121232	26082540323X	REP/MAINT SVC WEB ELEM		550		500.68	5/1/20	20-2540-323-08-31
						500.68		
SCHOOL SPECIALTY SUPPLY								
208124973782	16051250410U	19-20 TITLE I INST MATLS		550	05207135	403.16	5/1/20	10-1250-410-05-430000-10
208124875961	16051250410U	19-20 TITLE I INST MATLS		550	05207142	454.46	5/1/20	10-1250-410-05-430000-10
208124876000	16051250410U	19-20 TITLE I INST MATLS		550	05207123	1,547.05	5/1/20	10-1250-410-05-430000-10
						2,404.67		
SCHUSKY, MARK								
REIMBURSE	16932660411U	TECHNOLOGY SOFTWARE		550		29.00	5/1/20	10-2660-411-93-10
						29.00		
SHERWIN-WILLIAMS								
7478-0	26082540325U	MISC PAINTING WORK		550		120.30	5/1/20	20-2540-325-08-10
6346-9	26082540325U	MISC PAINTING WORK		550		218.82	5/1/20	20-2540-325-08-10
						339.12		
SKYWARD INC.								
0000204836	16932660323U	TECHNOLOGY REPAIRS/MAINTENANCE		551		81.25	5/1/20	10-2660-323-93-10
						81.25		
SNIDER, DAVID								
REIMBURSE	160211304101	HS MISC SUPPLIES Contingency		550		250.00	5/1/20	10-1130-410-02-01
						250.00		
SODEXO INC. & AFFILIATES								
1001663307	16242560310U	LUNCH PROG CONT FOOD SVC CHGS		551		142,691.18	5/1/20	10-2560-310-24-10
						142,691.18		
SODEXO INC								
STMT	16552560400U	PREK MEALS		551		225.00	5/1/20	10-2560-400-55-490200-10
STMT	16832560400U	19-20 Preschool Expan PE		551		225.00	5/1/20	10-2560-410-83-370500-10

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Vendor Name / Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	ExOn Date	State Account #
						450.00		
SPECIALIZED DATA SYSTEMS								
48620	160226604102	ACC SOFTWARE, SDS Worxtime		551		4,550.00	5/1/20	10-2660-410-02-02
						4,550.00		
STANDARD BUSINESS PROD INC								
204224	160225103231	CSBO REPAIR/MAINT		550		580.00	5/1/20	10-2510-323-02-01
						580.00		
STIRNAMAN, KEVIN								
REIMBURSE	16032410332I	DORRIS PRIN OFF TRAVEL (2*300)		550		199.00	5/1/20	10-2410-332-03-33
						199.00		
SULLIVAN, KATHLEEN								
REIMBURSE	160225243401	POSTAGE & POSTAGE MACH Rental		550		104.10	5/1/20	10-2524-340-02-01
						104.10		
SUMNERONE								
2475723	16832300410U	19-20 Preschool Expan PE		551		96.95	5/1/20	10-2300-410-83-370500-10
						96.95		
TEACHING STRATEGIES FOR EARLY CHILDHOOD								
03766321N	16831110410U	19-20 Preschool Expan PE		551	8819201210	3,607.90	5/1/20	10-1110-410-83-370500-10
						3,607.90		
TECH ELECTRONICS INC								
N000019057	26082540323C	REP/MAINT SVC CASEYVILLE		550		796.00	5/1/20	20-2540-323-08-21
N000020891	26082540323G	REP/MAINT SVC HS		550		66.00	5/1/20	20-2540-323-08-22
N000020905	26082540323I	REPAIRS/MAINT DORRIS		550		66.00	5/1/20	20-2540-323-08-33
N000021129	26082540323X	REP/MAINT SVC WEB ELEM		550		66.00	5/1/20	20-2540-323-08-31
N000021128	26082540323N	REP/MAINT SVC MS		550		66.00	5/1/20	20-2540-323-08-27
						1,060.00		
TOBERMAN, DANIEL								
REIMBURSE	16022210332U	PROF DEVEL TRAVEL		550		175.00	5/1/20	10-2210-332-02-10
						175.00		
TRANE								
7572149	26082540410N	MAINT SUPPLIES CMS		550		674.09	5/1/20	20-2540-410-08-27
8060117	26082540410U	MAINT SUPPLIES UNIT		550		34.43	5/1/20	20-2540-410-08-10
						708.52		
TRAUBE								

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17471	16012310690B	GRADUATION EXPENSES		551		3,740.00	5/1/20	10-2310-690-01-20
						3,740.00		
TROY TIMES TRIBUNE								
85074	160225103501	CSBO ADVERTISING		550		14.40	5/1/20	10-2510-350-02-01
						14.40		
UNITED REFRIGERATION INC								
73122314-00	26082540410M	MAINT SUPPLIES MARYVILLE		550		93.18	5/1/20	20-2540-410-08-26
73142301-00	26082540410M	MAINT SUPPLIES MARYVILLE		551		69.00	5/1/20	20-2540-410-08-26
						162.18		
VILLAGRAN, PRISCILLA								
MILEAGE	16651800332U	Bilingual travel(Local)		550		38.64	5/1/20	10-1800-332-65-10
						38.64		
WATTS COPY SYSTEMS, INC.								
976923	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		159.61	5/1/20	10-2310-311-01-20
979598	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		6,649.61	5/1/20	10-2310-311-01-20
980127	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		106.28	5/1/20	10-2310-311-01-20
980126	16012310311B	UNIT wide COPY SERV Non-Cap lease		550		8.17	5/1/20	10-2310-311-01-20
						6,923.67		
WATTS, TAMRA								
REIMBURSE	160211304101	HS MISC SUPPLIES Contingency		551		27.98	5/1/20	10-1130-410-02-01
						27.98		
WEISS, ERIC								
MILEAGE	16932660332U	TECHNOLOGY Prof TRAVEL		550		23.00	5/1/20	10-2660-332-93-10
						23.00		
WILLIAM BEDELL ACHIEVEMENT & RESOURCE CTR								
STMT	16124220681U	ELEM TUITION WILLIAM BEDELL		550		17,025.33	5/1/20	10-4220-680-12-10
STMT	16124220681U	HS TUITION WILLIAM BEDELL		550		14,593.14	5/1/20	10-4220-680-12-10
						31,618.47		
WILLIAMS OFFICE PRODUCTS								
48122-1	160226404101	Dir OF CURR OFF SUPPLIES		550		41.99	5/1/20	10-2640-410-02-01
48183-1	160223204101	SUPERINTENDENT OFF SUPPLIES		550		35.99	5/1/20	10-2320-410-02-01
48276-1	16041110410T	TWIN ECHO TEACHER SUPPLIES		550		155.18	5/1/20	10-1110-410-04-30
48343-1	16832300410U	19-20 Preschool Expan PE		551		74.22	5/1/20	10-2300-410-83-370500-10
						307.38		

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Vendor Name / Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Amount	ExOn Date	State Account #
WRIGHT NATIONAL FLOOD INS CO								
121150814438	86012310388B	MISS VIC PKG COVERAGE		550		2,016.00	5/1/20	80-2364-388-01-20
						2,016.00		
						$585,159.10		**Report Total**

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Open Accounts Payable Fund Totals

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Fund Code	Description	Batch #	Amount
10	Education Fund	551	314,520.33
20	Oper, Build, & Maint Fund	550	50,578.66
40	Transportation Fund	550	216,345.54
80	Tort Fund	550	2,474.57
90	Fire Prevention and Safety Fund	550	1,240.00
		Report Total	$585,159.10

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Vendor Name / Invoice #	A.S.N.	Description	Claim #	Batch #	P.O. #	Dir. Dep.	Amount	Due Date	State Account #
ALS AUTOMOTIVE									
00W6025	16762210413A	AVC-CTE Grant Supplies		550		0.00	842.42	5/14/20	10-2210-413-76
						0.00	842.42		
						$0.00	$842.42	**Report Total**	

Open Accounts Payable Fund Totals

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Fund Code	Description	Batch #	Amount
10	Education Fund	550	842.42
		Report Total	$842.42

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
3007703546	26072540466X	AEP ENERGY	ELECTRICITY WEBSTER	402		4/2/20	4/1/20	116772	4,255.34	20-2540-466-07-31
3007703568	26072540466R		ELECTRICITY RENFRO	402		4/2/20	4/1/20	116772	2,583.42	20-2540-466-07-28
3007703636	26072540466I		ELECTRICITY DORRIS	402		4/2/20	4/1/20	116772	4,196.05	20-2540-466-07-33
3007703681	26072540466K		ELECTRICITY KREITNER	402		4/2/20	4/1/20	116772	52.45	20-2540-466-07-25
3007703625	26072540466G		ELECTRICITY HS	402		4/2/20	4/1/20	116772	19,311.71	20-2540-466-07-22
3007703625	26072540466G		ELECTRICITY HS	402		4/2/20	4/1/20	116772	19,938.52	20-2540-466-07-22
3007703614	26072540466G		ELECTRICITY HS	402		4/2/20	4/1/20	116772	9,771.94	20-2540-466-07-22
3007703603	26072540466N		ELECTRICITY MS	402		4/2/20	4/1/20	116772	9,327.24	20-2540-466-07-27
3007703658	26072540466T		ELECTRICITY TWIN ECHO	402		4/2/20	4/1/20	116772	1,401.85	20-2540-466-07-30
								Total	70,838.52	
9289576013	10011710013B	AMEREN ILLINOIS	VOC HOUSE 310 South Seminary	402		4/2/20	4/1/20	116773	13.89	10-171-01
0195112067	26072540466G		ELECTRICITY HS	402		4/2/20	4/1/20	116773	35.02	20-2540-466-07-22
6504989082	26072540466G		ELECTRICITY HS	402		4/2/20	4/1/20	116773	36.52	20-2540-466-07-22
8064511000	26072540466G		ELECTRICITY HS	402		4/2/20	4/1/20	116773	36.60	20-2540-466-07-22
								Total	122.03	
831000854833	26072540340U	AT&T	TELEPHONE CHARGES	402		4/2/20	4/1/20	116774	475.78	20-2540-340-07-10
831000854831	26072540340U		TELEPHONE CHARGES	402		4/2/20	4/1/20	116774	662.12	20-2540-340-07-10
								Total	1,137.90	
10768	66012540540I	BUYERS INDUSTRIAL SUPPLY	DIS: floor tile, parking lot, library HVAC g	402		4/2/20	4/1/20	116775	1,923.18	60-2540-540-01-33
								Total	1,923.18	
4151443	26072540465M	CENTERPOINT ENERGY SERVIC	NATURAL GAS MARYVILLE	402		4/2/20	4/1/20	116776	763.28	20-2540-465-07-26
4151443	26072540465X		NATURAL GAS WEBSTER	402		4/2/20	4/1/20	116776	2,365.51	20-2540-465-07-31
4151443	26072540465K		NATURAL GAS KREITNER	402		4/2/20	4/1/20	116776	796.18	20-2540-465-07-25
4151443	260725404651		NATURAL GAS ADMIN BLDG	402		4/2/20	4/1/20	116776	39.48	20-2540-465-07-01
4151443	26072540465R		NATURAL GAS RENFRO	402		4/2/20	4/1/20	116776	842.24	20-2540-465-07-28
4151443	26072540465C		NATURAL GAS CASEYVILLE	402		4/2/20	4/1/20	116776	970.55	20-2540-465-07-21
4151443	26072540465S		NATURAL GAS SUMMIT	402		4/2/20	4/1/20	116776	355.32	20-2540-465-07-29
4151443	260725404651		NATURAL GAS ADMIN BLDG	402		4/2/20	4/1/20	116776	184.24	20-2540-465-07-01
4151443	260725404651		NATURAL GAS ADMIN BLDG	402		4/2/20	4/1/20	116776	388.22	20-2540-465-07-01
4151443	26072540465N		NATURAL GAS MS	402		4/2/20	4/1/20	116776	2,214.17	20-2540-465-07-27

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Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
4151443	26072540465G		NATURAL GAS HIGH SCHOOL	402		4/2/20	4/1/20	116776	4,138.82	20-2540-465-07-22
4151443	26072540465H		NATURAL GAS HOLLYWOOD HEIGHTS	402		4/2/20	4/1/20	116776	384.93	20-2540-465-07-23
4151443	26072540465I		NATURAL GAS DORRIS	402		4/2/20	4/1/20	116776	1,714.09	20-2540-465-07-33
4151443	26072540465J		NATURAL GAS JEFFERSON	402		4/2/20	4/1/20	116776	368.48	20-2540-465-07-24
4151443	26072540465T		NATURAL GAS TWIN ECHO	402		4/2/20	4/1/20	116776	444.15	20-2540-465-07-30
								Total	15,969.66	
016782103242	26012549323U	CHARTER COMMUNICATIONS	FIBER WAN NETWORK	402		4/2/20	4/1/20	116777	65.03	20-2549-323-01-10
								Total	65.03	
1918000000	26072540370X	CITY OF COLLINSVILLE	WATER & SEWER WEBSTER	402		4/2/20	4/1/20	116778	2,230.67	20-2540-370-07-31
1294000000	26072540370S		WATER & SEWER SUMMIT	402		4/2/20	4/1/20	116778	261.96	20-2540-370-07-29
								Total	2,492.63	
1950-01	16212550330U	HAY, CATHERINE	FY20 IDEA bus driver	402		4/2/20	4/1/20	116779	450.00	10-2550-330-21-462000-10
								Total	450.00	
REFUND	14241611000U	KEENE, BRIGITTE	STUDENT Breakfast/LUNCH SALES	402		4/2/20	4/1/20	116780	100.00	10-1611-24-00
								Total	100.00	
111331875	16501400410G	NATIONAL PEN	COOP SUPPLY	402		4/2/20	4/1/20	116781	112.64	10-1400-410-50-22
								Total	112.64	
9624902	96022535323U	STATE FIRE MARSHAL	H/L/S PROJECTS CONTIGENCY	402		4/2/20	4/1/20	116782	140.00	90-2535-323-02-10
								Total	140.00	
664353669366	16051250410U	SYNCHRONY BANK/AMAZON	19-20 TITLE I INST MATLS	402	520706	4/2/20	4/1/20	116783	108.36	10-1250-410-05-430000-10
435788799345	16022641411U		Student Registration BB1/26/15	402	881920	4/2/20	4/1/20	116783	57.56	10-2641-411-02-10
656886853336	16491130410G		HS MISC SUPPLIES	402	881920	4/2/20	4/1/20	116783	32.97	10-1130-410-49-22
438495574545	16052330410U		19-20 TITLE I SUPPLIES	402	520707	4/2/20	4/1/20	116783	25.97	10-2330-410-05-430000-10
676968548334	16671250410U		LIPLEP SUPPLIES	402	881920	4/2/20	4/1/20	116783	145.93	10-1250-410-67-490900-10
577458854389	16051250410U		19-20 TITLE I INST MATLS	402	520707	4/2/20	4/1/20	116783	119.95	10-1250-410-05-430000-10
436994594737	16051250410U		19-20 TITLE I INST MATLS	402	520707	4/2/20	4/1/20	116783	19.99	10-1250-410-05-430000-10
695637957964	16051250410U		19-20 TITLE I INST MATLS	402	520707	4/2/20	4/1/20	116783	2,249.91	10-1250-410-05-430000-10
839968687477	16051250410U		19-20 TITLE I INST MATLS	402	520708	4/2/20	4/1/20	116783	879.98	10-1250-410-05-430000-10
784777569546	16932660410U		TECHNOLOGY GENERAL SUPPLIES	402	881920	4/2/20	4/1/20	116783	349.00	10-2660-410-93-10
849667374899	16051250410U		19-20 TITLE I INST MATLS	402	520708	4/2/20	4/1/20	116783	359.70	10-1250-410-05-430000-10

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473393964736	16051250410U		19-20 TITLE I INST MATLS	402	520708	4/2/20	4/1/20	116783	287.76	10-1250-410-05-430000-10
444357787845	16181130410G		HS SCIENCE SUPPLIES	402	881920	4/2/20	4/1/20	116783	147.75	10-1130-410-18-22
953837699865	16051250410U		19-20 TITLE I INST MATLS	402	520710	4/2/20	4/1/20	116783	26.99	10-1250-410-05-430000-10
453888876943	16051250410U		19-20 TITLE I INST MATLS	402	520709	4/2/20	4/1/20	116783	77.86	10-1250-410-05-430000-10
545543349494	16181130410G		HS SCIENCE SUPPLIES	402	881920	4/2/20	4/1/20	116783	71.60	10-1130-410-18-22
953984365689	16051250410U		19-20 TITLE I INST MATLS	402	520710	4/2/20	4/1/20	116783	767.52	10-1250-410-05-430000-10
475785473436	16671250410U		LIPLEP SUPPLIES	402	881920	4/2/20	4/1/20	116783	14.99	10-1250-410-67-490900-10
								Total	5,743.79	
2601	160223204101	TROY TIMES TRIBUNE	SUPERINTENDENT OFF SUPPLIES	402		4/2/20	4/1/20	116784	32.00	10-2320-410-02-01
								Total	32.00	
9850658748	16932660340U	VERIZON WIRELESS	TECHNOLOGY TELEPHONE	402		4/2/20	4/1/20	116785	424.44	10-2660-340-93-10
								Total	424.44	
003086	16211220410U	WALMART COMMUNITY BRC	19-20 IDEA FLO THRU SUPPLIES	402		4/2/20	4/1/20	116786	45.11	10-1220-410-21-462000-10
003310	16022525690U		ACCOUNTING ADJUSTMENT	402		4/2/20	4/1/20	116786	68.32	10-2525-690-02-10
007948	16022525690U		ACCOUNTING ADJUSTMENT	402		4/2/20	4/1/20	116786	48.05	10-2525-690-02-10
002234	16022525690U		ACCOUNTING ADJUSTMENT	402		4/2/20	4/1/20	116786	78.42	10-2525-690-02-10
001603	16022525690U		ACCOUNTING ADJUSTMENT	402		4/2/20	4/1/20	116786	15.32	10-2525-690-02-10
000436	16051250410U		19-20 TITLE I INST MATLS	402		4/2/20	4/1/20	116786	95.80	10-1250-410-05-430000-10
000666	16932660410U		TECHNOLOGY GENERAL SUPPLIES	402		4/2/20	4/1/20	116786	78.21	10-2660-410-93-10
005469	16492410411G		HS MAIN OFF STUDENT SUPPLIES	402		4/2/20	4/1/20	116786	368.10	10-2410-411-49-22
004358	16012310332B		IASB Policy update	402		4/2/20	4/1/20	116786	27.92	10-2310-332-01-20
007020	160324104101		DORRIS PRIN OFF	402		4/2/20	4/1/20	116786	397.24	10-2410-410-03-33
002068	16211220410U		19-20 IDEA FLO THRU SUPPLIES	402		4/2/20	4/1/20	116786	60.32	10-1220-410-21-462000-10
002270	16841220410G		Grant DORS/STEP Store Supplies	402		4/2/20	4/1/20	116786	276.39	10-1220-410-84-22
								Total	1,559.20	
WON88836	16052220410U	WONDER WORKSHOP	TITLE I SUPPLIES	402	520704	4/2/20	4/1/20	116787	99.99	10-2220-410-05-430000-10
								Total	99.99	
3007703591	260725404661	AEP ENERGY	ELECTRICITY ADMIN BLDG & ANNEX	407		4/7/20	4/1/20	116788	474.47	20-2540-466-07-01
3007703704	26072540466H		ELECTRICITY HOLLY HGTS	407		4/7/20	4/1/20	116788	736.51	20-2540-466-07-23
3007703692	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	407		4/7/20	4/1/20	116788	731.07	20-2540-466-07-01

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3007703636	26072540466I		ELECTRICITY DORRIS	407		4/7/20	4/1/20	116788	4,023.41	20-2540-466-07-33
3007703603	26072540466N		ELECTRICITY MS	407		4/7/20	4/1/20	116788	8,782.38	20-2540-466-07-27
3007703614	26072540466G		ELECTRICITY HS	407		4/7/20	4/1/20	116788	9,715.49	20-2540-466-07-22
3007703568	26072540466R		ELECTRICITY RENFRO	407		4/7/20	4/1/20	116788	2,469.45	20-2540-466-07-28
3007703546	26072540466X		ELECTRICITY WEBSTER	407		4/7/20	4/1/20	116788	4,093.98	20-2540-466-07-31
3007703647	26072540466J		ELECTRICITY JEFFERSON	407		4/7/20	4/1/20	116788	248.85	20-2540-466-07-24
3007703579	26072540466C		ELECTRICITY CASEYVILLE	407		4/7/20	4/1/20	116788	1,572.59	20-2540-466-07-21
3007703670	260725404661		ELECTRICITY ADMIN BLDG & ANNEX	407		4/7/20	4/1/20	116788	50.75	20-2540-466-07-01
3007703557	26072540466K		ELECTRICITY KREITNER	407		4/7/20	4/1/20	116788	1,524.05	20-2540-466-07-25
3007703580	26072540466S		ELECTRICITY SUMMIT	407		4/7/20	4/1/20	116788	305.87	20-2540-466-07-29
								Total	34,728.87	
2916793131	26072540466I	AMEREN ILLINOIS	ELECTRICITY DORRIS	407		4/7/20	4/1/20	116789	37.89	20-2540-466-07-33
0424293295	26072540466T		ELECTRICITY TWIN ECHO	407		4/7/20	4/1/20	116789	68.79	20-2540-466-07-30
								Total	106.68	
10780	26082540323X	BUYERS INDUSTRIAL SUPPLY	REP/MAINT SVC WEB ELEM	407		4/7/20	4/1/20	116790	550.00	20-2540-323-08-31
10769	26082540323M		REP/MAINT SVC MARYVILLE	407		4/7/20	4/1/20	116790	961.59	20-2540-323-08-26
10769	66012540540C		Caseyville: floortile	407		4/7/20	4/1/20	116790	961.59	60-2540-540-01-21
10769	66012540540K		Kreitner: Misc, asphalt	407		4/7/20	4/1/20	116790	961.59	60-2540-540-01-25
10769	26082540323X		REP/MAINT SVC WEB ELEM	407		4/7/20	4/1/20	116790	961.59	20-2540-323-08-31
10769	66012540540R		Renfro: floor tile	407		4/7/20	4/1/20	116790	961.59	60-2540-540-01-28
10769	66012540540I		DIS: floor tile, parking lot, library HVAC g	407		4/7/20	4/1/20	116790	2,884.77	60-2540-540-01-33
								Total	8,242.72	
2729000000	260725403701	CITY OF COLLINSVILLE	WATER & SEWER ADMIN	407		4/7/20	4/1/20	116791	103.71	20-2540-370-07-01
3635030100	260725403701		WATER & SEWER ADMIN	407		4/7/20	4/1/20	116791	332.90	20-2540-370-07-01
2694000000	260725403701		WATER & SEWER ADMIN	407		4/7/20	4/1/20	116791	403.75	20-2540-370-07-01
								Total	840.36	
1920-17	16212130310U	LINNEMANN, TEREA	IDEA FLO TH Health Servi	407		4/7/20	4/1/20	116792	966.00	10-2130-310-21-462000-10
								Total	966.00	
453936746643	16212110410U	SYNCHRONY BANK/AMAZON	NA IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	14.99	10-2110-410-21-462000-10

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467978385689	16211220410U	SYNCHRONY BANK/AMAZON	19-20 IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	159.36	10-1220-410-21-462000-10
437665993435	16211220470U		19-20 IDEA Flow Thru Supplies Ink	407	192025	4/7/20	4/1/20	116793	173.49	10-1220-470-21-462000-10
469439676957	16211220470U		19-20 IDEA Flow Thru Supplies Ink	407	192025	4/7/20	4/1/20	116793	60.07	10-1220-470-21-462000-10
867756848435	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	28.99	10-1220-410-21-462000-10
856843499734	16212150410U		IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	85.49	10-2150-410-21-462000-10
443753736945	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	37.94	10-1220-410-21-462000-10
466597569874	16922523410U		MEDICAID SUPPLIES	407		4/7/20	4/1/20	116793	193.00	10-2523-410-92-10
677958468996	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	161.88	10-1220-410-21-462000-10
436648659378	16212150410U		IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	75.43	10-2150-410-21-462000-10
694373584566	16212150410U		IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	14.95	10-2150-410-21-462000-10
689856683785	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	9.99	10-1220-410-21-462000-10
457675953583	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	97.70	10-1220-410-21-462000-10
446384933595	16212110410U		NA IDEA FLO THRU SUPPLIES	407	192023	4/7/20	4/1/20	116793	15.99	10-2110-410-21-462000-10
446373693383	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	223.10	10-1220-410-21-462000-10
699434949858	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	422.87	10-1220-410-21-462000-10
448385974745	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	199.63	10-1220-410-21-462000-10
837979396979	16212150410U		IDEA FLO THRU SUPPLIES	407	192025	4/7/20	4/1/20	116793	23.99	10-2150-410-21-462000-10
456395739969	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	377.70	10-1220-410-21-462000-10
893788596657	16212330410U		IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	25.59	10-2330-410-21-462000-10
673843439793	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	134.47	10-1220-410-21-462000-10
438738894678	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	15.87	10-1220-410-21-462000-10
694999679493	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	44.93	10-1220-410-21-462000-10
875559753967	16211220410U		19-20 IDEA FLO THRU SUPPLIES	407	192026	4/7/20	4/1/20	116793	10.65	10-1220-410-21-462000-10
								Total	2,608.07	
8614769	26082540410G	THE HOME DEPOT	MAINT SUPPLIES HS	407		4/7/20	4/1/20	116794	69.00	20-2540-410-08-22
6031369	26082540410U		MAINT SUPPLIES UNIT	407		4/7/20	4/1/20	116794	52.84	20-2540-410-08-10
6031369	26082540410G		MAINT SUPPLIES HS	407		4/7/20	4/1/20	116794	19.20	20-2540-410-08-22
2011717	26082540410H		MAINT SUPPLIES HOLLY HGHTS	407		4/7/20	4/1/20	116794	295.00	20-2540-410-08-23
9012041	10011710013B		VOC HOUSE 310 South Seminary	407		4/7/20	4/1/20	116794	223.99	10-171-01
4012588	10011710013B		VOC HOUSE 310 South Seminary	407		4/7/20	4/1/20	116794	46.97	10-171-01

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4610049	26082540410G		MAINT SUPPLIES HS	407		4/7/20	4/1/20	116794	13.27	20-2540-410-08-22
3610070	26082540410G		MAINT SUPPLIES HS	407		4/7/20	4/1/20	116794	87.78	20-2540-410-08-22
2021511	26082540410G		MAINT SUPPLIES HS	407		4/7/20	4/1/20	116794	74.10	20-2540-410-08-22
2904050	169514005401		CTE GRANT EQUIP	407		4/7/20	4/1/20	116794	1,146.36	10-1400-540-95-01
9523212	26082540410U		MAINT SUPPLIES UNIT	407		4/7/20	4/1/20	116794	169.80	20-2540-410-08-10
8013278	26082540410G		MAINT SUPPLIES HS	407		4/7/20	4/1/20	116794	118.56	20-2540-410-08-22
60103522	26082540410U		MAINT SUPPLIES UNIT	407		4/7/20	4/1/20	116794	39.97	20-2540-410-08-10
5013644	10011710013B		VOC HOUSE 310 South Seminary	407		4/7/20	4/1/20	116794	55.88	10-171-01
5624567	26082540410G		MAINT SUPPLIES HS	407		4/7/20	4/1/20	116794	82.27	20-2540-410-08-22
2610475	26082540410N		MAINT SUPPLIES CMS	407		4/7/20	4/1/20	116794	26.18	20-2540-410-08-27
1523814	26082540410X		MAINT SUPPLIES WEBSTER	407		4/7/20	4/1/20	116794	70.11	20-2540-410-08-31
610543	26082540410I		MAINT SUPPLIES CIS	407		4/7/20	4/1/20	116794	60.25	20-2540-410-08-33
14254	26082540410U		MAINT SUPPLIES UNIT	407		4/7/20	4/1/20	116794	78.07	20-2540-410-08-10
								Total	2,729.60	
7416548493	26072540465H	AMEREN ILLINOIS	NATURAL GAS HOLLYWOOD HEIGHTS	420		4/20/20	4/1/20	116795	279.60	20-2540-465-07-23
2756232005	26072540465K		NATURAL GAS KREITNER	420		4/20/20	4/1/20	116795	496.56	20-2540-465-07-25
8808982000	26072540465J		NATURAL GAS JEFFERSON	420		4/20/20	4/1/20	116795	317.20	20-2540-465-07-24
3864012173	260725404651		NATURAL GAS ADMIN BLDG	420		4/20/20	4/1/20	116795	80.79	20-2540-465-07-01
4866317008	26072540465C		NATURAL GAS CASEYVILLE	420		4/20/20	4/1/20	116795	608.31	20-2540-465-07-21
5468217450	26072540466M		ELECTRICITY MARYVILLE	420		4/20/20	4/1/20	116795	43.54	20-2540-466-07-26
5252357001	26072540465J		NATURAL GAS JEFFERSON	420		4/20/20	4/1/20	116795	253.75	20-2540-465-07-24
4113114000	26072540465R		NATURAL GAS RENFRO	420		4/20/20	4/1/20	116795	519.31	20-2540-465-07-28
6621334004	260725404651		NATURAL GAS ADMIN BLDG	420		4/20/20	4/1/20	116795	274.39	20-2540-465-07-01
6830294009	26072540465N		NATURAL GAS MS	420		4/20/20	4/1/20	116795	1,490.46	20-2540-465-07-27
2479934005	26072540465X		NATURAL GAS WEBSTER	420		4/20/20	4/1/20	116795	1,923.11	20-2540-465-07-31
6180031212	260725404651		NATURAL GAS ADMIN BLDG	420		4/20/20	4/1/20	116795	162.80	20-2540-465-07-01
9567041000	26072540465T		NATURAL GAS TWIN ECHO	420		4/20/20	4/1/20	116795	305.00	20-2540-465-07-30
6860139005	26072540465G		NATURAL GAS HIGH SCHOOL	420		4/20/20	4/1/20	116795	3,300.83	20-2540-465-07-22
7944225617	26072540466T		ELECTRICITY TWIN ECHO	420		4/20/20	4/1/20	116795	16.89	20-2540-466-07-30
7944225617	26072540465T		NATURAL GAS TWIN ECHO	420		4/20/20	4/1/20	116795	1,226.96	20-2540-465-07-30

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								Total	11,299.50	
AB41155478	16051250410U	APPLE INC.	19-20 TITLE I INST MATLS	420		4/20/20	4/1/20	116796	8,820.00	10-1250-410-05-430000-10
AB40695594	16051250410U		19-20 TITLE I INST MATLS	420		4/20/20	4/1/20	116796	1,196.00	10-1250-410-05-430000-10
AB41070055	16051250410U		19-20 TITLE I INST MATLS	420		4/20/20	4/1/20	116796	5,880.00	10-1250-410-05-430000-10
AB38864960	16051250410U		19-20 TITLE I INST MATLS	420		4/20/20	4/1/20	116796	1,898.00	10-1250-410-05-430000-10
AB39294906	16051250410U		19-20 TITLE I INST MATLS	420		4/20/20	4/1/20	116796	949.00	10-1250-410-05-430000-10
								Total	18,743.00	
817117658	26072540340U	AT&T LONG DISTANCE	TELEPHONE CHARGES	420		4/20/20	4/1/20	116797	0.39	20-2540-340-07-10
								Total	0.39	
4869010000	26072540370R	CITY OF COLLINSVILLE	WATER & SEWER RENFRO	420		4/20/20	4/1/20	116798	1,305.88	20-2540-370-07-28
4894000000	26072540370I		WATER & SEWER CIS	420		4/20/20	4/1/20	116798	3,717.07	20-2540-370-07-33
								Total	5,022.95	
1920-18	16212130310U	LINNEMANN, TEREA	IDEA FLO TH Health Servi	420		4/20/20	4/1/20	116799	644.00	10-2130-310-21-462000-10
								Total	644.00	
I BOWLING	16392210332U	SASED-MIDWEST PBIS NETWOF	19-20 Title IV SSAE PD TRAVEL	420		4/20/20	4/1/20	116800	180.00	10-2210-332-39-440000-10
								Total	180.00	
582500833354	26082540410U	ADVANCE AUTO PARTS	MAINT SUPPLIES UNIT	416		4/16/20	4/1/20	116822	63.64	20-2540-410-08-10
								Total	63.64	
9540416335	26072540466X	AMEREN ILLINOIS	ELECTRICITY WEBSTER	416		4/16/20	4/1/20	116823	16.10	20-2540-466-07-31
								Total	16.10	
618345452347	26072540340U	AT&T	TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	267.27	20-2540-340-07-10
618346636492	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	52.06	20-2540-340-07-10
618346622114	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	56.89	20-2540-340-07-10
618346626547	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	232.63	20-2540-340-07-10
618346112425	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	80.50	20-2540-340-07-10
618346165641	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	56.89	20-2540-340-07-10
618346203590	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	200.91	20-2540-340-07-10
618346094216	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	51.66	20-2540-340-07-10
618343274745	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	134.94	20-2540-340-07-10
618343198473	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	101.25	20-2540-340-07-10

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618343259941	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	281.64	20-2540-340-07-10
618343103706	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	156.18	20-2540-340-07-10
618343275312	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	98.85	20-2540-340-07-10
618343693087	26072540340U		TELEPHONE CHARGES	416		4/16/20	4/1/20	116824	154.53	20-2540-340-07-10
								Total	1,926.20	
4016572100	26072540370H	CASEYVILLE WATER DEPT	WATER/SEWER HOLLY HGTS	416		4/16/20	4/1/20	116825	581.78	20-2540-370-07-23
3022007500	26072540370C		WATER & SEWER CASEYVILLE	416		4/16/20	4/1/20	116825	211.23	20-2540-370-07-21
3022005000	26072540370C		WATER & SEWER CASEYVILLE	416		4/16/20	4/1/20	116825	184.03	20-2540-370-07-21
								Total	977.04	
375040420	26012549323U	CHARTER COMMUNICATIONS	FIBER WAN NETWORK	416		4/16/20	4/1/20	116826	6,795.05	20-2549-323-01-10
								Total	6,795.05	
1950-01	16212550330U	HAY, CATHERINE	FY20 IDEA bus driver	416		4/16/20	4/1/20	116827	450.00	10-2550-330-21-462000-10
								Total	450.00	
0624740002	26072540370M	MARYVILLE WATER DEPARTMEI	WATER/SEWER MARYVILLE	416		4/16/20	4/1/20	116828	105.65	20-2540-370-07-26
0624740001	26072540370M		WATER/SEWER MARYVILLE	416		4/16/20	4/1/20	116828	668.61	20-2540-370-07-26
								Total	774.26	
3220075000	26072540370C	METRO EAST SANITARY DIST	WATER & SEWER CASEYVILLE	416		4/16/20	4/1/20	116829	125.00	20-2540-370-07-21
3220050000	26072540370C		WATER & SEWER CASEYVILLE	416		4/16/20	4/1/20	116829	103.67	20-2540-370-07-21
								Total	228.67	
0110100000	26072540370K	MOUND PUBLIC WATER	WATER & SEWER KREITNER	416		4/16/20	4/1/20	116830	19.91	20-2540-370-07-25
0110200000	26072540370K		WATER & SEWER KREITNER	416		4/16/20	4/1/20	116830	19.91	20-2540-370-07-25
0110300000	26072540370K		WATER & SEWER KREITNER	416		4/16/20	4/1/20	116830	23.07	20-2540-370-07-25
								Total	62.89	
350-004060783	26072540321U	REPUBLIC SERVICES #350	TRASH REMOVAL & PEST CONTROL	416		4/16/20	4/1/20	116831	6,126.36	20-2540-321-07-10
								Total	6,126.36	
1-09	16212130310U	SCANZONI, LISA	IDEA FLO TH Health Servi	416		4/16/20	4/1/20	116832	840.00	10-2130-310-21-462000-10
								Total	840.00	
7081	16282220430G	CARDMEMBER SERVICES	HP.COM STORE	422	881920	4/22/20	4/1/20	116993	(2.37)	10-2220-430-28-22
3590	16053300411U		19-20 TITLE I Supplies	422	520707	4/22/20	4/1/20	116993	1,032.00	10-3300-411-05-430000-10

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6361	16932660310U	CARDMEMBER SERVICES	GODADDY.COM	422		4/22/20	4/1/20	116993	159.98	10-2660-310-93-10
9106	16951400410U		HARBOR FREIGHT	422	990017	4/22/20	4/1/20	116993	531.81	10-1400-410-95-10
3539	16951400410U		WOODWORKS LTD	422	990017	4/22/20	4/1/20	116993	155.00	10-1400-410-95-10
3588	16282220430G		HP.COM STORE	422	881920	4/22/20	4/1/20	116993	40.35	10-2220-430-28-22
9105	16951400410U		HARBOR FREIGHT	422	990017	4/22/20	4/1/20	116993	399.98	10-1400-410-95-10
7841	16282220430G		PAPERWORKS.COM	422	881920	4/22/20	4/1/20	116993	207.64	10-2220-430-28-22
0530	86012310390U		SAFE-LATCH.COM	422	881920	4/22/20	4/1/20	116993	156.25	80-2365-390-01-10
7841	16051250410U		ACADEMIC THERAPY	422	520709	4/22/20	4/1/20	116993	297.00	10-1250-410-05-430000-10
1767	16951400410U		HARBOR FREIGHT	422	990017	4/22/20	4/1/20	116993	199.99	10-1400-410-95-10
9103	16951400410U		HARBOR FREIGHT	422	990017	4/22/20	4/1/20	116993	29.97	10-1400-410-95-10
9103	16951400410U		HARBOR FREIGHT	422	990017	4/22/20	4/1/20	116993	1,274.94	10-1400-410-95-10
NASSP PRODI	16032410410G		HS PRIN OFF SUPPLIES	422		4/22/20	4/1/20	116993	300.00	10-2410-410-03-22
5302	16392130410U		PAYPAL POWER4STL	422		4/22/20	4/1/20	116993	7,500.00	10-2130-410-39-440000-10
4717	160226404101		ACCO BRANDS DIRECT	422		4/22/20	4/1/20	116993	79.61	10-2640-410-02-01
4921	16052330410U		OFFICEMAX	422	520713	4/22/20	4/1/20	116993	119.98	10-2330-410-05-430000-10
1766	16052330410U		OFFICEMAX	422	520713	4/22/20	4/1/20	116993	799.98	10-2330-410-05-430000-10
1629	160225243401		USPS	422		4/22/20	4/1/20	116993	220.00	10-2524-340-02-01
1546	160225243401		USPS	422		4/22/20	4/1/20	116993	110.00	10-2524-340-02-01
0058	16932660310U		GOOGLE CLOUD	422		4/22/20	4/1/20	116993	247.40	10-2660-310-93-10
6302	16932660410U		AMZN MKTP US	422		4/22/20	4/1/20	116993	85.88	10-2660-410-93-10
8685	16932660410U		AMAZON.COM	422		4/22/20	4/1/20	116993	165.74	10-2660-410-93-10
6232	16932660323U		AMZN MKTP US	422		4/22/20	4/1/20	116993	396.27	10-2660-323-93-10
5897	16932660310U		GODADDY.COM	422		4/22/20	4/1/20	116993	127.98	10-2660-310-93-10
2461	16932660410U		STANDSANDMOUNTS.COM	422		4/22/20	4/1/20	116993	672.60	10-2660-410-93-10
3925	16932660410U		AMAZON.COM	422		4/22/20	4/1/20	116993	6.19	10-2660-410-93-10
9027	16212210332U		EB MTSS FOR EQITY	422		4/22/20	4/1/20	116993	(175.00)	10-2210-332-21-462000-10
0370	16762210332U		EB MTSS FOR EQUITY	422		4/22/20	4/1/20	116993	(175.00)	10-2210-332-76-493200-10
7290	16671250410U		LAKESHORE	422		4/22/20	4/1/20	116993	279.94	10-1250-410-67-490900-10
8062	16391100410U		OFFICEMAX	422		4/22/20	4/1/20	116993	1,873.78	10-1100-410-39-440000-10
5614	16932660411U		ADOBE ACROPRO	422		4/22/20	4/1/20	116993	15.93	10-2660-411-93-10

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4408	16012310330B		CHICK-FIL-A	422		4/22/20	4/1/20	116993	214.50	10-2310-330-01-20
5733	16932660310U		ZOOM.US	422		4/22/20	4/1/20	116993	104.99	10-2660-310-93-10
0253	16951400410U		POCKET NURSE	422		4/22/20	4/1/20	116993	(59.63)	10-1400-410-95-10
6302	16951400410U		ROBOTSHOP.COM	422		4/22/20	4/1/20	116993	(27.38)	10-1400-410-95-10
3026	16951400410U		ROBOTSHOP	422		4/22/20	4/1/20	116993	465.38	10-1400-410-95-10
9608	16951400410U		WALMART GROCERY	422		4/22/20	4/1/20	116993	188.03	10-1400-410-95-10
4445	16951400410U		HOBBY LOBBY	422		4/22/20	4/1/20	116993	220.56	10-1400-410-95-10
2104	16951400410U		GALLS	422		4/22/20	4/1/20	116993	243.79	10-1400-410-95-10
7049	16721110410U		WALMART	422		4/22/20	4/1/20	116993	17.36	10-1110-410-72-10
6521	16721110410U		WALMART GROCERY	422		4/22/20	4/1/20	116993	34.83	10-1110-410-72-10
8170	16951400410U		CHANEY ELECTRONICS	422		4/22/20	4/1/20	116993	946.10	10-1400-410-95-10
0320	16951400410U		MAKERBOT.COM	422		4/22/20	4/1/20	116993	505.50	10-1400-410-95-10
3798	16951400410U		EDITSTOCK	422		4/22/20	4/1/20	116993	599.99	10-1400-410-95-10
5527	16951400410U		GALLS	422		4/22/20	4/1/20	116993	14.15	10-1400-410-95-10
								Total	20,601.99	
3FA6POLU7LR	16151700540G	JACK SCHMITT FORD	Void HS DR ED CAR (FY20)	422		4/22/20	4/1/20	116995	24,949.40	10-1700-540-15-22
								Total	24,949.40	
L06681	26082540323G	JOHN DEERE FINANCIAL	REP/MAINT SVC HS	422		4/22/20	4/1/20	116996	11.98	20-2540-323-08-22
F45944	26082540323G		REP/MAINT SVC HS	422		4/22/20	4/1/20	116996	189.76	20-2540-323-08-22
								Total	201.74	
123789	16932660323U	OUTPUT UNLIMITED	TECHNOLOGY REPAIRS/MAINTENAN(	422		4/22/20	4/1/20	116997	2,946.50	10-2660-323-93-10
123789	26082540323G		REP/MAINT SVC HS	422		4/22/20	4/1/20	116997	2,946.50	20-2540-323-08-22
								Total	5,893.00	
793893463344	16052330410U	SYNCHRONY BANK/AMAZON	19-20 TITLE I SUPPLIES	422	520710(	4/22/20	4/1/20	116998	13.98	10-2330-410-05-430000-10
559634943459	16671250410U		LIPLEP SUPPLIES	422	881920	4/22/20	4/1/20	116998	67.13	10-1250-410-67-490900-10
687899595853	16051250410U		19-20 TITLE I INST MATLS	422	520710	4/22/20	4/1/20	116998	31.96	10-1250-410-05-430000-10
885767896776	16181130410G		LIPLEP SUPPLIES	422	881920	4/22/20	4/1/20	116998	158.00	10-1130-410-18-22
437889578388	16051250410U		19-20 TITLE I INST MATLS	422	520710:	4/22/20	4/1/20	116998	53.90	10-1250-410-05-430000-10
687487349973	16181130410G		HS SCIENCE SUPPLIES	422		4/22/20	4/1/20	116998	35.98	10-1130-410-18-22
433743665739	16181130410G		HS SCIENCE SUPPLIES	422	881920	4/22/20	4/1/20	116998	28.12	10-1130-410-18-22

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946344396876	16051250410U		19-20 TITLE I INST MATLS	422		4/22/20	4/1/20	116998	5.59	10-1250-410-05-430000-10
785956664935	16051250410U		19-20 TITLE I INST MATLS	422	520710	4/22/20	4/1/20	116998	168.59	10-1250-410-05-430000-10
444987559835	16051250410U		19-20 TITLE I INST MATLS	422	520710	4/22/20	4/1/20	116998	125.89	10-1250-410-05-430000-10
887634943855	16831110410U		19-20 Preschool Expan PE	422	881920	4/22/20	4/1/20	116998	71.85	10-1110-410-83-370500-10
583399977864	16051250410U		19-20 TITLE I INST MATLS	422	520710	4/22/20	4/1/20	116998	258.99	10-1250-410-05-430000-10
747936666855	16181130410G		HS SCIENCE SUPPLIES	422		4/22/20	4/1/20	116998	60.79	10-1130-410-18-22
764456963364	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	29.98	10-1250-410-05-430000-10
688655765866	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	8.99	10-1250-410-05-430000-10
744585554764	16051250410U		19-20 TITLE I INST MATLS	422	520714	4/22/20	4/1/20	116998	514.75	10-1250-410-05-430000-10
465434933933	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	158.00	10-1250-410-05-430000-10
693568885836	16051250410U		19-20 TITLE I INST MATLS	422	520711	4/22/20	4/1/20	116998	564.98	10-1250-410-05-430000-10
866775998395	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	68.23	10-1250-410-05-430000-10
466577494767	16051250410U		19-20 TITLE I INST MATLS	422	520712	4/22/20	4/1/20	116998	35.98	10-1250-410-05-430000-10
747845895755	16162120410G		HS COUNSELOR TESTING	422	881920	4/22/20	4/1/20	116998	15.99	10-2120-410-16-22
733883658345	16051250410U		19-20 TITLE I INST MATLS	422	520712	4/22/20	4/1/20	116998	131.96	10-1250-410-05-430000-10
677444658433	16022641411U		Student Registration BB1/26/15	422		4/22/20	4/1/20	116998	179.99	10-2641-411-02-10
758579597384	16051250410U		19-20 TITLE I INST MATLS	422	520711	4/22/20	4/1/20	116998	249.96	10-1250-410-05-430000-10
467745898988	16051250410U		19-20 TITLE I INST MATLS	422	520712	4/22/20	4/1/20	116998	36.95	10-1250-410-05-430000-10
878658395639	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	224.17	10-1250-410-05-430000-10
965389347943	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	19.99	10-1250-410-05-430000-10
596383387949	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	67.78	10-1250-410-05-430000-10
746385735785	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	135.59	10-1250-410-05-430000-10
459959959334	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	21.59	10-1250-410-05-430000-10
593598955389	16051250410U		19-20 TITLE I INST MATLS	422	520711	4/22/20	4/1/20	116998	248.98	10-1250-410-05-430000-10
436564594963	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	26.33	10-1250-410-05-430000-10
538668989367	16051250410U		19-20 TITLE I INST MATLS	422	520714	4/22/20	4/1/20	116998	51.49	10-1250-410-05-430000-10
878998334664	16051250410U		19-20 TITLE I INST MATLS	422	520714	4/22/20	4/1/20	116998	36.94	10-1250-410-05-430000-10
453693755458	16051250410U		19-20 TITLE I INST MATLS	422	520714	4/22/20	4/1/20	116998	7.99	10-1250-410-05-430000-10
889874578337	16051250410U		19-20 TITLE I INST MATLS	422	520714	4/22/20	4/1/20	116998	29.13	10-1250-410-05-430000-10
454594657894	16051250410U		19-20 TITLE I INST MATLS	422	520714	4/22/20	4/1/20	116998	201.97	10-1250-410-05-430000-10

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959698998588	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	18.97	10-1250-410-05-430000-10
936996396376	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	18.97	10-1250-410-05-430000-10
738555849453	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	74.63	10-1250-410-05-430000-10
463559896575	16051250410U		19-20 TITLE I INST MATLS	422	520713	4/22/20	4/1/20	116998	74.63	10-1250-410-05-430000-10
449743897577	26072540410U		CUSTODIAL SUPPLIES UNIT	422		4/22/20	4/1/20	116998	61.98	20-2540-410-07-10
468856455386	26082540323G		REP/MAINT SVC HS	422		4/22/20	4/1/20	116998	220.00	20-2540-323-08-22
								Total	4,617.66	
87464365	16212330410U	ABSOPURE WATER COMPANY	IDEA FLO THRU SUPPLIES	427		4/27/20	4/1/20	117002	26.02	10-2330-410-21-462000-10
								Total	26.02	
169802125	16721110410U	B & H	PERKINS GRANT SUPPLIES	427	990017	4/27/20	4/1/20	117003	51.32	10-1110-410-72-10
169702033	16721110410U		PERKINS GRANT SUPPLIES	427	990017	4/27/20	4/1/20	117003	93.10	10-1110-410-72-10
								Total	144.42	
MILEAGE	16553000332U	COLEMAN, CHRISTINE	17-18 Preschool Expan. Dev.	427		4/27/20	4/1/20	117004	7.25	10-3000-332-55-490200-10
MILEAGE	16833000332U		19-20 Preschool Expan PE	427		4/27/20	4/1/20	117004	13.05	10-3000-332-83-370500-10
REIMBURSE	16552300410U		17-18 Preschool Expan. Dev.	427		4/27/20	4/1/20	117004	40.99	10-2300-410-55-490200-10
								Total	61.29	
C PAVLINEK	16762210332U	CORWIN PRESS	19-20 TITLE II PROF D, TRAVEL	427		4/27/20	4/1/20	117005	1,500.00	10-2210-332-76-493200-10
								Total	1,500.00	
1333869	120045350000	DELTA DENTAL OF ILLINOIS	EMP HEALTH INS PAY	427		4/27/20	4/1/20	117006	22,622.70	10-456
								Total	22,622.70	
1-10	16212130310U	SCANZONI, LISA	IDEA FLO TH Health Servi	427		4/27/20	4/1/20	117007	840.00	10-2130-310-21-462000-10
								Total	840.00	
REIMBURSE	160211304101	VACCA, STEPHANIE	INK	427		4/27/20	4/1/20	117008	217.98	10-1130-410-02-01
								Total	217.98	
003529	16041110410X	WALMART COMMUNITY BRC	WEBSTER ELEM TEACHER SUPPLIES	427		4/27/20	4/1/20	117009	114.03	10-1110-410-04-31
								Total	114.03	
REFUND	14011811002U	ZITTA, TAMMY	Registration Lost Books	427		4/27/20	4/1/20	117010	90.00	10-1811-01-10
								Total	90.00	
3FA6POLU7LR	16151700540G	JACK SCHMITT FORD	HS DR ED CAR (FY20)	429		4/29/20	4/1/20	117012	24,949.40	10-1700-540-15-22

Paid Accounts Payable by Check Number

Printed: 5/11/2020 11:13 AM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
								Total	24,949.40	
9-16	16212130310U	REA, SHERRY	IDEA FLO TH Health Servi	429		4/29/20	4/1/20	117013	1,890.00	10-2130-310-21-462000-10
9-18	16212130310U		IDEA FLO TH Health Servi	429		4/29/20	4/1/20	117013	1,728.00	10-2130-310-21-462000-10
9-17	16212130310U		IDEA FLO TH Health Servi	429		4/29/20	4/1/20	117013	1,323.00	10-2130-310-21-462000-10
								Total	4,941.00	
9430437-00	26082540410T	YORK INTERNATIONAL CORPOF	MAINT SUPPLIES TWIN ECHO	429		4/29/20	4/1/20	117014	115.00	20-2540-410-08-30
								Total	115.00	
								Report Total	$317,468.99	

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Paid Accounts Payable (Fund Summary)

Printed: 5/11/2020 11:14 AM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	427	142,624.38
20	Oper, Build, & Maint Fund	429	166,855.64
60	Capital Projects	402	7,692.72
80	Tort Fund	422	156.25
90	Fire Prevention and Safety Fund	402	140.00
		Report Total	$317,468.99

Paid Accounts Payable by Check Number

Printed: 5/11/2020 11:15 AM
COLLINSVILLE 10

Invoice #	A.S.N.	Vendor Name	Description	Batch #	P.O. #	Check Date	Expense on Date	Check #	Amount	State Account #
9523212	26952540411A	THE HOME DEPOT	MAINTANCE SUPPLIES	407		4/7/20	4/1/20	1122	99.00	20-2540-411-95
								Total	99.00	
350-004060	26952540321A	REPUBLIC SERVICES #350	TRASH REMOVAL	416		4/16/20	4/1/20	1123	680.71	20-2540-321-95
								Total	680.71	
TRANSFER	100001010002	COLLINSVILLE AREA VOCATION	CASH Bank of Edwardsville Prime	402		4/2/20	4/1/20	14914	50,000.00	10-101
								Total	50,000.00	
								Report Total	$50,779.71	

Paid Accounts Payable (Fund Summary)

Printed: 5/11/2020 11:16 AM
COLLINSVILLE 10

Fund Code	Description	Batch #	Amount
10	Education Fund	402	50,000.00
20	Oper, Build, & Maint Fund	416	779.71
		Report Total	$50,779.71

17. **Monthly Financial Statements for April 2020** **91**

Item: 8
Exh.: E-8

BOARD AGENDA
May 18, 2020

TO: **Dr. Brad Skertich, Superintendent of Schools**

FROM: **Uta Robison, Chief School Business Official** UR

DATE: **May 18, 2020**

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 2020, be approved and attached to these minutes as Exhibit E-8."

ss

Attachments

Fund Balance Report

Printed: 05/08/2020 8:16:40AM

COLLINSVILLE 10

		Month to Date		Year to Date		Fund Balance		
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
10	Education Fund	3,996,190.00	4,575,203.64	44,858,602.83	49,158,115.79	4,299,512.96	8,184,177.17	12,483,690.13
20	Oper, Build, & Maint Fund	247,397.52	45,665.66	2,928,130.13	6,953,862.68	4,025,732.55	2,148,664.63	6,174,397.19
30	Debt Service Fund	31,917.77	5.40	2,279,042.77	2,304,021.83	24,979.06	227,917.31	252,896.37
40	Transportation Fund	255,907.43	13,465.41	3,464,301.63	2,704,907.44	(759,394.19)	(788,772.11)	(1,548,166.30)
50	I.M.R.F./Soc. Sec. Fund	150,060.86	23,253.12	1,582,104.93	1,997,713.60	415,608.67	1,769,150.14	2,184,758.81
60	Capital Projects	7,692.72	238.67	956,038.88	1,002,098.03	46,059.15	74,095.33	120,154.48
70	Working Cash Fund	0.00	14,369.78	0.00	417,367.94	417,367.94	7,117,085.69	7,534,453.63
80	Tort Fund	24,085.13	1,614.98	5,649,349.46	2,297,023.92	(3,352,325.54)	4,238,498.30	886,172.76
90	Fire Prevention and Safety Fund	140.00	3,729.31	378,938.72	361,635.65	(17,303.07)	2,063,645.84	2,046,342.77
		$4,713,391.43	$4,677,545.97	$62,096,509.34	$67,196,746.88	$5,100,237.54	$25,034,462.31	$30,134,699.84

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Statement of Changes in Fund Balance
Operating Funds
For the Month Ending April 30, 2020

	Education Fund (10)	Oper, Build, & Maint Fund (20)	Transportation Fund (40)	Working Cash Fund (70)	Total
Fund Balance March 31, 2020	$ 11,904,676.50	$ 6,376,129.05	$ (1,305,724.28)	$ 7,520,083.85	$ 24,495,165.11
Revenue	4,575,203.64	45,665.66	13,465.41	14,369.78	4,648,704.49
Expenditures	(3,996,190.00)	(247,397.52)	(255,907.43)	-	(4,499,494.95)
Net Change	579,013.64	(201,731.86)	(242,442.02)	14,369.78	149,209.54
Fund Balance April 30, 2020	$ 12,483,690.13	$ 6,174,397.19	$ (1,548,166.30)	$ 7,534,453.63	$ 24,644,374.65

Collinsville Community Unit School District No. 10
Statement of Changes in Fund Balance
For the Month Ending April 30, 2020

	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Fund 60	Fund 70	Fund 80	Fund 90	Total
Fund Balance March 31, 2020	$ 11,904,676.50	$ 6,376,129.05	$ 284,808.74	$ (1,305,724.28)	$ 2,311,566.55	$ 127,608.53	$ 7,520,083.85	$ 908,642.92	$ 2,042,753.46	$ 30,170,545.31
Revenue	4,575,203.64	45,665.66	5.40	13,465.41	23,253.12	238.67	14,369.78	1,614.98	3,729.31	4,677,545.97
Expenditures	(3,996,190.00)	(247,397.52)	(31,917.77)	(255,907.43)	(150,060.86)	(7,692.72)	-	(24,085.13)	(140.00)	(4,713,391.43)
Net Change	579,013.64	(201,731.86)	(31,912.37)	(242,442.02)	(126,807.74)	(7,454.05)	14,369.78	(22,470.15)	3,589.31	(35,845.46)
Fund Balance April 30, 2020	$ 12,483,690.13	$ 6,174,397.19	$ 252,896.37	$ (1,548,166.30)	$ 2,184,758.81	$ 120,154.48	$ 7,534,453.63	$ 886,172.77	$ 2,046,342.77	$ 30,134,699.85
	0.00	-	0.00	-	-	-	-	0.00	-	0.00

04/30/20

Revenue	$ 4,677,545.97
Cash Receipts Total	5,765,244.92
CR to Expense Account	(3,026.13)
CR Asset	(1,481,154.21)
CR to Liab	(64,466.60)
JEs	54,025.29
AJs	407,412.70
From AP Report coded to Revenue	(490.00)
Total	$ 4,677,545.97

04/30/20

Expenditures		$ (4,713,391.43)
AP Total by account report		(2,634,449.75)
Net PR	04/10/20	$ (1,063,066.92)
Net PR	04/24/20	(1,047,465.65)
From Cash Receipts		3,026.13
From AP Rep. coded to Assets		1,676.73
From AP Rep. coded to Liab. other than PR Liab.		27,312.70
From AP Rep.coded to Rev.		490.00
JEs		-
Ajs		(914.67)
Total		$ (4,713,391.43)

PR Liabilities			
04/10/20		(814,564.51)	
04/24/20		(812,059.01)	
04/24/20		(85.23)	
	$	(1,626,708.75)	
Health Insur	$	(27,312.70)	a/c 120045350000
Total:	$	(1,654,021.45)	
From AP Rep. Coded to Liab.		(1,654,021.45)	
Total:	$	(1,654,021.45)	

Collinsville CUSD 10 Balance Sheet

Report as of: 4/30/2020

Printed: 05/07/2020 1:10:55PM
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	44,962.47	0.00	44,962.47	10-101
100001010002	EDUC FUND CASH, BUSEY	364,717.61	590,702.15	955,419.76	10-101
100001010003	CASH (PMA 10887-102, HARRIS)	0.00	0.00	0.00	10-101
100001010001	ACTIVITY (TRUST & AGENCY) CASH	610,394.30	0.00	610,394.30	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	(2,000.00)	0.00	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	(0.47)	0.00	(0.47)	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	1,024,923.91	588,702.15	1,613,626.06	* Function
Drivers ED					
10011710011B	VOC H PROJ N/A	0.00	0.00	0.00	10-171-01

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Collinsville CUSD 10 Balance Sheet

Printed: 05/07/2020 1:10:55PM
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 South Seminary	33,867.77	1,676.73	35,544.50	10-171-01
10011710015B		VOC HOUSE PROJECT,400 E.Church sold Oct 2017	0.00	0.00	0.00	10-171-01
10011710016B		VOC HOUSE, 115 Courtland, current proj	1,143.09	0.00	1,143.09	10-171-01
10011710017B		VOC House, "Gale" donated lot 13--2-21-2	550.82	0.00	550.82	10-171-01
10011710018B		VOC House, Collinsville Rd, Donated lot.	789.00	0.00	789.00	10-171-01
10011800000B		EDUCATION FUND INVESTMENTS	11,439,409.24	22,569.45	11,461,978.69	10-180-01
	1700	**Drivers ED**	11,476,381.04	24,246.18	11,500,627.22	* Function
State						
10-400		ACTIVITY (TRUST & AGENCY)	(610,394.30)	0.00	(610,394.30)	10-400
10-401		SWIC CLEARING	(5.50)	0.00	(5.50)	10-400
	3000	**State**	(610,399.80)	0.00	(610,399.80)	* Function
Federal						
10-402		A/P LIABILITY	0.00	0.00	0.00	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
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	13,771.75	(33,934.69)	(20,162.94)	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	(0.40)	0.00	(0.40)	10-456-003
120045610000		SEC 125 TERM LIFE	0.00	0.00	0.00	10-456-004

Collinsville CUSD 10 Balance Sheet

Printed: 05/07/2020 1:10:55PM
COLLINSVILLE 10

Education Fund 10

Function 4000 Federal

Account	Description	Y.T.D. Bal.Frwd.	M.T.D. Activity	Y.T.D. Activity	State Account Number
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
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 UNITEDWAY CPI FEES	0.00	0.00	0.00	10-459
120046100000	TRS .4% Difference	0.00	0.00	0.00	10-461-000
4000	**Federal**	13,771.35	(33,934.69)	(20,163.35)	* Function
Transfer					
10-703	FUND CHANGE	(3,720,499.32)	(579,013.64)	(4,299,512.96)	10-703
120007040000	ED FUND BALANCE	(8,184,177.17)	0.00	(8,184,177.17)	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**	(11,904,676.49)	(579,013.64)	(12,483,690.13)	* Function
10	**Education Fund**	0.00	0.00	0.00	Fund

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Collinsville CUSD 10 Balance Sheet

Printed: 05/07/2020 1:10:55PM
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	2,262,516.71	(213,133.88)	2,049,382.83	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	2,768.36	239.44	3,007.80	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**	2,265,285.07	(212,894.44)	2,052,390.63	* 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	4,110,836.06	11,162.58	4,121,998.64	20-180-01
	1700	**Drivers ED**	4,110,836.06	11,162.58	4,121,998.64	* Function
Federal						
220040200000		A/P LIABILITY	0.00	(110.05)	(110.05)	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 TRANS 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

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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	
220045200000		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	0.44	0.00	0.44	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	7.48	0.00	7.48	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**	7.92	(110.05)	(102.13)	* Function	99
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**	0.00	0.00	0.00	* Function	
Transfer							
20-703		FUND CHANGE	(4,227,464.41)	201,841.91	(4,025,622.50)	20-703	
220007040000		O&M FUND BALANCE	(2,148,664.63)	0.00	(2,148,664.63)	20-704	
22017320000B		SALE OF VOC HOUSE PROJ LOT 11	0.00	0.00	0.00	20-732-01	
	7000	**Transfer**	(6,376,129.05)	201,841.91	(6,174,287.14)	* Function	
	20	**Oper, Build, & Maint Fund**	0.00	0.00	0.00	Fund	

Collinsville CUSD 10 Balance Sheet

Printed: 05/07/2020 1:10:55PM
COLLINSVILLE 10

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	168,290.16	(32,370.41)	135,919.75	30-101
300101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	30-103-01
	1000	**Local**	168,290.16	(32,370.41)	135,919.75	* Function
Drivers ED						
30011800000B		BOND & INT INVESTMENTS	116,518.58	458.04	116,976.62	30-180-01
320019500000		Escrow Account for Bond Refina	0.00	0.00	0.00	30-195
	1700	**Drivers ED**	116,518.58	458.04	116,976.62	* Function
Federal						
30-402		A/P LIABILITY	0.00	0.00	0.00	30-402
	4000	**Federal**	0.00	0.00	0.00	* Function
Transfer						
30-703		FUND CHANGE	(56,891.43)	31,912.37	(24,979.06)	30-703
320007040000		B&I FUND BALANCE	(227,917.31)	0.00	(227,917.31)	30-704
	7000	**Transfer**	(284,808.74)	31,912.37	(252,896.37)	* Function
	30	**Debt Service Fund**	0.00	0.00	0.00	Fund

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Collinsville CUSD 10 Balance Sheet

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COLLINSVILLE 10

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	(1,308,455.39)	(242,442.02)	(1,550,897.41)	40-101
400101030000		TRANS FD CASH CLEAR ACCT	0.00	0.00	0.00	40-103-01
40011510000B		TRANSP LOAN TO EDUC	0.00	0.00	0.00	40-151-01
40000152000B		TRANS LOAN TO O&M FUND	0.00	0.00	0.00	40-152
	1000	**Local**	(1,308,455.39)	(242,442.02)	(1,550,897.41)	* Function
Drivers ED						
40011800000B		TRANSP FUND INVESTMENTS	2,731.11	0.00	2,731.11	40-180-01
	1700	**Drivers ED**	2,731.11	0.00	2,731.11	* 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**	0.00	0.00	0.00	* Function
Transfer						
40-703		FUND CHANGE	516,952.17	242,442.02	759,394.19	40-703
420007040000		TRANS FUND BALANCE	788,772.11	0.00	788,772.11	40-704
	7000	**Transfer**	1,305,724.28	242,442.02	1,548,166.30	* Function
	40	**Transportation Fund**	0.00	0.00	0.00	Fund

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Collinsville CUSD 10 Balance Sheet

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COLLINSVILLE 10

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	939,816.03	(130,757.60)	809,058.43	50-101
500101030000		IMRF CASH CLEAR ACCT	0.00	0.00	0.00	50-103-01
	1000	**Local**	939,816.03	(130,757.60)	809,058.43	* Function
Drivers ED						
50011800000B		IMRF INVESTMENTS	1,371,710.73	3,949.86	1,375,660.59	50-180-01
	1700	**Drivers ED**	1,371,710.73	3,949.86	1,375,660.59	* Function
Federal						
50-402		A/P LIABILITY	0.00	0.00	0.00	50-402
500043400000		IMRF LOAN FROM W/CASH	0.00	0.00	0.00	50-434
520045400000		IMRF BP	37.47	0.00	37.47	50-454-009
520045700000		FICA BP	0.00	0.00	0.00	50-457-010
50-458		MEDICARE BP	2.32	0.00	2.32	50-458-011
	4000	**Federal**	39.79	0.00	39.79	* Function
Transfer						
50-703		FUND CHANGE	(542,416.41)	126,807.74	(415,608.67)	50-703
520007040000		IMRF FUND BALANCE	(1,769,150.14)	0.00	(1,769,150.14)	50-704
	7000	**Transfer**	(2,311,566.55)	126,807.74	(2,184,758.81)	* Function
	50	**I.M.R.F./Soc. Sec. Fund**	0.00	0.00	0.00	Fund

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Collinsville CUSD 10 Balance Sheet

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COLLINSVILLE 10

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	67,693.70	(7,675.94)	60,017.76	60-101
	1000	**Local**	67,693.70	(7,675.94)	60,017.76	* Function
Drivers ED						
60011800000B		INVESTMENTS	11,219.29	221.89	11,441.18	60-180-01
60011800001B		INVESTMENTS (CDB GRANT)	48,695.54	0.00	48,695.54	60-180-01
	1700	**Drivers ED**	59,914.83	221.89	60,136.72	* Function
Federal						
60-402		A/P LIABILITY	0.00	0.00	0.00	60-402
	4000	**Federal**	0.00	0.00	0.00	* Function
Transfer						
60-703		FUND CHANGE	(53,513.20)	7,454.05	(46,059.15)	60-703
620007040000		SITE/CONST. FUND BALANCE	(74,095.33)	0.00	(74,095.33)	60-704
	7000	**Transfer**	(127,608.53)	7,454.05	(120,154.48)	* Function
	60	**Capital Projects**	0.00	0.00	0.00	Fund

Collinsville CUSD 10 Balance Sheet

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COLLINSVILLE 10

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	889,042.12	3,551.74	892,593.86	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**	889,042.12	3,551.74	892,593.86	* Function
Drivers ED						
70011800000B		WORKING CASH INVESTMENTS	6,631,041.73	10,818.04	6,641,859.77	70-180-01
	1700	**Drivers ED**	6,631,041.73	10,818.04	6,641,859.77	* Function
Federal						
70-402		A/P LIABILITY	0.00	0.00	0.00	70-402
	4000	**Federal**	0.00	0.00	0.00	* Function
Transfer						
70-703		FUND CHANGE	(402,998.16)	(14,369.78)	(417,367.94)	70-703
720007040000		WKG CASH FUND BALANCE	(7,117,085.69)	0.00	(7,117,085.69)	70-704
	7000	**Transfer**	(7,520,083.85)	(14,369.78)	(7,534,453.63)	* Function
Other Financing Uses						
72018110710B		PERM TRF WKG CASH- ABOLISH TO	0.00	0.00	0.00	70-811-01
	8000	**Other Financing Uses**	0.00	0.00	0.00	* Function
	70	**Working Cash Fund**	0.00	0.00	0.00	Fund

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Collinsville CUSD 10 Balance Sheet

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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	627,709.69	(24,072.28)	603,637.40	80-101
	1000	**Local**	627,709.69	(24,072.28)	603,637.40	* Function
Drivers ED						
80011800000B		TORT INVESTMENTS	280,933.27	1,602.13	282,535.40	80-180-01
	1700	**Drivers ED**	280,933.27	1,602.13	282,535.40	* 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)	(0.04)	0.00	(0.04)	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		DISTIRCT 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
	4000	**Federal**	(0.04)	0.00	(0.04)	* Function
Transfer						
80-703		FUND CHANGE	3,329,855.38	22,470.15	3,352,325.54	80-703
820007040000		TORT FUND BALANCE	(4,238,498.30)	0.00	(4,238,498.30)	80-704
	7000	**Transfer**	(908,642.92)	22,470.15	(886,172.76)	* Function
	80	**Tort Fund**	0.00	0.00	0.00	Fund

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Collinsville CUSD 10 Balance Sheet

Printed: 05/07/2020 1:10:55PM
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	42,116.85	(110.30)	42,006.55	90-101
900101030000		CASH CLEARING ACCOUNT	0.00	0.00	0.00	90-103-01
	1000	**Local**	42,116.85	(110.30)	42,006.55	* Function
Drivers ED						
90011800000B		FP&S INVESTMENTS	2,000,636.61	3,699.61	2,004,336.22	90-180-01
	1700	**Drivers ED**	2,000,636.61	3,699.61	2,004,336.22	* Function
Federal						
90-402		A/P LIABILITY	0.00	0.00	0.00	90-402
	4000	**Federal**	0.00	0.00	0.00	* Function
Transfer						
90-703		FUND CHANGE	20,892.38	(3,589.31)	17,303.07	90-703
920007040000		FP&S FUND BALANCE	(2,063,645.84)	0.00	(2,063,645.84)	90-704
92017210000B		1996 H/L/S BOND SALE PROCEEDS	0.00	0.00	0.00	90-721-01
	7000	**Transfer**	(2,042,753.46)	(3,589.31)	(2,046,342.77)	* Function
	90	**Fire Prevention and Safety Fund**	0.00	0.00	0.00	Fund
		Report Total:	0.00	0.00	0.00	

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Fund Balance Report

Printed: 05/08/2020 10:35:49AM

COLLINSVILLE 10

		Month to Date		Year to Date			Fund Balance	
Fund	Description	Expense	Income	Expense	Income	YTD Change	Start of Year	Current
10	Education Fund	71,406.04	0.00	765,172.99	891,637.53	126,464.54	613,601.05	740,065.59
20	Oper, Build, & Maint Fund	779.71	0.00	15,284.32	31,277.35	15,993.03	0.00	15,993.03
40	Transportation Fund	757.77	0.00	13,445.99	23,830.79	10,384.80	0.00	10,384.80
		$72,943.52	$0.00	$793,903.30	$946,745.67	$152,842.37	$613,601.05	$766,443.42

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Collinsville Area Vocational Center

Statement of Changes in Fund Balance

For the Month Ending April 30, 2020

	Fund 10	Fund 20	Fund 40	Total
Fund Balance March 31, 2020	$ 811,471.63	$ 16,772.74	$ 11,142.57	$ 839,386.94
Income				$ -
Expenditures	(71,406.04)	(779.71)	(757.77)	(72,943.52)
Net change	$ (71,406.04)	$ (779.71)	$ (757.77)	$ (72,943.52)
				-
Fund Balance April 30, 2020	$ 740,065.59	$ 15,993.03	$ 10,384.80	$ 766,443.42
	-	-	-	

04/30/20

Income	$ -
Cash Receipts	-
to Expense Account	
to Asset	
From AP Report coded to revenue	
JE's	
AJ's	
Total	$ -

04/30/20

Expenditures	$ (72,943.52)
AP Check Register	(82,571.55)
Net PR 04/24/20	(20,158.75)
Net PR 04/10/20	(20,213.22)
AJ's	
Voided PR Liability	
From AP Report coded to revenue	-
From AP Rep. coded to Assets	50,000.00
From Cash Receipts coded to exp acct	-
From AP Rep. coded to Liab. other than PR Liab.	
Total	$ (72,943.52)

CAVC Balance Sheet

Printed: 05/08/2020 9:35:35AM
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 Bank of Edwardsville Prime	191,726.70	9,039.57	200,766.27	10-101
10-101		PAYROLL CASH	0.00	0.00	0.00	10-101
100001010001		CASH US BANK	619,705.07	(80,445.61)	539,259.46	10-101-1
1000010100TA		ACTIVITY (TRUST & AGENCY) CASH	65,119.52	0.00	65,119.52	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 0&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 PMA -103	0.00	0.00	0.00	10-180-95
	1000	**Instruction**	876,551.29	(71,406.04)	805,145.25	* Function
Community Services						
10-400		ACTIVITY (TRUST & AGENCY)	(65,119.52)	0.00	(65,119.52)	10-400
10-404		DUE TO UNIT	0.47	0.00	0.47	10-400
	3000	**Community Services**	(65,119.05)	0.00	(65,119.05)	* 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

Printed: 05/08/2020 9:35:35AM
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	39.39	0.00	39.39	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 INSURNCE	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**	39.39	0.00	39.39	* Function	110
Provision For Contingencs							
10-703		FUND NET CHANGE	(197,870.58)	71,406.04	(126,464.54)	10-703	
120007040000		FUND BALANCE	(613,601.05)	0.00	(613,601.05)	10-704	
	6000	**Provision For Contingencs**	(811,471.63)	71,406.04	(740,065.59)	* Function	
	10	**Education Fund**	0.00	0.00	0.00	Fund	

CAVC Balance Sheet

Printed: 05/08/2020 9:35:35AM
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 US BANK	16,772.74	(779.71)	15,993.03	20-101
200001010002		CASH Bank of Edwardsville Prime	0.00	0.00	0.00	20-101
20951400000A		REC FM PART DISTS BLDG FD	0.00	0.00	0.00	20-140-95
20951800000A		INVESTMENTS PMA-103	0.00	0.00	0.00	20-180-95
	1000	**Instruction**	16,772.74	(779.71)	15,993.03	* Function
Community Services						
20-404		DUE TO UNIT	0.00	0.00	0.00	20-400
	3000	**Community Services**	0.00	0.00	0.00	* 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**	0.00	0.00	0.00	* Function
Provision For Contingencs						
20-703		FUND NET CHANGE	(16,772.74)	779.71	(15,993.03)	20-703
220007040000		FUND BALANCE	0.00	0.00	0.00	20-704
	6000	**Provision For Contingencs**	(16,772.74)	779.71	(15,993.03)	* Function
	20	**Oper, Build, & Maint Fund**	0.00	0.00	0.00	Fund

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CAVC Balance Sheet

Printed: 05/08/2020 9:35:35AM
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 US BANK	11,142.57	(757.77)	10,384.80	40-101
400001010002		CASH Bank of Edwardsville 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 PMA -103	0.00	0.00	0.00	40-180-95
	1000	**Instruction**	11,142.57	(757.77)	10,384.80	* 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**	0.00	0.00	0.00	* Function
Provision For Contingencs						
40-703		FUND NET CHANGE	(11,142.57)	757.77	(10,384.80)	40-703
420007040000		FUND BALANCE	0.00	0.00	0.00	40-704
	6000	**Provision For Contingencs**	(11,142.57)	757.77	(10,384.80)	* Function
	40	**Transportation Fund**	0.00	0.00	0.00	Fund
		Report Total:	0.00	0.00	0.00	

18. **Unfinished Business**
19. Approval of Board Policy Updates 114

Board Policy Updates
PRESS Update 103

Notes from Dr. Skertich:

2:125	Board Member Compensation; Expenses – Baggage Fees Reimbursement
2:160	Board Attorney – Retain Legal Services
5:60	Expenses – Charges to Federal and State Grants
5:150	Personnel Records – Legal Reference
5:280	Duties & Qualifications – Legal Reference
6:135	Accelerated Placement Program – Legal Reference
6:280	Grading & Promotion – Standardized Tests, PARCC Removed
7:70	Attendance & Truancy – voting and mental health absence/release
7:90	Release During School Hours – Release time for voting
8:10	Connection with the Community – Social Media & Community Engagement
8:30	Visitors To & Conduct on School Property – Reasonable access to bargaining unit members
8:110	Public Suggestions & Concerns – Board e-mail to relevant individuals

Document Status: Draft Update

SCHOOL BOARD

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board as a separate Agenda item.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution, which resolution may be amended from time to time when deemed necessary.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

For any expenditure not covered under this Policy, money shall not be advanced or reimbursed, or purchase order issued for any Board member expense or at the request of any Board member, unless the majority of the Board of Education has first approved and authorized such expenditure.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations are not guaranteed and may, in the Board's sole discretion, be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists, as determined in the Board's sole discretion; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. Form 2:125-E2. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Form 2:125-E1. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval Form 2.125-E2. When pre-

approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement Form 2.125-E1. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

With Board approval via roll call vote, credit and procurement cards may be issued to Board members and use of the cards is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. The least expensive method of travel will be used, provided that no hardship will be caused to the Board member. Board members will be reimbursed for:
   a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.[Q1]
   b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
   c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed.
   d. When a private automobile is used, toll charges and parking costs will be reimbursed at the actual cost for such services.
   e. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
   f. Actual cost of taxis, airport shuttles, ride sharing or other local transportation services will be reimbursed at the actual cost for such services.
3. Meals

   The maximum daily reimbursement for meals shall be the geographical meal rate established by the General Services Administration ("GSA"). The per diem meal rate includes taxes and tips. To find current rates for meals in the geographical area for the travel visit https://www.gsa.gov/portal/category/26429.

   The separate amounts for breakfast, lunch and dinner listed in the GSA chart are provided should a Board member need to deduct any of those meals from his/her expense Form 5.60-E1. For example, if the Board member's trip includes meals that are already paid for by the District (such as through a registration fee for a conference), the Board member will need to deduct those meals from his/her expense form. Otherwise, a Board member may use the total available meal per diem as he/she chooses, so long as the per diem is only used for the Board member's meal(s).

   The maximum amount reimbursable for meals for the first and last calendar day of travel is calculated at 75 percent. Alcoholic beverages will not be reimbursed.

   One Day Travel: Employees are entitled to 75% of the GSA established per diem meal rate for one day travel away from his/her official worksite if it is longer than 12 hours.

   Meal reimbursement requests must be itemized on the expense Form 5.60-E1 and accompanied with a receipt.

4. Lodging

   The single room rate, plus applicable taxes, will be reimbursed at the maximum geographical rate established by the General Services Administration ("GSA"). Maximum lodging rates, excluding taxes, can be located at http://www.gsa.gov/portal/content/104877. Board members must pay personal expenses that are not reimbursable at checkout. If that is impossible, deductions for the charges must be made on the expense form. Form 5.60-E1.

5. Incidental Expenses:

   Incidental expenses include tips given to porters, baggage carriers and hotel staff. The per diem maximum incidental expense can be located at http://www.gsa.gov/portal/content/101518. The incidental expense must be reported on the expense form, 5.60-E1, but receipts are not required.

Additional Requirements for Travel Expenses Charged to Federal and State Grants[PRESSPlus1]

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.:

105 ILCS 5/10-20 and 5/10-22.32.

30 ILCS 708/, Government Accountability and Transparency Act.

~~Local Government Travel Expense Control Act,~~ 50 ILCS 150/, Local Government Travel Expense Control Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

~~ADOPTED: January 23, 2017~~

~~REVISED: April 24, 2017; March 19, 2018~~

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

~~X~~ Yes (default)
○ No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130. Boards are required to follow this subhead, policy 5:60's subhead Additional Requirements for Travel Expenses Charged to Federal and State Grants, and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse Board member travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 2:125-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See policy 5:60 and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

SCHOOL BOARD

2:160 Board Attorney

The School Board ~~enter into agreements for~~retain legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the School Board in its capacity as the governing body for the School District. ~~The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.~~ The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The attorney will:

1. Serve as counselor to the Board at all regular meetings, and at special meetings when requested by the Superintendent or Board President;
2. Represent the District in any matter as requested by the Board;
3. Provide written opinions on legal questions as requested by the Superintendent or Board President;
4. Approve, prepare, or supervise the preparation of legal documents and instruments and perform such other legal duties as the Board may request; and
5. Be available for telephone consultation.

The District will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a majority of the Board.

The Superintendent, his or her designee, and Board President, are each authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may also authorize a specific Board member to confer with the Board Attorney~~legal counsel~~ on its behalf.

The Superintendent may authorize the Board Attorney to represent the District in any legal matter until the Board has an opportunity to be informed of and/or consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:

> Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.: 4:60 (Purchases and Contracts)

~~ADOPTED: October 19, 2015~~

Document Status: Draft Update

General Personnel

5:150 Personnel Records

Please refer to the following current agreement:

Agreement between the Board of Education and the Collinsville Educational Assistants Association an affiliate of the Illinois Education Association-NEA and the National Education Association

For employees not covered by this agreement:

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee. An employee wanting employment and salary or wage information released for credit information must request so in writing and an administrator must sign the released materials.

LEGAL REF.:

325 ILCS 5/4, Abused and Neglected Child Reporting Act.[PRESSPlus1]

745 ILCS 46/10, Employment Record Disclosure Act.

820 ILCS 40/, Personal Record Review Act.

23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District Public Records), 7:340 (Student Records)

~~ADOPTED: July 16, 2012~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 103, March 2020**

Document Status: Draft Update

Educational Support Personnel

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to School Board policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio),detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.*

LEGAL REF.:

34 C.F.R. §§200.58 and 200.59. PRESSPlus1

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource

Persons and Volunteers)

~~ADOPTED: January 23, 2017~~

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated in response to amended Ill. State Board of Education rules governing educator licensure. **Issue 103, March 2020**

Document Status: Draft Update

General Personnel

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the District. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.Q1
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, ride sharing services, or other local transportation costs.

Meals

Meals charged to the District should represent GSA per diem for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State GrantsPRESSPlus1

All grant-related travel expenses must be pre-approved by the Superintendent or designee.

Expenses for travel, including expenses for transportation, lodging, meals, and related items incurred by employees and charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must also meet the following requirements:

1. The participation of the employee is necessary to the award, and the costs are specifically related to the award.
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy.
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status* for more than 12 hours. However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours.
5. Expenses may be charged based on an actual cost basis or on a per diem basis in lieu of actual costs incurred; however, only one method may be applied per trip.
6. Commercial airfare costs in excess of the least expensive coach or economy class are prohibited except when such accommodations would: (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Qualifying circumstances must be explained on the expense form, and Board approval of the additional expense is required.
7. Per diem rates and actual reimbursement amounts for mileage, meals, and lodging may not exceed the rates established by the Governor's Travel Control Board or federal travel regulations, whichever is less. These limits do not apply when: (1) an employee stays in the lowest-priced room available at or near a hotel where a conference or seminar is located or in accommodations arranged by the conference/seminar organization, or (2) lodging at or below the established rate is unavailable. In those cases, the employee will be reimbursed for actual lodging expenses with prior approval, but in no case will the reimbursement exceed 300% of the applicable maximum per diem rate. If a conference fee includes a meal, the meal or per diem allowance will be reduced by the actual value of the meal or the applicable meal allowance, whichever is less.

8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved. The Board does not reimburse employees for collision damage waiver or theft insurance.
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

LEGAL REF.:

2 C.F.R. §200.474.

30 ILCS 708/130, Grant Accountability and Transparency Act.

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: January 28, 2019

Questions and Answers:

***Required Question 1. This optional language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2.

Does the Board reimburse baggage fees?

☒ Yes (default)
○ No (IASB will remove the sentence regarding checked bag reimbursement and the text "and baggage receipts.")

PRESSPlus Comments

PRESSPlus 1. Required by the Grant Accountability and Transparency Act, 30 ILCS 708/130. Boards are required to follow this subhead and 5:60-AP (available at PRESS Online by logging in at www.iasb.com) when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA.

Federal travel regulations state that requests for authorization for actual expense reimbursement should be made *in advance* of travel. 2 C.F.R. §301-11.302. 5:60-E2, *Board Member Estimated Expense Approval Form*, can be used as a form for pre-approval. See the footnotes of policy 5:60, available at **PRESS** Online by logging in at www.iasb.com, and the **PRESS** Update Memo for more information.

Issue 103, March 2020

Document Status: Draft Update

INSTRUCTION

6:135 Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP 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 and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

LEGAL REF.:

105 ILCS 5/14A.

23 Ill.Admin.Code Part 227, Gifted Education.[PRESSPlus1]

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: December 17, 2018

PRESSPlus Comments

PRESSPlus 1. Ill. State Board of Education (ISBE) rules require this policy to be posted on the district website, if available. 23 Ill.Admin.Code §227.60(a). ISBE rules also require districts to annually report, by July 31, demographic information regarding students participating in accelerated placement. 23 Ill.Admin.Code §227.60(c). **Issue 103, March 2020**

Document Status: Draft Update

INSTRUCTION

6:280 Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill.~~inois~~ State Board of Education (ISBE) ~~*Partnership for Assessment of Readiness for College and Careers* (PARCC)~~[PRESSPlus1] and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher 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 used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

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 Building Principal at the end of each school year.

LEGAL REF.:

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

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

~~ADOPTED: January 26, 2015~~

PRESSPlus Comments

PRESSPlus 1. Starting in 2019, PARCC was no longer used by the Ill. State Board of Education as the State assessment and accountability measure. **Issue 103, March 2020**

Document Status: Draft Update

STUDENTS

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), PRESSPlus1 other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical ~~safety or~~ health or safety, PRESSPlus2 or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her 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.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in ~~the School Code, Section~~ 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have

been provided to the student.

12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
13. A process for a 17 year old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.:

105 ILCS 5/26-1 through 16.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: January 28, 2019

PRESSPlus Comments

PRESSPlus 1. 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. See policy 7:90 for more information. If the Board does not adopt the Voting subheading in policy 7:90 (see the Questions Window in the Draft Update for policy 7:90), IASB will remove this phrase and the Cross Reference to policy 7:90. **Issue 103, March 2020**

PRESSPlus 2. 105 ILCS 5//26-2a, amended by P.A. 100-810, amended valid causes for absences to include a student's mental, emotional, or physical health or safety. **Issue 103, March 2020**

Document Status: Draft Update

STUDENTS

7:90 Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Voting[Q1]

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.:

10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

~~ADOPTED: July 16, 2012~~

Questions and Answers:

***Required Question 1. 10 ILCS 5/7-42 and 10 ILCS 5/17-15, amended by P.A. 101-624, eff. 6-1-20, provide that beginning on the 15th day before a primary, general, or special election or on the day of any such election, any student who is eligible to vote is entitled to be absent for two hours during the school day to vote. Districts may specify the hours during which eligible students may be absent from their schools. See the footnotes of sample policy 7:90, available at **PRESS** Online by logging in at www.iasb.com, for more information.

Including this subhead aligns with best practice and serves several policy functions and purposes: ensuring legal compliance, directing or authorizing the superintendent or staff members, and/or providing information. However, including this information in policy is not required.

Has the Board adopted the Voting subhead?

~~X~~ Yes (default)
○ No (IASB will remove the Voting subhead and the Legal Reference to it from this policy, and the references to it from policy 7:70)

Document Status: Draft Update

COMMUNITY RELATIONS

8:10 Connection with the Community

Public Relations

The Board President is the official spokesperson for the School Board. The Superintendent is the District's chief spokesperson. The Superintendent or designee shall plan and implement a District public relations program that will:

1. Develop community understanding of school operation.
2. Gather community attitudes and desires for the District.
3. Secure adequate financial support for a sound educational program.
4. Help the community feel a more direct responsibility for the quality of education provided by their schools.
5. Earn the community's good will, respect, and confidence.
6. Promote a genuine spirit of cooperation between the school and the community.
7. Keep the news media accurately informed.
8. Coordinate with the District Safety Coordinator to provide accurate and timely information to the appropriate individuals during an emergency.

The public relations program should include:

1. Regular news releases concerning District programs, policies, activities, and special event management for distribution by, for example, posting on the District website, using social media platforms, PRESSPlus1 e.g., Facebook, Twitter, etc., or sending to the news media.
2. News conferences and interviews, as requested or needed. The Board President and Superintendent will coordinate their respective media relations efforts. Individuals may speak for the District only with prior approval from the Superintendent.
3. Publications having a high quality of editorial content and effective format. All publications shall identify the District, school, department, or classroom and shall include the name of the Superintendent, the Building Principal, and/or the author and the publication date.
4. Other efforts that highlight the District's programs and activities.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the District's schools.

The Board, in consultation with the Superintendent, determines the purpose(s) and objective(s) of any community engagement initiative.

For each community engagement initiative:,

1. tThe Board will:
    a. eCommit to the determined purpose(s) and objective(s), and
    b. pProvide information about the expected nature of the public's involvement.;
2. tThe Superintendent or designee will:
    a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s),
    b. The Superintendent will: (1) aAt least annually, prepare a report for theof each community engagement initiative, and/or (2)
    c. pPrepare a final report of theeach community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiative(s) are achieving the identified purpose(s) and objective(s); (2) consider what, if any, modifications would improve effectiveness; and (3) determine whether to continue individual initiatives.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers)

ADOPTED: October 19, 2015

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. Minor changes are made to align with present-day social medial platform usage patterns along with other changes for continuous improvement.

District social media accounts are likely either *limited public forms* or *public forums*. See the footnotes, available at **PRESS** Online by logging in at www.iasb.com, for information regarding Knight First Amendment Inst. at Columbia Univ. v. Trump, 302 F.Supp.3d 541 (S.D.N.Y. 2018). **Issue 103, March 2020**

Document Status: Draft Update

COMMUNITY RELATIONS

8:110 Public Suggestions and Concerns

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern ~~at~~ by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals.[PRESSPlus1] All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied after following the channels of authority, may file a grievance under the Board policy 2:260, *Uniform Grievance Procedure*. Neither this policy nor the *Uniform Grievance Procedure* creates an independent right to a hearing before the Board.

LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

~~ADOPTED: July 16, 2012~~

PRESSPlus Comments

PRESSPlus 1. The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), added by P.A. 101-620. Policy 6:235, *Access to Electronic Networks*, states that the district's network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. However, see policy 6:235 at footnote 6, available at **PRESS** Online by logging in at www.iasb.com, for a discussion of potential liability under the First Amendment of the U.S. Constitution if the district wants to "block" specific third parties based on message content. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc'ing* district staff who have no involvement in a particular issue. **Issue 103, March 2020**

Document Status: Draft Update

COMMUNITY RELATIONS

8:30 Visitors to and Conduct on School Property

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.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, 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.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) 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 town 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.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*.
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.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

~~Also, P~~**Please refer to the ~~following current~~ applicable collective bargaining agreement(s).~~**

~~**Agreement between Collinsville Community Unit District No. 10 and Collinsville Education Association**~~

For employees whose collective bargaining agreement does not address this subject:

Upon notifying the Building Principal's office, a~~A~~uthorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District.~~, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees.~~ PRESSPlus1

Enforcement

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.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).

20 U.S.C. §7181 *et seq.*, Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33~~, 5/24-24~~, 5/24-25, and 5/27-23.7(a).

115 ILCS 5/3(c), Ill. Educational Labor Relations Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Adopted: January 27, 2020

PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. Educational Labor Relations Act, 115 ILCS 5/3(c), added by P.A. 101-620, requiring districts to allow union representatives to meet with employees during the work day for certain reasons without loss of pay or leave time, as well as during *duty-free time* upon notice to the school office. See footnote 18 of sample policy 8:30, available at **PRESS** Online by logging in at www.iasb.com, for more information. **Issue 103, March 2020**

20. Update on 2019-2020 Amended Budget 137

ITEM: 9.2
EXH. E-9.2

BOARD AGENDA
May 18, 2020

TO: **Dr. Brad Skertich, Superintendent**

FROM: **Uta Robison, Chief School Business Official**

DATE: **May 18, 2020**

RE: **Collinsville Unit 10 2019-20 Amended Budget Update**

The budget hearing for next month was advertised on the Troy Times Tribune on April 23, 2020. Since the major changes were the fund transfers, the ISBE budget, which is the legal and required budget was on file and still is at the administration office. It is also posted on the website. Please see attached copy.

ss

Attachment

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

Accounting Basis:

[x] Cash
[ ] Accrual

SCHOOL DISTRICT BUDGET FORM *
July 1, 2019 - June 30, 2020

Balanced budget, no deficit reduction plan is required.

Date of Amended Budget: June 15, 2020
(MM/DD/YY)

District Name: Collinsville CUD # 10

District RCDT No: 41-057-0100-26

If your FY19 AFR states that you need to do a deficit reduction plan and your FY20 budget is balanced please state the measures you took to have your budget become balanced. (Bckgrnd-Assumpt 25-26)

Budget of Collinsville CUD # 10 *, County of* Madison, St. Clair ,
State of Illinois, for the Fiscal Year beginning July 1, 2019 *and ending* June 30, 2020 .

WHEREAS the Board of Education of Collinsville CUD # 10 ,
County of Madison, St. Clair ,

of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;
23 *day of* April , 20 20 ,

notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

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NOW, THEREFORE, Be it resolved by the Board of Education of said district as follows:

Section 1: That the fiscal year of this school district be and the same hereby is fixed and declared to be
beginning July 1, 2019 *and ending* June 30, 2020 .

Section 2: That the following budget containing an estimate of amounts available in each Fund, separately, and expenditures from each be and the same is hereby adopted as the budget of this school district for said fiscal year.

ADOPTION OF BUDGET

The budget shall be approved and signed below by members of the School Board. Adopted this 15th
June , 20 20 *by a roll call vote of* _____ *Yeas, and* _____ *Nays, to wit:*

** MEMBERS VOTING YEA:	** MEMBERS VOTING NAY:

* Based on the 23 Illinois Administrative Code-Part 100 and inconformity with Section 17-1 of the School Code.

** Type in the members who voted "YEA" nor "NAY". Actual school board member signatures are not required for electronic submission.

(1) A certified copy of this document must be filed with the county clerk within 30 days of adoption as required by Section 18-50 of the Property Tax Code (35 ILCS 200/18-50).

(2) Districts are required to submit the adopted/amended budget electronically to ISBE within 30 days of adoption or by October 30, whichever comes first. Budgets are submitted to **School Finance Report (SFR)**: https://sec1.isbe.net/attachmgr/default.aspx
The electronic version does not require member signatures, we do not accept PDF copies.

BUDGET SUMMARY

Page 2

	A	B	C	D	E	F	G	H	I	J	K	L
1	*Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.*		(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)	
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety	
3	**ESTIMATED BEGINNING FUND BALANCE July 1, 2019** [1]		8,184,177	2,148,665	227,917	(788,772)	1,769,150	74,095	7,117,086	4,238,498	2,063,646	
4	**RECEIPTS/REVENUES**											
5	**LOCAL SOURCES**	**1000**	22,013,211	4,331,774	2,253,842	1,560,219	2,066,774	7,000	457,479	2,522,682	397,879	
6	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**	201,300	0		0	0					
7	**STATE SOURCES**	**3000**	27,585,124	0	0	2,621,736	0	0	0	0	0	
8	**FEDERAL SOURCES**	**4000**	5,904,491	0	0	0	0	0	0	0	0	
9	**Total Direct Receipts/Revenues** [8]		55,704,126	4,331,774	2,253,842	4,181,955	2,066,774	7,000	457,479	2,522,682	397,879	
10	Receipts/Revenues for "On Behalf" Payments [2]	3998										
11	**Total Receipts/Revenues**		55,704,126	4,331,774	2,253,842	4,181,955	2,066,774	7,000	457,479	2,522,682	397,879	
12	**DISBURSEMENTS/EXPENDITURES**											
13	**INSTRUCTION**	**1000**	37,102,962				909,751					
14	**SUPPORT SERVICES**	**2000**	16,586,858	3,115,548		4,837,140	1,203,921	1,038,994		3,566,885	577,705	
15	**COMMUNITY SERVICES**	**3000**	488,457	0		0	59,947					
16	**PAYMENTS TO OTHER DISTRICTS & GOVT UNITS**	**4000**	2,035,793	40,000	0	25,000	0	0		0	0	
17	**DEBT SERVICES**	**5000**	0	0	2,530,180	0	0			0	0	
18	**PROVISION FOR CONTINGENCIES**	**6000**	0	0	0	0	0	0		0	0	
19	**Total Direct Disbursements/Expenditures** [9]		56,214,070	3,155,548	2,530,180	4,862,140	2,173,619	1,038,994		3,566,885	577,705	
20	Disbursements/Expenditures for "On Behalf" Payments [2]	4180	0	0	0	0	0	0		0	0	
21	**Total Disbursements/Expenditures**		56,214,070	3,155,548	2,530,180	4,862,140	2,173,619	1,038,994		3,566,885	577,705	
22	**Excess of Direct Receipts/Revenues Over (Under) Direct Disbursements/Expenditures**		(509,944)	1,176,226	(276,338)	(680,185)	(106,845)	(1,031,994)	457,479	(1,044,203)	(179,826)	
23	**OTHER SOURCES/USES OF FUNDS**											
24	**OTHER SOURCES OF FUNDS (7000)**											
25	**PERMANENT TRANSFER FROM VARIOUS FUNDS**											
26	Abolishment the Working Cash Fund [16]	7110										
27	Abatement of the Working Cash Fund [16]	7110										
28	Transfer of Working Cash Fund Interest	7120										
29	Transfer Among Funds	7130		0								
30	Transfer of Interest	7140		3,000,000						0		
31	Transfer from Capital Projects Fund to O&M Fund	7150		0								
32	Transfer of Excess Fire Prev & Safety Tax & Interest [3] Proceeds to O&M Fund	7160		0								
33	Transfer of Excess Accumulated Fire Prev & Safety Bond and Int [3a] Proceeds to Debt Service Fund	7170			0							
34	**SALE OF BONDS (7200)**											
35	Principal on Bonds Sold [4]	7210										
36	Premium on Bonds Sold	7220										
37	Accrued Interest on Bonds Sold	7230										
38	Sale or Compensation for Fixed Assets [5]	7300										
39	Transfer to Debt Service to Pay Principal on Capital Leases	7400			260,000							
40	Transfer to Debt Service Fund to Pay Interest on Capital Leases	7500			20,000							
41	Transfer to Debt Service Fund to Pay Principal on Revenue Bonds	7600			0							
42	Transfer to Debt Service Fund to Pay Interest on Revenue Bonds	7700			0							
43	Transfer to Capital Projects Fund	7800						1,000,000				
44	ISBE Loan Proceeds	7900										
45	Other Sources Not Classified Elsewhere	7990										
46	**Total Other Sources of Funds** [8]		0	3,000,000	280,000	0	0	1,000,000	0	0	0	

BUDGET SUMMARY

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	A	B	C	D	E	F	G	H	I	J	K	L
1	*Begin entering data on EstRev 5-10 and EstExp 11-17 tabs.*	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	
2	Description: Enter Whole Numbers Only											
47	**OTHER USES OF FUNDS (8000)**											
49	**TRANSFER TO VARIOUS OTHER FUNDS (8100)**											
50	Abolishment or Abatement of the Working Cash Fund [16]	8110							0			
51	Transfer of Working Cash Fund Interest	8120							0			
52	Transfer Among Funds	8130										
53	Transfer of Interest [6]	8140								3,000,000		
54	Transfer from Capital Projects Fund to O&M Fund	8150										
55	Transfer of Excess Fire Prev & Safety Tax & Interest [3] Proceeds to O&M Fund	8160										
56	Transfer of Excess Accumulated Fire Prev & Safety Bond [3a] and Int Proceeds to Debt Service Fund	8170										
57	Taxes Pledged to Pay Principal on Capital Leases	8410										
58	Grants/Reimbursements Pledged to Pay Principal on Capital Leases	8420										
59	Other Revenues Pledged to Pay Principal on Capital Leases	8430		260,000								
60	Fund Balance Transfers Pledged to Pay Principal on Capital Leases	8440										
61	Taxes Pledged to Pay Interest on Capital Leases	8510										
62	Grants/Reimbursements Pledged to Pay Interest on Capital Leases	8520										
63	Other Revenues Pledged to Pay Interest on Capital Leases	8530		20,000								
64	Fund Balance Transfers Pledged to Pay Interest on Capital Leases	8540										
65	Taxes Pledged to Pay Principal on Revenue Bonds	8610										
66	Grants/Reimbursements Pledged to Pay Principal on Revenue Bonds	8620										
67	Other Revenues Pledged to Pay Principal on Revenue Bonds	8630										
68	Fund Balance Transfers Pledged to Pay Principal on Revenue Bonds	8640										
69	Taxes Pledged to Pay Interest on Revenue Bonds	8710										
70	Grants/Reimbursements Pledged to Pay Interest on Revenue Bonds	8720										
71	Other Revenues Pledged to Pay Interest on Revenue Bonds	8730										
72	Fund Balance Transfers Pledged to Pay Interest on Revenue Bonds	8740										
73	Taxes Transferred to Pay for Capital Projects	8810										
74	Grants/Reimbursements Pledged to Pay for Capital Projects	8820										
75	Other Revenues Pledged to Pay for Capital Projects	8830		1,000,000								
76	Fund Balance Transfers Pledged to Pay for Capital Projects	8840										
77	Transfer to Debt Service Fund to Pay Principal on ISBE Loans	8910										
78	Other Uses Not Classified Elsewhere	8990								0		
79	**Total Other Uses of Funds** [9]		0	1,280,000	0	0	0	0	0	3,000,000	0	
80	**Total Other Sources/Uses of Fund**		0	1,720,000	280,000	0	0	1,000,000	0	(3,000,000)	0	
81	**ESTIMATED ENDING FUND BALANCE June 30, 2020**		7,674,233	5,044,891	231,579	(1,468,957)	1,662,305	42,101	7,574,565	194,295	1,883,820	
82												
83	**SUMMARY OF EXPENDITURES (by Major Object)**											
84	Description	Acct #	(10) Educational	(20) Operations & Maintenance	(30) Debt Service	(40) Transportation	(50) Municipal Retirement/ Social Security	(60) Capital Projects	(70) Working Cash	(80) Tort	(90) Fire Prevention & Safety	Total By Object
85												
86	**Object Name**											
87	Salaries	100	41,104,333	49,500		30,000		0		1,800,000	0	42,983,833
88	Employee Benefits	200	6,756,710	83,638		9,020	2,173,619	0		155,015	0	9,178,002
89	Purchased Services	300	3,772,518	964,160	0	4,682,120		0		1,611,870	552,705	11,583,373
90	Supplies & Materials	400	1,783,375	1,649,800		16,000		0		0	25,000	3,474,175
91	Capital Outlay	500	459,814	300,100		100,000		1,038,994		0	0	1,898,908
92	Other Objects	600	2,132,720	40,350	2,530,180	25,000	0	0		0	0	4,728,250
93	Non-Capitalized Equipment	700	54,600	68,000		0		0		0	0	122,600
94	Termination Benefits	800	150,000	0		0						150,000
95	**Total Expenditures**		56,214,070	3,155,548	2,530,180	4,862,140	2,173,619	1,038,994		3,566,885	577,705	74,119,141

SUMMARY OF CASH TRANSACTIONS

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	**BEGINNING CASH BALANCE ON HAND July 1, 2019** [7]		8,569,994	1,337,542	227,917	11,228	1,769,110	74,095	7,117,086	4,238,498	2,063,646
4	**Total Direct Receipts & Other Sources** [8]		55,704,126	7,331,774	2,533,842	4,181,955	2,066,774	1,007,000	457,479	2,522,682	397,879
5	**OTHER RECEIPTS**										
6	Interfund Loans Payable (Loans from Other Funds)	411				700,000					
7	Interfund Loans Receivable (Repayment of Loans)	141									
8	Notes and Warrants Payable	433									
9	Other Current Assets	199									
10	**Total Other Receipts**		0	0	0	700,000	0	0	0	0	0
11	**Total Direct Receipts, Other Sources, & Other Receipts**		55,704,126	7,331,774	2,533,842	4,881,955	2,066,774	1,007,000	457,479	2,522,682	397,879
12	**Total Amount Available**		64,274,120	8,669,316	2,761,759	4,893,183	3,835,884	1,081,095	7,574,565	6,761,180	2,461,525
13	**Total Direct Disbursements & Other Uses** [9]		56,214,070	4,435,548	2,530,180	4,862,140	2,173,619	1,038,994	0	6,566,885	577,705
14	**OTHER DISBURSEMENTS**										
15	Interfund Loans Receivable (Loans to Other Funds) [10]	141	350,000	350,000					0		
16	Interfund Loans Payable (Repayment of Loans)	411									
17	Notes and Warrants Payable	433									
18	Other Current Liabilities	499									
19	**Total Other Disbursements**		350,000	350,000	0	0	0	0	0	0	0
20	**Total Direct Disbursements, Other Uses, & Other Disbursements**		56,564,070	4,785,548	2,530,180	4,862,140	2,173,619	1,038,994	0	6,566,885	577,705
21	**ENDING CASH BALANCE ON HAND June 30, 2020** [7]		7,710,050	3,883,768	231,579	31,043	1,662,265	42,101	7,574,565	194,295	1,883,820

ESTIMATED RECEIPTS/REVENUES

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
3	**RECEIPTS/REVENUES FROM LOCAL SOURCES (1000)**										
4	**AD VALOREM TAXES LEVIED BY LOCAL EDUCATION AGENCY**	**1100**									
5	Designated Purposes Levies [11] (1110-1120)	-	19,037,857	3,778,795	2,247,842	1,505,519	926,499	0	373,879	2,477,682	377,879
6	Leasing Purposes Levy [12]	1130	0	377,879							
7	Special Education Purposes Levy	1140	300,104	0		0	0	0			
8	FICA and Medicare Only Levies	1150					1,046,075				
9	Area Vocational Construction Purposes Levy	1160		0	0			0			
10	Summer School Purposes Levy	1170	0								
11	Other Tax Levies (Describe & Itemize)	1190	0	0	0	0	0	0	0	0	0
12	**Total Ad Valorem Taxes Levied by District**		19,337,961	4,156,674	2,247,842	1,505,519	1,972,574	0	373,879	2,477,682	377,879
13	**PAYMENTS IN LIEU OF TAXES**	**1200**									
14	Mobile Home Privilege Tax	1210	5,000	0	0	0	0	0	0	0	0
15	Payments from Local Housing Authority	1220	0	0	0	0	0	0	0	0	0
16	Corporate Personal Property Replacement Taxes [13]	1230	760,000	140,000	0	54,000	76,200	0	13,600	0	0
17	Other Payments in Lieu of Taxes (Describe & Itemize)	1290	0	0	0	0	0	0	0	0	0
18	**Total Payments in Lieu of Taxes**		765,000	140,000	0	54,000	76,200	0	13,600	0	0
19	**TUITION**	**1300**									
20	Regular Tuition from Pupils or Parents (In State)	1311	0								
21	Regular Tuition from Other Districts (In State)	1312	0								
22	Regular Tuition from Other Sources (In State)	1313	0								
23	Regular Tuition from Other Sources (Out of State)	1314	0								
24	Summer School Tuition from Pupils or Parents (In State)	1321	10,000								
25	Summer School Tuition from Other Districts (In State)	1322	0								
26	Summer School Tuition from Other Sources (In State)	1323	0								
27	Summer School Tuition from Other Sources (Out of State)	1324	0								
28	CTE Tuition from Pupils or Parents (In State)	1331	0								
29	CTE Tuition from Other Districts (In State)	1332	0								
30	CTE Tuition from Other Sources (In State)	1333	0								
31	CTE Tuition from Other Sources (Out of State)	1334	0								
32	Special Education Tuition from Pupils or Parents (In State)	1341	0								
33	Special Education Tuition from Other Districts (In State)	1342	0								
34	Special Education Tuition from Other Sources (In State)	1343	0								
35	Special Education Tuition from Other Sources (Out of State)	1344	0								
36	Adult Tuition from Pupils or Parents (In State)	1351	0								
37	Adult Tuition from Other Districts (In State)	1352	0								
38	Adult Tuition from Other Sources (In State)	1353	0								
39	Adult Tuition from Other Sources (Out of State)	1354	0								
40	**Total Tuition**		10,000								
41	**TRANSPORTATION FEES**	**1400**									
42	Regular Transportation Fees from Pupils or Parents (In State)	1411				0					
43	Regular Transportation Fees from Other Districts (In State)	1412				0					
44	Regular Transportation Fees from Other Sources (In State)	1413				100					
45	Regular Transportation Fees from Co-curricular Activities (In State)	1415				0					
46	Regular Transportation Fees from Other Sources (Out of State)	1416				0					
47	Summer School Transportation Fees from Pupils or Parents (In State)	1421				0					
48	Summer School Transportation Fees from Other Districts (In State)	1422				0					
49	Summer School Transportation Fees from Other Sources (In State)	1423				0					
50	Summer School Transportation Fees from Other Sources (Out of State)	1424				0					
51	CTE Transportation Fees from Pupils or Parents (In State)	1431				0					
52	CTE Transportation Fees from Other Districts (In State)	1432				0					
53	CTE Transportation Fees from Other Sources (In State)	1433				0					
54	CTE Transportation Fees from Other Sources (Out of State)	1434				0					
55	Special Education Transportation Fees from Pupils or Parents (In State)	1441				0					

ESTIMATED RECEIPTS/REVENUES

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
56	Special Education Transportation Fees from Other Districts (In State)	1442				0					
57	Special Education Transportation Fees from Other Sources (In State)	1443				0					
58	Special Education Transportation Fees from Other Sources (Out of State)	1444				0					
59	Adult Transportation Fees from Pupils or Parents (In State)	1451				0					
60	Adult Transportation Fees from Other Districts (In State)	1452				0					
61	Adult Transportation Fees from Other Sources (In State)	1453				0					
62	Adult Transportation Fees from Other Sources (Out of State)	1454				0					
63	**Total Transportation Fees**					100					
64	**EARNINGS ON INVESTMENTS**	1500									
65	Interest on Investments	1510	100,000	35,000	6,000	600	18,000	7,000	70,000	45,000	20,000
66	Gain or Loss on Sale of Investments	1520	0	0	0	0	0	0	0	0	0
67	**Total Earnings on Investments**		100,000	35,000	6,000	600	18,000	7,000	70,000	45,000	20,000
68	**FOOD SERVICE**	1600									
69	Sales to Pupils - Lunch	1611	320,000								
70	Sales to Pupils - Breakfast	1612	0								
71	Sales to Pupils - A la Carte	1613	270,000								
72	Sales to Pupils - Other (Describe & Itemize)	1614	0								
73	Sales to Adults	1620	0								
74	Other Food Service (Describe & Itemize)	1690	0								
75	**Total Food Service**		590,000								
76	**DISTRICT/SCHOOL ACTIVITY INCOME**	1700									
77	Admissions - Athletic	1711	89,200	0							
78	Admissions - Other	1719	0	0							
79	Fees	1720	6,100	0							
80	Book Store Sales	1730	0	0							
81	Other District/School Activity Revenue (Describe & Itemize)	1790	25,000	0							
82	**Total District/School Activity Income**		120,300	0							
83	**TEXTBOOK INCOME**	1800									
84	Rentals - Regular Textbooks	1811	300,000								
85	Rentals - Summer School Textbooks	1812	0								
86	Rentals - Adult/Continuing Education Textbooks	1813	0								
87	Rentals - Other (Describe)	1819	0								
88	Sales - Regular Textbooks	1821	0								
89	Sales - Summer School Textbooks	1822	0								
90	Sales - Adult/Continuing Education Textbooks	1823	0								
91	Sales - Other (Describe & Itemize)	1829	0								
92	Other (Describe & Itemize)	1890	500								
93	**Total Textbooks**		300,500								
94	**OTHER REVENUE FROM LOCAL SOURCES**	1900									
95	Rentals	1910	16,950	0							
96	Contributions and Donations from Private Sources	1920	0	0	0	0	0	0	0	0	0
97	Impact Fees from Municipal or County Governments	1930	0	0	0	0	0	0	0	0	0
98	Services Provided Other Districts	1940	0	0		0					
99	Refund of Prior Years' Expenditures	1950	0	0	0	0	0	0		0	0
100	Payments of Surplus Moneys from TIF Districts	1960	725,000	0	0	0	0	0	0	0	0
101	Drivers' Education Fees	1970	37,500								
102	Proceeds from Vendors' Contracts	1980	0	0	0	0	0	0	0	0	0
103	School Facility Occupation Tax Proceeds	1983			0			0			
104	Payment from Other Districts	1991	0	0	0	0	0	0			
105	Sale of Vocational Projects	1992	0								

ESTIMATED RECEIPTS/REVENUES

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
106	Other Local Fees (Describe & Itemize)	1993	0	0	0	0	0	0		0	0
107	Other Local Revenues (Describe & Itemize)	1999	10,000	100	0	0	0	0	0	0	0
108	**Total Other Revenue from Local Sources**		789,450	100	0	0	0	0	0	0	0
109	**Total Receipts/Revenues from Local Sources**	**1000**	22,013,211	4,331,774	2,253,842	1,560,219	2,066,774	7,000	457,479	2,522,682	397,879
110	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT (2000)**										
111	Flow-Through Revenue from State Sources	2100	201,300	0		0	0				
112	Flow-Through Revenue from Federal Sources	2200	0	0		0	0				
113	Other Flow-Through Revenue (Describe & Itemize)	2300	0	0		0	0				
114	**Total Flow-Through Receipts/Revenues From One District to Another District**	**2000**	201,300	0		0	0				
115	**RECEIPTS/REVENUES FROM STATE SOURCES (3000)**										
116	**UNRESTRICTED GRANTS-IN-AID (3001-3099)**										
117	Evidence Based Funding Formula (Section 18-8.15)	3001	26,570,167	0	0	0	0	0		0	0
118	Reorganization Incentives (Accounts 3005-3021)	3005	0	0	0	0	0	0		0	0
119	Fast Growth District Grants	3030	0	0	0	0	0	0		0	0
120	Other Unrestricted Grants-In-Aid From State Sources (Describe & Itemize)	3099	8,757	0	0	0	0	0		0	0
121	**Total Unrestricted Grants-In-Aid**		26,578,924	0	0	0	0	0		0	0
122	**RESTRICTED GRANTS-IN-AID (3100-3900)**										
123	**SPECIAL EDUCATION**										
124	Special Education - Private Facility Tuition	3100	330,000			0					
125	Special Education - Funding for Children Requiring Sp Ed Services	3105	0			0					
126	Special Education - Personnel	3110	0	0		0					
127	Special Education - Orphanage - Individual	3120	150,000			0					
128	Special Education - Orphanage - Summer Individual	3130	0			0					
129	Special Education - Summer School	3145	0			0					
130	Special Education - Other (Describe & Itemize)	3199	0	0		0					
131	**Total Special Education**		480,000	0		0					
132	**CAREER AND TECHNICAL EDUCATION (CTE)**										
133	CTE - Technical Education - Tech Prep	3200	0	0			0				
134	CTE - Secondary Program Improvement (CTEI)	3220	0	0			0				
135	CTE - WECEP	3225	0	0			0				
136	CTE - Agriculture Education	3235	0	0			0				
137	CTE - Instructor Practicum	3240	0	0			0				
138	CTE - Student Organizations	3270	0	0			0				
139	CTE - Other (Describe & Itemize)	3299	0	0			0				
140	**Total Career and Technical Education**		0	0			0				
141	**BILINGUAL EDUCATION**										
142	Bilingual Education - Downstate - TPI and TBE	3305	0				0				
143	Bilingual Education - Downstate - Transitional Bilingual Education	3310	0				0				
144	**Total Bilingual Education**		0				0				
145	State Free Lunch & Breakfast	3360	35,000								
146	School Breakfast Initiative	3365	0	0			0				
147	Driver Education	3370	89,200	0							
148	Adult Education (from ICCB)	3410	0	0	0	0	0	0	0	0	0
149	Adult Education - Other (Describe & Itemize)	3499	0	0	0	0	0	0	0	0	0
150	**TRANSPORTATION**										
151	Transportation - Regular and Vocational	3500	0	0		1,400,362	0				
152	Transportation - Special Education	3510	0	0		1,221,374	0				
153	Transportation - Other (Describe & Itemize)	3599	0	0		0	0				
154	**Total Transportation**		0	0		2,621,736	0				
155	Learning Improvement - Change Grants	3610	0								

ESTIMATED RECEIPTS/REVENUES

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
156	Scientific Literacy	3660	0	0		0	0				
157	Truant Alternative/Optional Education	3695	60,000			0	0				
158	Early Childhood - Block Grant	3705	340,000	0		0	0				
159	Chicago General Education Block Grant	3766	0	0		0	0				
160	Chicago Educational Services Block Grant	3767	0	0		0	0				
161	School Safety & Educational Improvement Block Grant	3775	0	0	0	0	0	0			0
162	Technology - Technology for Success	3780	2,000	0	0	0	0	0			0
163	State Charter Schools	3815	0			0					
164	Extended Learning Opportunities - Summer Bridges	3825	0			0					
165	Infrastructure Improvements - Planning/Construction	3920		0				0			
166	School Infrastructure - Maintenance Projects	3925		0				0			0
167	Other Restricted Revenue from State Sources (Describe & Itemize)	3999	0	0	0	0	0	0	0	0	0
168	**Total Restricted Grants-In-Aid**		1,006,200	0	0	2,621,736	0	0	0	0	0
169	**Total Receipts/Revenues from State Sources**	**3000**	27,585,124	0	0	2,621,736	0	0	0	0	0
170	**RECEIPTS/REVENUES FROM FEDERAL SOURCES (4000)**										
171	**UNRESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT. (4001-4009)**										
172	Federal Impact Aid	4001	0	0	0	0	0	0	0	0	0
173	Other Unrestricted Grants-In-Aid Received Directly from the Federal Govt. (Describe & Itemize)	4009	0	0	0	0	0	0	0	0	0
174	**Total Unrestricted Grants-In-Aid Received Directly from Fed Govt**		0	0	0	0	0	0	0	0	0
175	**RESTRICTED GRANTS-IN-AID RECEIVED DIRECTLY FROM FEDERAL GOVT (4045-4090)**										
176	Head Start	4045	0								
177	Construction (Impact Aid)	4050	0	0				0			
178	MAGNET	4060	0	0		0	0	0			
179	Other Restricted Grants-In-Aid Received Directly from Federal Govt. (Describe & Itemize)	4090	0	0		0	0	0			0
180	**Total Restricted Grants-In-Aid Received Directly from Federal Govt.**		0	0		0	0	0			0
181	**RESTRICTED GRANTS-IN-AID RECEIVED FROM FEDERAL GOVT. THRU THE STATE (4100-4999)**										
182	**TITLE V**										
183	Title V - Flexibility and Accountability	4100	0	0		0	0				
184	Title V - SEA Projects	4105	0	0		0	0				
185	Title V - Rural Education Initiative (REI)	4107	0	0		0	0				
186	Title V - Other (Describe & Itemize)	4199	0	0		0	0				
187	**Total Title V**		0	0		0	0				
188	**FOOD SERVICE**										
189	Breakfast Start-Up Expansion	4200	0				0				
190	National School Lunch Program	4210	1,500,000				0				
191	Special Milk Program	4215	0				0				
192	School Breakfast Program	4220	425,000				0				
193	Summer Food Service Admin/Program	4225	0				0				
194	Child and Adult Care Food Program	4226	0				0				
195	Fresh Fruit and Vegetables	4240	0								
196	Food Service - Other (Describe & Itemize)	4299	0				0				
197	**Total Food Service**		1,925,000				0				
198	**TITLE I**										
199	Title I - Low Income	4300	1,604,491	0		0	0				
200	Title I - Low Income - Neglected, Private	4305	0	0		0	0				

ESTIMATED RECEIPTS/REVENUES

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	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
201	Title I - Migrant Education	4340	0	0		0	0				
202	Title I - Other (Describe & Itemize)	4399	0	0		0	0				
203	**Total Title I**		1,604,491	0		0	0				
204	**TITLE IV**										
205	Title IV - Student Support & Academic Enrichment Grant	4400	25,000	0		0	0				
206	Title IV - 21st Century	4421	0	0		0	0				
207	Title IV - Other (Describe & Itemize)	4499	0	0		0	0				
208	**Total Title IV**		25,000	0		0	0				
209	**FEDERAL - SPECIAL EDUCATION**										
210	Federal Special Education - Preschool Flow-Through	4600	50,000	0		0	0				
211	Federal Special Education - Preschool Discretionary	4605	0	0		0	0				
212	Federal Special Education - IDEA Flow Through	4620	1,400,000	0		0	0				
213	Federal Special Education - IDEA Room & Board	4625	50,000	0		0	0				
214	Federal Special Education - IDEA Discretionary	4630	0	0		0	0				
215	Federal Special Education - IDEA - Other (Describe & Itemize)	4699	0	0		0	0				
216	**Total Federal Special Education**		1,500,000	0		0	0				
217	**CTE - PERKINS**										
218	CTE - Perkins-Title IIIE Tech Prep	4770	0	0			0				
219	CTE - Other (Describe & Itemize)	4799	0	0			0				
220	**Total CTE - Perkins**		0	0			0				
221	Federal - Adult Education	4810	0	0			0				
222	ARRA - General State Aid - Education Stabilization	4850	0	0	0	0	0	0		0	0
223	ARRA - Title I - Low Income	4851	0	0		0	0				
224	ARRA - Title I - Neglected, Private	4852	0	0	0	0	0	0		0	0
225	ARRA - Title I - Delinquent, Private	4853	0	0	0	0	0	0		0	0
226	ARRA - Title I - School Improvement (Part A)	4854	0	0	0	0	0	0		0	0
227	ARRA - Title I - School Improvement (Section 1003g)	4855	0	0	0	0	0	0		0	0
228	ARRA - IDEA - Part B - Preschool	4856	0	0	0	0	0	0		0	0
229	ARRA - IDEA - Part B - Flow-Through	4857	0	0	0	0	0	0		0	0
230	ARRA - Title IID - Technology - Formula	4860	0	0	0	0	0	0		0	0
231	ARRA - Title IID - Technology - Competitive	4861	0	0	0	0	0	0		0	0
232	ARRA - McKinney - Vento Homeless Education	4862	0	0		0	0				
233	ARRA - Child Nutrition Equipment Assistance	4863	0	0							
234	Impact Aid Formula Grants	4864	0	0	0	0	0	0		0	0
235	Impact Aid Competitive Grants	4865	0	0	0	0	0	0		0	0
236	Qualified Zone Academy Bond Tax Credits	4866	0	0	0	0	0	0		0	0
237	Qualified School Construction Bond Credits	4867	0	0	0	0	0	0		0	0
238	Build America Bond Tax Credits	4868	0	0	0	0	0	0		0	0
239	Build America Bond Interest Reimbursement	4869	0	0	0	0	0	0		0	0
240	ARRA - General State Aid - Other Government Services Stabilization	4870	0	0	0	0	0	0		0	0
241	Other ARRA Funds - II	4871	0	0	0	0	0	0		0	0
242	Other ARRA Funds - III	4872	0	0	0	0	0	0		0	0
243	Other ARRA Funds - IV	4873	0	0	0	0	0	0		0	0
244	Other ARRA Funds - V	4874	0	0	0	0	0	0		0	0
245	ARRA - Early Childhood	4875	0	0	0	0	0	0		0	0
246	Other ARRA Funds - VII	4876	0	0	0	0	0	0		0	0
247	Other ARRA Funds - VIII	4877	0	0	0	0	0	0		0	0
248	Other ARRA Funds - IX	4878	0	0	0	0	0	0		0	0
249	Other ARRA Funds - X	4879	0	0	0	0	0	0		0	0
250	Other ARRA Funds - Ed Job Fund Program	4880	0	0	0	0	0	0		0	0
251	**Total Stimulus Programs**		0	0	0	0	0	0		0	0

ESTIMATED RECEIPTS/REVENUES

	A	B	C	D	E	F	G	H	I	J	K
1			(10)	(20)	(30)	(40)	(50)	(60)	(70)	(80)	(90)
2	Description: Enter Whole Numbers Only	Acct #	Educational	Operations & Maintenance	Debt Service	Transportation	Municipal Retirement/ Social Security	Capital Projects	Working Cash	Tort	Fire Prevention & Safety
252	Race to the Top Program	4901	0								
253	Race to the Top - Preschool Expansion Grant	4902	100,000	0		0	0				
254	Title III - Instruction for English Learners & Immigrant Students	4905	0			0	0				
255	Title III - English Language Acquistion	4909	50,000			0	0				
256	McKinney Education for Homeless Children	4920	0	0		0	0				
257	Title II - Eisenhower - Professional Development Formula	4930	0	0		0	0				
258	Title II - Teacher Quality	4932	260,000	0		0	0				
259	Federal Charter Schools	4960	0	0		0	0				
260	State Assessment Grants	4981	0	0		0	0				
261	Grant for State Assessments and Related Activities	4982	0	0		0	0				
262	Medicaid Matching Funds - Administrative Outreach	4991	110,000	0		0	0				
263	Medicaid Matching Funds - Fee-For-Service Program	4992	330,000	0		0	0				
264	Other Restricted Grants Received from Federal Government through State (Describe & Itemize)	4999	0	0		0	0	0			0
265	**Total Restricted Grants-In-Aid Received from Federal Govt. Thru the State**		5,904,491	0	0	0	0	0		0	0
266	**TOTAL RECEIPTS/REVENUES FROM FEDERAL SOURCES**	4000	5,904,491	0	0	0	0	0	0	0	0
267	**TOTAL DIRECT RECEIPTS/REVENUES**		55,704,126	4,331,774	2,253,842	4,181,955	2,066,774	7,000	457,479	2,522,682	397,879

ESTIMATED DISBURSEMENTS/EXPENDITURES

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	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
3	**10 - EDUCATIONAL FUND (ED)**										
4	**INSTRUCTION (ED)**	**1000**									
5	Regular Programs	1100	11,903,796	1,632,046	43,525	499,472	35,000	5,360	38,700	150,000	14,307,899
6	Tuition Payment to Charter Schools	1115			3,215						3,215
7	Pre-K Programs	1125	5,468,465	752,035	29,850	204,359	15,000	6,775	6,900	0	6,483,383
8	Special Education Programs (Functions 1200 - 1220)	1200	8,504,115	1,546,494	112,457	108,935	22,750	0	0	0	10,294,751
9	Special Education Programs Pre-K	1225	304,276	36,312	0	0	0	0	0	0	340,588
10	Remedial and Supplemental Programs K-12	1250	1,483,585	281,198	47,458	283,331	25,000	0	0	0	2,120,572
11	Remedial and Supplemental Programs Pre-K	1275	0	0	0	0	0	0	0	0	0
12	Adult/Continuing Education Programs	1300	0	0	0	0	0	0	0	0	0
13	CTE Programs	1400	1,068,433	121,426	605	32,300	23,000	0	1,000	0	1,246,764
14	Interscholastic Programs	1500	624,335	62,382	96,772	64,080	10,000	26,445	0	0	884,014
15	Summer School Programs	1600	0	0	0	495	0	0	0	0	495
16	Gifted Programs	1650	500	0	0	1,440	0	0	0	0	1,940
17	Driver's Education Programs	1700	210,000	12,727	9,540	8,468	20,000	0	0	0	260,735
18	Bilingual Programs	1800	1,074,687	81,200	2,320	400	0	0	0	0	1,158,607
19	Truant Alternative & Optional Programs	1900	0	0	0	0	0	0	0	0	0
20	Pre-K Programs - Private Tuition	1910						0			0
21	Regular K-12 Programs Private Tuition	1911						0			0
22	Special Education Programs K-12 Private Tuition	1912						0			0
23	Special Education Programs Pre-K Tuition	1913						0			0
24	Remedial/Supplemental Programs K-12 Private Tuition	1914						0			0
25	Remedial/Supplemental Programs Pre-K Private Tuition	1915						0			0
26	Adult/Continuing Education Programs Private Tuition	1916						0			0
27	CTE Programs Private Tuition	1917						0			0
28	Interscholastic Programs Private Tuition	1918						0			0
29	Summer School Programs Private Tuition	1919						0			0
30	Gifted Programs Private Tuition	1920						0			0
31	Bilingual Programs Private Tuition	1921						0			0
32	Truants Alternative/Opt Ed Programs Private Tuition	1922						0			0
33	**Total Instruction**[14]	**1000**	30,642,191	4,525,820	345,742	1,203,280	150,750	38,580	46,600	150,000	37,102,962
34	**SUPPORT SERVICES (ED)**	**2000**									
35	**Support Services - Pupil**	**2100**									
36	Attendance & Social Work Services	2110	912,430	147,875	7,700	200	0	0	0	0	1,068,205
37	Guidance Services	2120	330,104	42,100	0	19,350	0	0	0	0	391,554
38	Health Services	2130	824,077	180,107	25,772	11,800	0	0	0	0	1,041,756
39	Psychological Services	2140	371,095	54,473	2,500	1,600	0	0	0	0	429,668
40	Speech Pathology & Audiology Services	2150	120,678	26,760	0	6,000	2,064	0	0	0	155,502
41	Other Support Services - Pupils (Describe & Itemize)	2190	0	0	0	0	0	0	0	0	0
42	**Total Support Services - Pupil**	**2100**	2,558,384	451,314	35,972	38,950	2,064	0	0	0	3,086,684
43	**Support Services - Instructional Staff**	**2200**									
44	Improvement of Instruction Services	2210	231,333	50,530	160,483	44,921	0	0	0	0	487,267
45	Educational Media Services	2220	327,201	48,685	26,600	46,204	0	0	1,000	0	449,690
46	Assessment & Testing	2230	1,077	3	0	750	0	0	0	0	1,830
47	**Total Support Services - Instructional Staff**	**2200**	559,611	99,218	187,083	91,875	0	0	1,000	0	938,788
48	**Support Services - General Administration**	**2300**									
49	Board of Education Services	2310	204,329	547,509	621,800	14,500	0	28,500	0	0	1,416,638
50	Executive Administration Services	2320	241,666	23,671	5,000	2,745	0	2,310	2,000	0	277,392
51	Special Area Administration Services	2330	164,022	17,300	3,695	16,351	10,000	1,300	0	0	212,667
52	Tort Immunity Services	2360 - 2370	47,968	10,222	0	0	0	0	0	0	58,190
53	**Total Support Services - General Administration**	**2300**	657,984	598,702	630,495	33,596	10,000	32,110	2,000	0	1,964,887
54	**Support Services - School Administration**	**2400**									
55	Office of the Principal Services	2410	2,745,918	378,493	23,250	20,872	0	8,500	3,500	0	3,180,533
56	Other Support Services - School Administration *(Describe & Itemize)*	2490	0	0	0	0	0	0	0	0	0
57	**Total Support Services - School Administration**	**2400**	2,745,918	378,493	23,250	20,872	0	8,500	3,500	0	3,180,533

ESTIMATED DISBURSEMENTS/EXPENDITURES

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1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
58	**Support Services - Business**	**2500**									
59	Direction of Business Support Services	2510	171,335	17,720	17,800	2,450	0	25,330	1,000	0	235,635
60	Fiscal Services	2520	106,100	17,668	45,700	14,490	57,000	0	500	0	241,458
61	Operation & Maintenance of Plant Services	2540	1,712,434	358,373	9,000	0	0	0	0	0	2,079,807
62	Pupil Transportation Services	2550	0	0	511	0	0	0	0	0	511
63	Food Services	2560	32,279	8,577	2,040,407	35,220	0	0	0	0	2,116,483
64	Internal Services	2570	80,736	17,053	15,900	11,600	0	0	0	0	125,289
65	**Total Support Services - Business**	**2500**	2,102,884	419,391	2,129,318	63,760	57,000	25,330	1,500	0	4,799,183
66	**Support Services - Central**	**2600**									
67	Direction of Central Support Services	2610	0	0	0	0	0	0	0	0	0
68	Planning, Research, Development & Evaluation Services	2620	272,414	36,312	7,250	900	0	0	0	0	316,876
69	Information Services	2630	0	0	0	0	0	0	0	0	0
70	Staff Services	2640	589,585	72,124	42,630	15,365	0	4,100	0	0	723,804
71	Data Processing Services	2660	633,340	115,933	311,200	178,600	240,000	100	0	0	1,479,173
72	**Total Support Services - Central**	**2600**	1,495,339	224,369	361,080	194,865	240,000	4,200	0	0	2,519,853
73	**Other Support Services *(Describe & Itemize)***	**2900**	87,536	8,594	0	800	0	0	0	0	96,930
74	**Total Support Services**	**2000**	10,207,657	2,180,081	3,367,198	444,718	309,064	70,140	8,000	0	16,586,858
75	**COMMUNITY SERVICES (ED)**	**3000**	254,485	50,810	47,786	135,377	0	0	0	0	488,457
76	**PAYMENTS TO OTHER DIST & GOVT UNITS (ED)**	**4000**									
77	**Payments to Other Dist & Govt Units (In-State)**	4100									
78	Payments for Regular Programs	4110			0			0			0
79	Payments for Special Education Programs	4120			0			0			0
80	Payments for Adult/Continuing Education Programs	4130			0			0			0
81	Payments for CTE Programs	4140			0			0			0
82	Payments for Community College Programs	4170			0			0			0
83	Other Payments to In-State Govt Units *(Describe & Itemize)*	4190			11,793			0			11,793
84	**Total Payments to Other Dist & Govt Units (In-State)**	**4100**			11,793			0			11,793
85	Payments for Regular Programs - Tuition	4210						0			0
86	Payments for Special Education Programs - Tuition	4220						1,256,000			1,256,000
87	Payments for Adult/Continuing Education Programs - Tuition	4230						0			0
88	Payments for CTE Programs - Tuition	4240						768,000			768,000
89	Payments for Community College Programs - Tuition	4270						0			0
90	Payments for Other Programs - Tuition	4280						0			0
91	Other Payments to In-State Govt Units *(Describe & Itemize)*	4290						0			0
92	**Total Payments to Other Dist & Govt Units - Tuition (In State)**	**4200**						2,024,000			2,024,000
93	Payments for Regular Programs - Transfers	4310						0			0
94	Payments for Special Education Programs - Transfers	4320						0			0
95	Payments for Adult/Continuing Ed Programs - Transfers	4330						0			0
96	Payments for CTE Programs - Transfers	4340						0			0
97	Payments for Community College Program - Transfers	4370						0			0
98	Payments for Other Programs - Transfers	4380						0			0
99	Other Payments to In-State Govt Units - Transfers *(Describe & Itemize)*	4390			0			0			0
100	**Total Payments to Other Dist & Govt Units-Transfers (In State)**	**4300**			0			0			0
101	Payments to Other Dist & Govt Units (Out of State)	4400			0			0			0
102	**Total Payments to Other Dist & Govt Units**	**4000**			11,793			2,024,000			2,035,793
103	**DEBT SERVICE (ED)**	**5000**									
104	**Debt Service - Interest on Short-Term Debt**	5100									
105	Tax Anticipation Warrants	5110						0			0
106	Tax Anticipation Notes	5120						0			0
107	Corporate Personal Property Repl Tax Anticipated Notes	5130						0			0
108	State Aid Anticipation Certificates	5140						0			0
109	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150						0			0
110	**Total Debt Service - Interest on Short-Term Debt**	**5100**						0			0
111	**Debt Service - Interest on Long-Term Debt**	**5200**						0			0
112	**Total Debt Service**	**5000**						0			0

ESTIMATED DISBURSEMENTS/EXPENDITURES

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1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
113	**PROVISION FOR CONTINGENCIES (ED)**	**6000**						0			0
114	**Total Direct Disbursements/Expenditures**		41,104,333	6,756,710	3,772,518	1,783,375	459,814	2,132,720	54,600	150,000	56,214,070
115	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(509,944)
117	**20 - OPERATIONS AND MAINTENANCE FUND (O&M)**										
118	**SUPPORT SERVICES (O&M)**	**2000**									
119	**Support Services - Pupil**	**2100**									
120	Other Support Services - Pupils *(Describe & Itemize)*	2190	0	0	0	0	0	0	0	0	0
121	**Support Services - Business**	**2500**									
122	Direction of Business Support Services	2510	0	0	0	0	0	0	0	0	0
123	Facilities Acquisition & Construction Services	2530	0	0	40,000	0	0	0	0	0	40,000
124	Operation & Maintenance of Plant Services	2540	49,500	83,638	924,160	1,649,800	245,100	350	66,000	0	3,018,548
125	Pupil Transportation Services	2550	0	0	0	0	0	0	0	0	0
126	Food Services	2560					55,000		2,000		57,000
127	**Total Support Services - Business**	**2500**	49,500	83,638	964,160	1,649,800	300,100	350	68,000	0	3,115,548
128	**Other Support Services** *(Describe & Itemize)*	**2900**	0	0	0	0	0	0	0	0	0
129	**Total Support Services**	**2000**	49,500	83,638	964,160	1,649,800	300,100	350	68,000	0	3,115,548
130	**COMMUNITY SERVICES (O&M)**	**3000**	0	0	0	0	0	0	0	0	0
131	**PAYMENTS TO OTHER DIST & GOVT UNITS (O&M)**	**4000**									
132	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
133	Payments for Regular Programs	4110			0			0			0
134	Payments for Special Education Programs	4120			0			0			0
135	Payments for CTE Program	4140			0			0			0
136	Other Payments to In-State Govt Units *(Describe & Itemize)*	4190			0			40,000			40,000
137	**Total Payments to Other Dist & Govt Units (In-State)**	**4100**			0			40,000			40,000
138	Payments to Other Dist & Govt Units (Out of State) [14]	4400						0			0
139	**Total Payments to Other Dist & Govt Unit**	**4000**			0			40,000			40,000
140	**DEBT SERVICE (O&M)**	**5000**									
141	**Debt Service - Interest on Short-Term Debt**	**5100**									
142	Tax Anticipation Warrants	5110						0			0
143	Tax Anticipation Notes	5120						0			0
144	Corporate Personal Prop Repl Tax Anticipated Notes	5130						0			0
145	State Aid Anticipation Certificates	5140						0			0
146	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150						0			0
147	**Total Debt Service - Interest on Short-Term Debt**	**5100**						0			0
148	**Debt Service - Interest on Long-Term Debt**	**5200**						0			0
149	**Total Debt Service**	**5000**						0			0
150	**PROVISION FOR CONTINGENCIES (O&M)**	**6000**						0			0
151	**Total Direct Disbursements/Expenditures**		49,500	83,638	964,160	1,649,800	300,100	40,350	68,000	0	3,155,548
152	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										1,176,226
154	**30 - DEBT SERVICE FUND (DS)**										
155	**PAYMENTS TO OTHER DIST & GOVT UNITS (DS)**	**4000**									
156	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
157	**Payments for Regular Programs**	**4110**						0			0
158	**Payments for Special Education Programs**	**4120**						0			0
159	Other Payments to In-State Govt Units *(Describe & Itemize)*	**4190**						0			0
160	**Total Payments to Other Dist & Govt Units (In-State)**	**4000**						0			0
161	**DEBT SERVICE (DS)**	**5000**									
162	**Debt Service - Interest on Short-Term Debt**	**5100**									
163	Tax Anticipation Warrants	5110						0			0
164	Tax Anticipation Notes	5120						0			0

ESTIMATED DISBURSEMENTS/EXPENDITURES

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	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
165	Corporate Personal Prop Repl Tax Anticipation Notes	5130						0			0
166	State Aid Anticipation Certificates	5140						130,650			130,650
167	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150						0			0
168	**Total Debt Service - Interest On Short-Term Debt**	**5100**						130,650			130,650
169	**Debt Service - Interest on Long-Term Debt**	**5200**						2,115,000			2,115,000
170	**Debt Service - Payments of Principal on Long-Term Debt [15] (Lease/Purchase Principal Retired)**	**5300**						280,000			280,000
171	**Debt Service Other *(Describe & Itemize)***	**5400**			0			4,530			4,530
172	**Total Debt Service**	**5000**			0			2,530,180			2,530,180
173	**PROVISION FOR CONTINGENCIES (DS)**	**6000**						0			0
174	**Total Direct Disbursements/Expenditures**				0			2,530,180			2,530,180
175	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(276,338)
176											
177	**40 - TRANSPORTATION FUND (TR)**										
178	**SUPPORT SERVICES (TR)**	**2000**									
179	**Support Services - Pupils**	**2100**									
180	Other Support Services - Pupils *(Describe & Itemize)*	2190	0	0	5,000	0	0	0	0	0	5,000
181	**Support Services - Business**										
182	Pupil Transportation Services	2550	30,000	9,020	4,677,120	16,000	100,000	0	0	0	4,832,140
183	Other Support Services *(Describe & Itemize)*	2900	0	0	0	0	0	0	0	0	0
184	**Total Support Services**	**2000**	30,000	9,020	4,682,120	16,000	100,000	0	0	0	4,837,140
185	**COMMUNITY SERVICES (TR)**	**3000**	0	0	0	0	0	0	0	0	0
186	**PAYMENTS TO OTHER DIST & GOVT UNITS (TR)**	**4000**									
187	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
188	Payments for Regular Program	4110			0			0			0
189	Payments for Special Education Programs	4120			0			0			0
190	Payments for Adult/Continuing Education Programs	4130			0			0			0
191	Payments for CTE Programs	4140			0			25,000			25,000
192	Payments for Community College Programs	4170			0			0			0
193	Other Payments to In-State Govt Units *(Describe & Itemize)*	4190			0			0			0
194	**Total Payments to Other Dist & Govt Units (In-State)**	**4100**			0			25,000			25,000
195	**Payments to Other Dist & Govt Units (Out-of-State) *(Describe & Itemize)***	**4400**			0			0			0
196	**Total Payments to Other Dist & Govt Units**	**4000**			0			25,000			25,000
197	**DEBT SERVICE (TR)**	**5000**									
198	**Debt Service - Interest on Short-Term Debt**	**5100**									
199	Tax Anticipation Warrants	5110						0			0
200	Tax Anticipation Notes	5120						0			0
201	Corporate Personal Prop Repl Tax Anticipation Notes	5130						0			0
202	State Aid Anticipation Certificates	5140						0			0
203	Other Interest on Short-Term Debt *(Describe and Itemize)*	5150						0			0
204	**Total Debt Service - Interest On Short-Term Debt**	**5100**						0			0
205	**Debt Service - Interest on Long-Term Debt**	**5200**						0			0
206	**Debt Service - Payments of Principal on Long-Term Debt [15] (Lease/Purchase Principal Retired)**	**5300**						0			0
207	**Debt Service - Other (Describe and Itemize)**	**5400**						0			0
208	**Total Debt Service**	**5000**						0			0
209	**PROVISION FOR CONTINGENCIES (TR)**	**6000**						0			0
210	**Total Direct Disbursements/Expenditures**		30,000	9,020	4,682,120	16,000	100,000	25,000	0	0	4,862,140
211	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(680,185)
212											

ESTIMATED DISBURSEMENTS/EXPENDITURES

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	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
213	**50 - MUNICIPAL RETIREMENT/SOC SEC FUND (MR/SS)**										
214	**INSTRUCTION (MR/SS)**	**1000**									
215	Regular Program	1100		223,452							223,452
216	Pre-K Programs	1125		91,026							91,026
217	Special Education Programs (Functions 1200-1220)	1200		468,518							468,518
218	Special Education Programs Pre-K	1225		22,500							22,500
219	Remedial and Supplemental Programs K-12	1250		44,964							44,964
220	Remedial and Supplemental Programs Pre-K	1275		0							0
221	Adult/Continuing Education Programs	1300		0							0
222	CTE Programs	1400		12,937							12,937
223	Interscholastic Programs	1500		27,542							27,542
224	Summer School Programs	1600		0							0
225	Gifted Programs	1650		0							0
226	Driver's Education Programs	1700		6,875							6,875
227	Bilingual Programs	1800		11,937							11,937
228	Truant Alternative & Optional Programs	1900		0							0
229	**Total Instruction**	**1000**		909,751							909,751
230	**SUPPORT SERVICES (MR/SS)**	**2000**									
231	**Support Services - Pupil**	**2100**									
232	Attendance & Social Work Services	2110		27,190							27,190
233	Guidance Services	2120		4,000							4,000
234	Health Services	2130		114,630							114,630
235	Psychological Services	2140		7,805							7,805
236	Speech Pathology & Audiology Services	2150		1,055							1,055
237	Other Support Services - Pupils *(Describe & Itemize)*	2190		0							0
238	**Total Support Services - Pupil**	**2100**		154,680							154,680
239	**Support Services - Instructional Staff**	**2200**									
240	Improvement of Instruction Services	2210		4,080							4,080
241	Educational Media Services	2220		36,550							36,550
242	Assessment & Testing	2230		3,987							3,987
243	**Total Support Services - Instructional Staff**	**2200**		44,617							44,617
244	**Support Services - General Administration**	**2300**									
245	Board of Education Services	2310		50,605							50,605
246	Executive Administration Services	2320		17,500							17,500
247	Special Area Administrative Services	2330		20,377							20,377
248	Claims Paid from Self Insurance Fund	2361		0							0
249	Workers' Compensation or Workers' Occupation Disease Acts Payments	2362		0							0
250	Unemployment Insurance Payments	2363		0							0
251	Insurance Payments (regular or self-insurance)	2364		0							0
252	Risk Management and Claims Services Payments	2365		0							0
253	Judgment and Settlements	2366		0							0
254	Educatl, Inspectl, Supervisory Serv. Related to Loss Prevention or Reduction	2367		0							0
255	Reciprocal Insurance Payments	2368		0							0
256	Legal Service	2369		7,000							7,000
257	**Total Support Services - General Administration**	**2300**		95,482							95,482
258	**Support Services - School Administration**	**2400**									
259	Office of the Principal Services	2410		206,088							206,088
260	Other Support Services - School Administration *(Describe & Itemize)*	2490		300							300
261	**Total Support Services - School Administration**	**2400**		206,388							206,388
262	**Support Services - Business**	**2500**									
263	Direction of Business Support Services	2510		11,000							11,000
264	Fiscal Services	2520		22,297							22,297
265	Facilities Acquisition & Construction Services	2530		0							0
266	Operation & Maintenance of Plant Service	2540		443,118							443,118
267	Pupil Transportation Services	2550		0							0
268	Food Services	2560		10,810							10,810
269	Internal Services	2570		16,909							16,909
270	**Total Support Services - Business**	**2500**		504,134							504,134

ESTIMATED DISBURSEMENTS/EXPENDITURES

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	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
271	**Support Services - Central**	**2600**									
272	Direction of Central Support Services	2610		0							0
273	Planning, Research, Development & Evaluation Services	2620		28,500							28,500
274	Information Services	2630		0							0
275	Staff Services	2640		54,870							54,870
276	Data Processing Services	2660		113,725							113,725
277	**Total Support Services - Central**	**2600**		197,095							197,095
278	**Other Support Services *(Describe & Itemize)***	**2900**		1,525							1,525
279	**Total Support Services**	**2000**		1,203,921							1,203,921
280	**COMMUNITY SERVICES (MR/SS)**	**3000**		59,947							59,947
281	**PAYMENTS TO OTHER DIST & GOVT UNITS (MR/SS)**	**4000**									
282	Payments for Regular Programs	4110		0							0
283	Payments for Special Education Programs	4120		0							0
284	Payments for CTE Programs	4140		0							0
285	**Total Payments to Other Dist & Govt Units**	**4000**		0							0
286	**DEBT SERVICE (MR/SS)**	**5000**									
287	**Debt Service - Interest on Short-Term Debt**	**5100**									
288	Tax Anticipation Warrants	5110						0			0
289	Tax Anticipation Notes	5120						0			0
290	Corporate Personal Prop Repl Tax Anticipation Notes	5130						0			0
291	State Aid Anticipation Certificates	5140						0			0
292	Other *(Describe & Itemize)*	5150						0			0
293	**Total Debt Service**	**5000**						0			0
294	**PROVISION FOR CONTINGENCIES (MR/SS)**	**6000**						0			0
295	**Total Direct Disbursements/Expenditures**			2,173,619				0			2,173,619
296	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(106,845)
298	**60 - CAPITAL PROJECTS (CP)**										
299	**SUPPORT SERVICES (CP)**	**2000**									
300	**Support Services - Business**										
301	Facilities Acquisition & Construction Services	2530	0	0	0	0	1,038,994	0	0		1,038,994
302	Other Support Services *(Describe & Itemize)*	2900	0	0	0	0	0	0	0		0
303	**Total Support Services**	**2000**	0	0	0	0	1,038,994	0	0		1,038,994
304	**PAYMENTS TO OTHER DIST & GOVT UNITS (CP)**	**4000**									
305	**Payments to Other Dist & Govt Units (In-State)**	**4100**									
306	Payments to Regular Programs	4110			0			0			0
307	Payment for Special Education Programs	4120			0			0			0
308	Payment for CTE Programs	4140			0			0			0
309	Payments to Other Govt Units (In-State) *(Describe & Itemize)*	4190			0			0			0
310	**Total Payments to Other Districts & Govt Units**	**4000**			0			0			0
311	**PROVISION FOR CONTINGENCIES (CP)**	**6000**						0			0
312	**Total Direct Disbursements/Expenditures**		0	0	0	0	1,038,994	0	0		1,038,994
313	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(1,031,994)
315	**70 WORKING CASH FUND (WC)**										
317	**80 - TORT FUND (TF)**										
318	**SUPPORT SERVICES - GENERAL ADMINISTRATION**	**2000**									
319	Claims Paid from Self Insurance Fund	2361	0	0	0	0	0	0	0		0
320	Workers' Compensation or Workers' Occupational Disease Act Payments	2362	0	0	0	0	0	0	0		0
321	Unemployment Insurance Payments	2363	0	0	60,000	0	0	0	0		60,000
322	Insurance Payments (regular or self-insurance)	2364	0	0	1,180,000	0	0	0	0		1,180,000
323	Risk Management and Claims Services Payments	2365	400,000	150,015	250,000	0	0	0	0		800,015
324	Judgment and Settlements	2366	0	0	0	0	0	0	0		0

ESTIMATED DISBURSEMENTS/EXPENDITURES

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	A	B	C	D	E	F	G	H	I	J	K
1			(100)	(200)	(300)	(400)	(500)	(600)	(700)	(800)	(900)
2	Description: Enter Whole Numbers Only	Funct #	Salaries	Employee Benefits	Purchased Services	Supplies & Materials	Capital Outlay	Other Objects	Non-Capitalized Equipment	Termination Benefits	Total
325	Educatl, Inspectl, Supervisory Serv Related to Loss Prevention or Reduction	2367	1,400,000	5,000	115,770	0	0	0	0		1,520,770
326	Reciprocal Insurance Payments	2368	0	0	0	0	0	0	0		0
327	Legal Service	2369	0	0	6,100	0	0	0	0		6,100
328	Property Insurance (Building & Grounds)	2371	0	0	0	0	0	0	0		0
329	Vehicle Insurance (Transportation)	2372	0	0	0	0	0	0	0		0
330	**Total Support Services - General Administration**	**2000**	1,800,000	155,015	1,611,870	0	0	0	0		3,566,885
331	**PAYMENTS TO OTHER DIST & GOVT UNITS (TF)**	**4000**									
332	Payments for Regular Programs	4110						0			0
333	Payments for Special Education Programs	4120						0			0
334	**Total Payments to Other Dist & Govt Units**	**4000**						0			0
335	**DEBT SERVICE (TF)**	**5000**									
336	**Debt Service - Interest on Short-Term Debt**										
337	Tax Anticipation Warrants	5110						0			0
338	Corporate Personal Property Replacement Tax Anticipation Notes	5130						0			0
339	Other Interest or Short-Term Debt *(Describe & Itemize)*	5150						0			0
340	**Total Debt Service**	**5000**						0			0
341	**PROVISION FOR CONTINGENCIES (TF)**	**6000**						0			0
342	**Total Direct Disbursements/Expenditures**		1,800,000	155,015	1,611,870	0	0	0	0		3,566,885
343	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(1,044,203)
344											
345	**90 - FIRE PREVENTION & SAFETY FUND (FP&S)**										
346	**SUPPORT SERVICES (FP&S)**	**2000**									
347	**Support Services - Business**	**2500**									
348	Facilities Acquisition & Construction Services	2530	0	0	552,705	25,000	0	0	0		577,705
349	Operation & Maintenance of Plant Service	2540	0	0	0	0	0	0	0		0
350	**Total Support Services - Business**	**2500**	0	0	552,705	25,000	0	0	0		577,705
351	Other Support Services *(Describe & Itemize)*	2900	0	0	0	0	0	0	0		0
352	**Total Support Services**	**2000**	0	0	552,705	25,000	0	0	0		577,705
353	**PAYMENTS TO OTHER DISTRICTS & GOVT UNITS (FP&S)**	**4000**									
354	Payments to Regular Programs	4110						0			0
355	Payments to Special Education Programs	4120						0			0
356	Other Payments to In-State Govt Units *(Describe & Itemize)*	4190						0			0
357	**Total Payments to Other Districts & Govt Units (FPS)**	**4000**						0			0
358	**DEBT SERVICE (FP&S)**	**5000**									
359	**Debt Service - Interest on Short-Term Debt**	**5100**									
360	Tax Anticipation Warrants	5110						0			0
361	Other Interest on Short-Term Debt *(Describe & Itemize)*	5150						0			0
362	**Total Debt Service - Interest on Short-Term Debt**	**5100**						0			0
363	**Debt Service - Interest on Long-Term Debt**	**5200**						0			0
364	**Debt Service - Payments of Principal on Long-Term Debt [15] (Lease/Purchase Principal Retired)**	**5300**						0			0
365	**Total Debt Service**	**5000**						0			0
366	**PROVISIONS FOR CONTINGENCIES (FP&S)**	**6000**						0			0
367	**Total Direct Disbursements/Expenditures**		0	0	552,705	25,000	0	0	0		577,705
368	**Excess (Deficiency) of Receipts/Revenues Over Disbursements/Expenditures**										(179,826)

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This page is provided for detailed itemizations as requested within the body of the Report.

1. Fund 30: The District plans to enter into a capital lease agreement for 1 million dollars over a period of 4 years to purchase 3000 chromebooks.

2. Fund 30: The District plans to enter into a capital lease agreement for 120,000 dollars over a year period to purchase new server equipment at a cost of $30,000 a year.

3. Fund 40: The District budgeted $5,000 for Transportation Cost Reduction Consulting Services.

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	A	B	C	D	E	F
1	**DEFICIT BUDGET SUMMARY INFORMATION - Operating Funds Only**					
2	**Description**	**EDUCATIONAL FUND (10)**	**OPERATIONS & MAINTENANCE FUND (20)**	**TRANSPORTATION FUND (40)**	**WORKING CASH FUND (70)**	**TOTAL**
3	**Direct Revenues**	55,704,126	4,331,774	4,181,955	457,479	**64,675,334**
4	**Direct Expenditures**	56,214,070	3,155,548	4,862,140		**64,231,758**
5	**Difference**	(509,944)	1,176,226	(680,185)	457,479	**443,576**
6	**Estimated Fund Balance - June 30, 2020**	7,674,233	5,044,891	(1,468,957)	7,574,565	**18,824,732**
7			**Balanced budget, no deficit reduction plan is required.**			
8	*A deficit reduction plan is required if the local board of education adopts (or amends) the 2019-20 school district budget in which the "operating funds" listed above result in direct revenues (line 9) being less than direct expenditures (line 19) by an amount equal to or greater than one-third (1/3) of the ending fund balance (line 81).*					
10	***Note:** The balance is determined using only the four funds listed above. That is, if the estimated ending fund balance is less than three times the deficit spending, the district must adopt and file with ISBE a deficit reduction plan to balance the shortfall within three years.*					
12	*The School Code, Section 17-1 (105 ILCS 5/17-1) - If the 2018-2019 Annual Financial Report (AFR) reflects a deficit as defined above (page 36), then the school district shall adopt and submit a deficit reduction plan (found here on page 20-24) to ISBE within 30 days after acceptance of the AFR.*					
13	*The deficit reduction plan, if required, is developed using ISBE guidelines and format.*					

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

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	A	B	C	D	E	F	G
1			DEFICIT REDUCTION PLAN				
2			ESTIMATED BUDGET				
3	*41057010026*		FY2019-2020				
4	*District Number*						
5	*Collinsville CUD # 10*						
6	*District Name*		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	ESTIMATED BEGINNING FUND BALANCE *(must equal prior Ending Fund Balance)*		8,184,177	2,148,665	(788,772)	7,117,086	16,661,156
8	RECEIPTS/REVENUES	Acct #					
9	LOCAL SOURCES	1000	22,013,211	4,331,774	1,560,219	457,479	28,362,683
10	FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT	2000	201,300	0	0		201,300
11	STATE SOURCES	3000	27,585,124	0	2,621,736	0	30,206,860
12	FEDERAL SOURCES	4000	5,904,491	0	0	0	5,904,491
13	Total Receipts/Revenues		55,704,126	4,331,774	4,181,955	457,479	64,675,334
14	DISBURSEMENTS/EXPENDITURES	Funct #					
15	INSTRUCTION	1000	37,102,962				37,102,962
16	SUPPORT SERVICES	2000	16,586,858	3,115,548	4,837,140		24,539,546
17	COMMUNITY SERVICES	3000	488,457	0	0		488,457
18	PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS	4000	2,035,793	40,000	25,000		2,100,793
19	DEBT SERVICES	5000	0	0	0		0
20	PROVISION FOR CONTINGENCIES	6000	0	0	0		0
21	Total Disbursements/Expenditures		56,214,070	3,155,548	4,862,140		64,231,758
22	Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures		(509,944)	1,176,226	(680,185)	457,479	443,576
23	OTHER SOURCES/USES OF FUNDS						
24	OTHER SOURCES OF FUNDS (7000)		0	3,000,000	0	0	3,000,000
25	OTHER USES OF FUNDS (8000)		0	1,280,000	0	0	1,280,000
26	TOTAL OTHER SOURCES/USES OF FUNDS		0	1,720,000	0	0	1,720,000
27	ESTIMATED ENDING FUND BALANCE		7,674,233	5,044,891	(1,468,957)	7,574,565	18,824,732

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

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	A	B	H	I	J	K	L
1			ESTIMATED BUDGET FY2020-2021				
2							
3	*41057010026*						
4	*District Number*						
5	***Collinsville CUD # 10***						
6	*District Name*		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	**ESTIMATED BEGINNING FUND BALANCE *(must equal prior Ending Fund Balance)***		7,674,233	5,044,891	(1,468,957)	7,574,565	18,824,732
8	**RECEIPTS/REVENUES**	**Acct #**					
9	**LOCAL SOURCES**	**1000**					0
10	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**					0
11	**STATE SOURCES**	**3000**					0
12	**FEDERAL SOURCES**	**4000**					0
13	**Total Receipts/Revenues**		0	0	0	0	0
14	**DISBURSEMENTS/EXPENDITURES**	**Funct #**					
15	**INSTRUCTION**	**1000**					0
16	**SUPPORT SERVICES**	**2000**					0
17	**COMMUNITY SERVICES**	**3000**					0
18	**PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS**	**4000**					0
19	**DEBT SERVICES**	**5000**					0
20	**PROVISION FOR CONTINGENCIES**	**6000**					0
21	**Total Disbursements/Expenditures**		0	0	0		0
22	**Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures**		0	0	0	0	0
23	**OTHER SOURCES/USES OF FUNDS**						
24	**OTHER SOURCES OF FUNDS (7000)**						0
25	**OTHER USES OF FUNDS (8000)**						0
26	**TOTAL OTHER SOURCES/USES OF FUNDS**		0	0	0	0	0
27	**ESTIMATED ENDING FUND BALANCE**		7,674,233	5,044,891	(1,468,957)	7,574,565	18,824,732

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

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	A	B	M	N	O	P	Q
1			ESTIMATED BUDGET FY2021-2022				
2							
3	*41057010026*						
4	*District Number*						
5	***Collinsville CUD # 10***						
6	*District Name*		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	**ESTIMATED BEGINNING FUND BALANCE *(must equal prior Ending Fund Balance)***		7,674,233	5,044,891	(1,468,957)	7,574,565	18,824,732
8	**RECEIPTS/REVENUES**	**Acct #**					
9	**LOCAL SOURCES**	**1000**					0
10	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**					0
11	**STATE SOURCES**	**3000**					0
12	**FEDERAL SOURCES**	**4000**					0
13	**Total Receipts/Revenues**		0	0	0	0	0
14	**DISBURSEMENTS/EXPENDITURES**	**Funct #**					
15	**INSTRUCTION**	**1000**					0
16	**SUPPORT SERVICES**	**2000**					0
17	**COMMUNITY SERVICES**	**3000**					0
18	**PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS**	**4000**					0
19	**DEBT SERVICES**	**5000**					0
20	**PROVISION FOR CONTINGENCIES**	**6000**					0
21	**Total Disbursements/Expenditures**		0	0	0		0
22	**Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures**		0	0	0	0	0
23	**OTHER SOURCES/USES OF FUNDS**						
24	**OTHER SOURCES OF FUNDS (7000)**						0
25	**OTHER USES OF FUNDS (8000)**						0
26	**TOTAL OTHER SOURCES/USES OF FUNDS**		0	0	0	0	0
27	**ESTIMATED ENDING FUND BALANCE**		7,674,233	5,044,891	(1,468,957)	7,574,565	18,824,732

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

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	A	B	R	S	T	U	V
1			ESTIMATED BUDGET FY2022-2023				
2							
3	*41057010026*						
4	*District Number*						
5	***Collinsville CUD # 10***						
6	*District Name*		Educational Fund	Operations & Maintenance Fund	Transportation Fund	Working Cash Fund	Total
7	**ESTIMATED BEGINNING FUND BALANCE *(must equal prior Ending Fund Balance)***		7,674,233	5,044,891	(1,468,957)	7,574,565	18,824,732
8	**RECEIPTS/REVENUES**	**Acct #**					
9	**LOCAL SOURCES**	**1000**					0
10	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**					0
11	**STATE SOURCES**	**3000**					0
12	**FEDERAL SOURCES**	**4000**					0
13	**Total Receipts/Revenues**		0	0	0	0	0
14	**DISBURSEMENTS/EXPENDITURES**	**Funct #**					
15	**INSTRUCTION**	**1000**					0
16	**SUPPORT SERVICES**	**2000**					0
17	**COMMUNITY SERVICES**	**3000**					0
18	**PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS**	**4000**					0
19	**DEBT SERVICES**	**5000**					0
20	**PROVISION FOR CONTINGENCIES**	**6000**					0
21	**Total Disbursements/Expenditures**		0	0	0		0
22	**Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures**		0	0	0	0	0
23	**OTHER SOURCES/USES OF FUNDS**						
24	**OTHER SOURCES OF FUNDS (7000)**						0
25	**OTHER USES OF FUNDS (8000)**						0
26	**TOTAL OTHER SOURCES/USES OF FUNDS**		0	0	0	0	0
27	**ESTIMATED ENDING FUND BALANCE**		7,674,233	5,044,891	(1,468,957)	7,574,565	18,824,732

ILLINOIS STATE BOARD OF EDUCATION
School Business Services Division

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	A	B	W	X	Y	Z
1			SUMMARY			
2			BUDGET ADDENDUM - DEFICIT REDUCTION PLAN			
3	*41057010026*		ESTIMATED BUDGET			
4	*District Number*		*Date of Adoption:*			
5	***Collinsville CUD # 10***		*(Enter as MM/DD/YY)*			
6	*District Name*		**FY2019-2020**	**FY2020-2021**	**FY2021-2022**	**FY2022-2023**
7	**ESTIMATED BEGINNING FUND BALANCE *(must equal prior Ending Fund Balance)***		16,661,156	18,824,732	18,824,732	18,824,732
8	**RECEIPTS/REVENUES**	**Acct #**				
9	**LOCAL SOURCES**	**1000**	28,362,683	0	0	0
10	**FLOW-THROUGH RECEIPTS/REVENUES FROM ONE DISTRICT TO ANOTHER DISTRICT**	**2000**	201,300	0	0	0
11	**STATE SOURCES**	**3000**	30,206,860	0	0	0
12	**FEDERAL SOURCES**	**4000**	5,904,491	0	0	0
13	**Total Receipts/Revenues**		64,675,334	0	0	0
14	**DISBURSEMENTS/EXPENDITURES**	**Funct #**				
15	**INSTRUCTION**	**1000**	37,102,962	0	0	0
16	**SUPPORT SERVICES**	**2000**	24,539,546	0	0	0
17	**COMMUNITY SERVICES**	**3000**	488,457	0	0	0
18	**PAYMENTS TO OTHER DISTRICTS & GOVT. UNITS**	**4000**	2,100,793	0	0	0
19	**DEBT SERVICES**	**5000**	0	0	0	0
20	**PROVISION FOR CONTINGENCIES**	**6000**	0	0	0	0
21	**Total Disbursements/Expenditures**		64,231,758	0	0	0
22	**Excess of Receipts/Revenue Over/(Under) Disbursements/Expenditures**		443,576	0	0	0
23	**OTHER SOURCES/USES OF FUNDS**					
24	**OTHER SOURCES OF FUNDS (7000)**		3,000,000	0	0	0
25	**OTHER USES OF FUNDS (8000)**		1,280,000	0	0	0
26	**TOTAL OTHER SOURCES/USES OF FUNDS**		1,720,000	0	0	0
27	**ESTIMATED ENDING FUND BALANCE**		18,824,732	18,824,732	18,824,732	18,824,732

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Deficit Reduction Plan-Background/Assumptions
Fiscal Year 2019-2020 through Fiscal Year 2022-2023

Collinsville CUD # 10 ***41057010026***

Please complete the following schedule and include a brief description to identify any areas of the budget that will be impacted from one year to the next. If the deficit reduction plan relies upon new local revenues, identify contingencies for further budget reductions which will be enacted in the event those new revenues are not available.

1. **Background and Narrative of Budget Reductions:**

2. **Assumptions Used in the Deficit Reduction Plan:**

163

- EBF and Estimated New Tier Funding:

- Equal Assessed Valuation and Tax Rates:

- Employee Salaries and Benefits:

- Short and Long Term Borrowing:

- Educational Impact:

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- Other Assumptions:

- Has the district considered shared services or outsourcing (Ex: Transportation, Insurance) If yes please explain:

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ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS

(For Local Use Only)

This is an estimated Limitation of Administrative Costs Worksheet only and will not be accepted for Official Submission of the Limitation of Administrative Costs Worksheet .

The worksheet is intended for use during the budgeting process to estimate the district's percent increase of FY2020 budgeted expenditures over FY2019 actual expenditures. Budget information is copied to this page. Insert the prior year estimated actual expenditures to compute the estimated percentage increase (decrease).

The official Limitation of Administrative Costs Worksheet is attached to the end of the Annual Financial Report (ISBE Form 50-35) and may be submitted in conjunction with that report.

An official Limitation of Administrative Costs Worksheet can also be found on the ISBE website at:
Limitation of Administrative Costs

ESTIMATED LIMITATION OF ADMINISTRATIVE COSTS WORKSHEET

(Section 17-1.5 of the School Code)

School District Name: **Collinsville CUD # 10**

RCDT Number: **41-057-0100-26**

		Estimated Actual Expenditures, Fiscal Year 2019			Budgeted Expenditures, Fiscal Year 2020		
Description (Enter Whole Numbers Only)	**Funct #**	**(10) Educational Fund**	**(20) Operations & Maintenance Fund**	**Total**	**(10) Educational Fund**	**(20) Operations & Maintenance Fund**	**Total**
1. Executive Administration Services	2320	248,251		248,251	277,392		277,392
2. Special Area Administration Services	2330	165,107		165,107	212,667		212,667
3. Other Support Services - School Administration	2490	0		0	0		0
4. Direction of Business Support Services	2510	212,404	1,275	213,679	235,635	0	235,635
5. Internal Services	2570	118,789		118,789	125,289		125,289
6. Direction of Central Support Services	2610	0		0	0		0
7. Deduct - Early Retirement or other pension obligations required by state law and include above				0			0
8. Totals		744,551	1,275	745,826	850,984	0	850,984
9. Estimated Percent Increase (Decrease) for FY2020 (Budgeted) over FY2019 (Actual)							14%

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REPORTING OF PUBLIC VENDOR CONTRACTS OF $1,000 OR MORE

In accordance with the School Code, Section 10-20.21, all ***school districts*** *are required to file a report listing 'vendor contracts' as an attachment to their budget. In this context, the term "vendor contracts" refers to "all contracts and agreements that pertain to goods and services that were intended to generate additional revenue and other remunerations for the* ***school district*** *in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services.* ***The report is to list information regarding such contracts for the fiscal year immediately preceding the fiscal year of the budget.*** *All such contracts executed on or after July 1, 2007 must be approved by the school board.*

See: School Code, Section 10-20.21 - Contracts

(Sheet is unprotected and can be re-formatted as needed, but must be used for submission)

Name of Vendor	Product or Service Provided	Net Revenue	Non-Monetary Remuneration	Purpose of Proceeds	Distribution Method and Recipient of Non-Monetary Remunerations Distributed

Reference Description

1 Each fund balance should correspond to the fund balance reflected on the books as of June 30th - Balance Sheet Accounts #720 and #730 (audit figures, if available).

2 Accounting and Financial Reporting for Certain Grants and Other Financial Assistance. The "On-Behalf" Payments should only be reflected on this page (Budget Summary, Lines 10 and 20).

3 Requires the secretary of the school board to notify the county clerk (within 30 days of the transfer approval) to abate an equal amount of taxes to be next extended. See Sec. 10-22.14 & 17-2.11.

3a Requires notification to the county clerk to abate an equal amount from taxes next extended. See section 10-22.14

4 Principal on Bonds Sold:

(1) Funding Bonds are to be entered in the fund or funds in which the liability occurs.

(2) Refunding Bonds can be entered in the Debt Services Fund only.

(3) Building Bonds can be entered in the Capital Projects Fund only.

(4) Fire Prevention and Safety Bonds can be entered in the Fire Prevention & Safety Fund only.

5 The proceeds from the sale of school sites, buildings, or other real estate shall be used first to pay the principal and interest on any outstanding bonds on the property being sold, and after all such bonds have been retired, the remaining proceeds from the sale next shall be used by the school board to meet any urgent district needs as determined under Sections 2-3.12 and 17-2.11 of the School Code. Once these issues have been addressed, any remaining proceeds may be used for any other authorized purpose and for deposit into any district fund.

6 The School Code, Section 10-22.44 prohibits the transfer of interest earned on the investment of "any funds for purposes of Illinois Municipal Retirement under the Pension Code." This prohibition does not include funds for Social Security and Medicare-only purposes. For additional requirements on interest earnings, see 23 Illinois Administrative Code, Part 100, Section 100.50.

7 Cash plus investments must be greater than or equal to zero.

8 For cash basis budgets, this total will equal the Budget Summary - Total Direct Receipts/Revenues (Line 9) plus Total Other Sources of Funds (Line 46).

9 For cash basis budgets, this total will equal the Budget Summary - Total Direct Disbursements/Expenditures (Line 19) plus Total Other Uses of Funds (Line 79).

10 Working Cash Fund loans may be made to any district fund for which taxes are levied (Section 20-5 of the School Code).

11 Include revenue accounts 1110 through 1115, 1117,1118 & 1120.

12 The School Code Section 17-2.2c. Tax for leasing educational facilities or computer technology or both, and for temporary relocation expense purposes.

13 Corporate personal property replacement tax revenue must be first applied to the Municipal Retirement/Social Security Fund to replace tax revenue lost due to the abolition of the corporate personal property tax (30 ILCS 115/12). This provision does not apply to taxes levied for Medicare-Only purposes.

14 Only tuition payments made to private facilities. See Functions 4200 or 4400 for estimated public facility disbursements/expenditures.

15 Payment towards the retirement of lease/purchase agreements or bonded/other indebtedness (principal only) otherwise reported within the fund - e.g.: alternate revenue bonds. (Describe & Itemize)

16 Only abolishment of Working Cash Fund must transfer its funds directly to the Educational Fund upon adoption of a resolution and at the close of the current school Year (see 105 ILCS 5/20-8 for further explanation)

Only abatement of working cash fund can transfer its funds to any fund in most need of money (see 105 ILCS 5/20-10 for further explanation)

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CHECK FOR ERRORS
This worksheet checks various cells to assure that selected items are in balance.
Out-of-balance conditions are accompanied by an error message.
Errors must be corrected before the budget is finalized and submitted to ISBE.

Budget Item References	Message
Is Deficit Reduction Plan Required?	**Congratulations! You have a balanced budget.**
If required, is Deficit Reduction Plan Completed (Page: DefReductPlan 20-24)?	
1. Cover Page - CASH or ACCRUAL	
Check one type of Accounting Basis used on the Cover sheet.	CASH
2. Budget Summary: Other Sources (Page BudgetSum 2-3 - Acct 7000), must equal Other Uses (BudgetSum 2-3 - Acct. 8000).	
Estimated Beginning Fund Balance July,1 2019 for all Funds (Cells C3 - K3) (Line must have a number or zero. Do not leave blank.)	OK
Transfer Among Funds (Funds 10, 20, 40 - Acct 7130 - Cells C29, D29, F29), must equal (Funds 10, 20 & 40 - Acct 8130 - Cells C52, D52, F52).	OK
Transfer of Interest (Funds 10 thru 90 - Acct 7140 - Cells C30:K30), must equal (Funds 10 thru 60, & 80 - Acct 8140 - Cells C53:H53, J53).	OK
Transfer to Debt Service to Pay Principal on Capital Leases (Fund 30 - Acct 7400 - Cell E39) must equal (Funds 10, 20 & 60 - Acct 8400 Cells C57:H60).	OK
Transfer to Debt Service to Pay Interest on Capital Leases (Fund 30 - Acct 7500 - Cell E40) must equal (Funds 10, 20 & 60 - Acct 8500 - Cells C61:H64).	OK
Transfer to Debt Service Fund to Pay Principal on Revenue Bonds (Fund 30 - Acct 7600 - Cell E41) must equal (Funds 10 & 20 - Acct 8600 - Cells C65:D68).	OK
Transfer to Debt Service to Pay Interest on Revenue Bonds (Fund 30 - Acct 7700 - Cell E42) must equal (Funds 10 & 20 - Acct 8700 - Cells C69:D72).	OK
Transfer to Capital Projects Fund (Fund 60 - Acct 7800 - Cell H43) must equal (Fund 10 & 20, Acct 8800 - Cells C73:D76).	OK
3. Summary of Cash Transactions: Beginning Cash Balance on Hand July 1, 2019, (CashSum 4, All Funds), cannot be negative.	
Educational (Fund 10 - Cell C3)	OK
Operations & Maintenance (Fund 20 - Cell D3)	OK
Debt Service (Fund 30 - Cell E3)	OK
Transportation (Fund 40 - Cell F3)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G3)	OK
Capital Projects (Fund 60 - Cell H3)	OK
Working Cash (Fund 70 - Cell I3)	OK
Tort (Fund 80 - Cell J3)	OK
Fire Prevention & Safety (Fund 90 - Cell K3)	OK
4. Summary of Cash Transactions: Ending Cash Balance on Hand June 30, 2020, (Page CashSum 4 - All Funds), cannot be negative.	
Educational (Fund 10 - Cell C21)	OK
Operations & Maintenance (Fund 20 - Cell D21)	OK
Debt Service (Fund 30 - Cell E21)	OK
Transportation (Fund 40 - F21)	OK
Municipal Retirement/Social Security (Fund 50 - Cell G21)	OK
Capital Projects (Fund 60 - H21)	OK
Working Cash (Fund 70 - Cell I21)	OK
Tort (Fund 80 - Cell J21)	OK
Fire Prevention & Safety (Fund 90 - Cell K21)	OK
5. Summary of Cash Transactions: Other Receipts, (Page CashSum 4), must equal Other Disbursements, (Page CashSum 4).	
Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C6:H6, J6:K6) must equal Interfund Loans Receivable (Funds 10:20, 40, 70 - Acct 141 - Cells C15:D15, F15, I15).	OK
Interfund Loans Receivable (Funds 10, 20, 40 & 70 - Acct 141 - Cells C7:D7, F7, I7) must equal Interfund Loans Payable (Funds 10:60, 80, 90 - Acct 411 - Cells C16:H16, J16, K16).	OK

End of Balancing

21. Approval of 2020-2021 Collinsville Unit School District #10 Student and Parent Handbook 170

Collinsville Community Unit School District 10
201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • *fax* 618-343-3673

Handbook Revisions for 2020-2021

Handbook Committee Members: Mr. Lee (CHS), Dr. Jackson (CMS) Mr. Kirk (DIS), Mrs. Bauer (Elementary), Mr. Turner (Technology), Mrs. Sabatino (Health Services), Mrs. Underwood (Special Education), Kim Pugh (First Student Bus Company), Dan Porter (CUSD10 Security), Carla Cruise (EL), Mrs. Anderson (Parent), Mrs. Clark (Parent), Mrs. McClusky (Parent), Mrs. VanKeulen (Parent).

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

Also Reviewed by: Mrs. Dana Edwards, CUSD10 Legal Counsel

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:

ACADEMIC ETHICS

ALCOHOL AND TOBACCO REGULATIONS

ATHLETIC DEPARTMENT AND STUDENT ACTIVITIES (CMS)

BELL SCHEDULE (CMS)

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

BUS TRANSPORTATION

CODE OF CONDUCT FOR ATHLETICS (CHS)

CODE OF CONDUCT FOR STUDENT ACTIVITIES (CHS)

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

DRUG/ALCOHOL ABUSE

DRUG AND ALCOHOL FREE WORKPLACE/TOBACCO PROHIBITION

DRUG TESTING FOR INTERSCHOLASTIC ATHLETICS (CHS)
EMERGENCIES
ENROLLMENT
EXAM POLICY (CHS)
FEES
GRADUATION CREDIT REQUIREMENTS (CHS)
HEALTH SERVICES
HOME AND HOSPITAL INSTRUCTION
INVITATION AND GIFTS (DIS AND ELEMENTARY SCHOOLS)
LIBRARY/MEDIA CENTER (CMS)
LIBRARY/MEDIA CENTER (DIS)
MANDATED REPORTER
NONPUBLIC SCHOOL STUDENTS
PARENT AND TEACHER CONFERENCES
PARKING PERMIT POLICY (CHS)
PHYSICAL EDUCATION
POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS
PUBLICITY RELEASE
RESTRICTED AREA POLICY (CHS)
SCHOOL REPORT CARD
SCHOOL VISITATION RIGHTS
SEARCH AND SEIZURE
SPECIAL EDUCATION SERVICES
STUDENT ATTENDANCE AREAS
STUDENT BEHAVIOR
STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS
STUDENT PRIVACY PROTECTIONS
STUDENT RECORDS
STUDENTS WITH DISABILITIES
TOBACCO/SMOKING
VIDEO AND AUDIO MONITORING SYSTEMS
VISITORS
WEAPONS PROHIBITION
WEATHER, CLOSURE, DELAYED START & EARLY RELEASE

Student and Parent Handbook



Collinsville Unit 10 School District

Grades K – 12

2020 – 2021

Collinsville Community Unit 10 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 UNIT SCHOOL DISTRICT

Collinsville Community Unit School District 10
201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • *fax* 618-343-3673

BOARD OF EDUCATION

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August 2020

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. Uta Robison, 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)

CASEYVILLE ELEMENTARY SCHOOL 433 South Second Street Caseyville, IL 62232 618-346-6205 Principal: Mrs. Chelsea Clark	JOHN A RENFRO ELEMENTARY SCHOOL 311 Camelot Drive Collinsville, IL 62234 618-346-6266 Principal: Mrs. Laura Bauer Assistant Principal: Mandy Robbins
HOLLYWOOD HEIGHTS SCHOOL 6 South Oakland Caseyville, IL 62232 618-343-2878 Principal: Mrs. Tara Glynn	SUMMIT ELEMENTARY SCHOOL 408 Willoughby Collinsville, IL 62234 618-346-6221 Principal: Mrs. Stephanie Pulse
JEFFERSON ELEMENTARY SCHOOL 152 Boskydells Street Collinsville, IL 62234 618-346-6214 Principal: Mrs. Stephanie Pulse	TWIN ECHO ELEMENTARY SCHOOL 1937 S. Morrison Collinsville, IL 62234 618-346-6228 Principal: Dr. Julie Haake
KREITNER ELEMENTARY SCHOOL 9000 College Collinsville, IL 62234 618-346-6213 Principal: Dr. Kari Karidis	WEBSTER ELEMENTARY SCHOOL 108 W Church Street Collinsville, IL 62234 618-346-6301 Principal: Mr. Brad Snow
MARYVILLE ELEMENTARY SCHOOL 6900 W. Main street Maryville, IL 62062 618-346-6261 Principal: Mrs. Carmen Loemker	

COLLINSVILLE UNIT 10 SCHOOLS – GRADES 5-12

DORRIS INTERMEDIATE SCHOOL 1841 Vandalia Street Collinsville, IL 62234 618-346-6311 Principal: Mr. Kevin Stirnaman Assistant Principal: Mrs. Sara Soehlke Assistant Principal: Mr. Doug Kirk	COLLINSVILLE HIGH SCHOOL 2201 South Morrison Avenue Collinsville, IL 62234 618-346-6320 Principal: Mr. David Snider Assistant Principal: Ms. Charlotte Fisher Assistant Principal: Mr. Darin Lee Assistant Principal: Mr. Joe McGinnis Assistant Principal: Mr. Dan Toberman Asst. Principal/Athletic Director: Mr. Clay Smith Asst. Principal/CAVC Director: Dr. Tricia Blackard
COLLINSVILLE MIDDLE SCHOOL 9649 Collinsville Road Collinsville, IL 62234 618-343-2100 Principal: Dr. Kim Jackson Assistant Principal: Mrs. Madonna Harris Assistant Principal: Mr. Kevin Moore	

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.

Commented [2]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

ACCREDITATION (COLLINSVILLE HIGH SCHOOL)

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

ADMISSION

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

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 is strictly prohibited from all school sponsored functions whether held on or off school property.

Commented [3]: Added language to reflect CUSD10 District Policy.

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) to provide students with the opportunity to earn college credit in dual credit courses offered at CHS. Students must be at least 16 years old at the time the class concludes to receive dual credit. A student who successfully completes a dual credit course may receive credit at both the college and high school level. **SWIC** credits may be 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://www.swic.edu/students/high-school-students/running-start/.

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 student's needs, goals and objectives for academic, social-emotional and career development.

ANIMALS ON SCHOOL PROPERTY

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

APPLICATION PROCESS - COLLEGE, UNIVERSITY, VOCATIONAL (COLLINSVILLE HIGH SCHOOL)

STEPS FOR APPLYING FOR COLLEGE, UNIVERSITY OR VOCATIONAL SCHOOL

Applying On-line

1) Complete on-line application at college website (save and print it if you would like your counselor to review it before you submit it); pay any required fee; if you are unable to pay the application fee talk with your counselor about a fee waiver; 2) Visit https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/transcript-requests 3) Provide counselor/teachers with any required supplemental forms (i.e. Secondary School Report Form or Teacher Evaluation Forms); 4) Request letters of recommendation if required by your college(s) and give at least a 2 week notice and provide a resume or activity/award list to help the recommender; and 5) Have SAT/ACT scores sent directly from SAT/ACT if required by your college (many colleges accept scores printed on our high school transcript). When you receive an admissions decision, let your counselor know.

ASBESTOS MANAGEMENT PLAN

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

To All Parents, Guardians, Faculty and Staff:

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

ASSEMBLIES

The assembly program is an integral part of the total 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.

ACTIVITIES, CLUBS & ORGANIZATIONS

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

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

ATHLETIC TEAMS

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

Commented [4]: Added langauge as proposed by Dr. Kim Jackson, CMS Principal

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:

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)

Girls on the Run

Illinois Math Science Academy Fusion Program (IMSA)

National Junior Honor Society (NJHS)

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

- Eligibility for NJHS is based on the student's academic performance and 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/

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 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.

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, 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 safety or health of the student. Additionally, a student will be excused for up to 5 days per school year in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. The student 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, 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 Counseling Department) MUST be signed by a parent and submitted to the counselor not less than two days prior to the proposed date of visitation. An unexcused absence will be recorded without the proper approval. Students are encouraged to set up visitation dates on Saturdays or when school is not in session. No visitation days will be approved after May 1st unless specifically requested by a post-secondary school. Additional visitation days may be granted with prior approval from the principal. 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 student, 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 phone or other office phone. Student initiated contact to depart campus may be considered unexcused (without school permission) or early dismissal (arranged through the attendance office). Before leaving campus, the student must sign out in the Attendance Office. Any student who leaves school without following proper 'Early Dismissal' school procedures will be considered truant, may lose their driving privileges for the remainder of the year and may be subject to a search as outlined in the Search and Seizure policies of this handbook if the student returns to campus that day. *Students who fail to sign out before leaving campus will have the dismissal considered unexcused.* If the student returns on the same day as an early dismissal, the student must sign in at the Attendance Office before going to class.
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

Students Enter Building	**7:45**	**Students Enter Building**	**7:45**	**Students Enter Building**	**7:45**	**SECTION A**	**9:00 - 11:25**
Warning Bell	**7:50**	**Warning Bell**	**7:50**	**Warning Bell**	**7:50**	**SECTION B**	**11:30 - 1:55**
1st Period	**7:55 - 8:55**	**1st Period**	**7:55-8:46**	**1st Period**	**7:55-8:25**		
2nd Period	**9:00 - 9:55**	**2nd Period**	**8:51 - 9:39**	**2nd Period**	**8:30 - 8:55**		
3rd Period & Lunch (3A) - (3B)	**10:00 - 10:25 10:30 - 10:55**	**3rd Period & Lunch (3A) - (3B)**	**9:44 - 10:09 10:14 - 10:39**	**3rd Period**	**9:00 - 9:25**		
4th Period & Lunch (4A) - (4B)	**11:00 - 11:25 11:30 - 11:55**	**4th Period & Lunch (4A) - (4B)**	**10:44 - 11:09 11:14 - 11:39**	**4th Period**	**9:30 - 9:55**		
5th Period & Lunch (5A) - (5B)	**12:00 - 12:25 12:30 - 12:55**	**5th Period & Lunch (5A) - (5B)**	**11:44 - 12:09 12:14 - 12:39**	**5th Period**	**10:00 - 10:25**		
6th Period	**1:00 - 1:55**	**6th Period**	**12:44 - 1:32**	**6th Period**	**10:30 - 10:55**		
7th Period	**2:00 - 2:55**	**7th Period**	**1:37 - 2:25**	**7th Period**	**11:00 - 11:25**		
Dismissal	**2:55**	**Dismissal**	**2:25**	**Dismissal**	**11:25**		

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc.

BELL SCHEDULES (COLLINSVILLE MIDDLE SCHOOL)

Commented [5]: Corrected by Dr. Kim Jackson, CMS Principal and Mr. Kevin Moore, CMS Assistant Principal

FULL DAY SCHEDULE		**HALF HOUR EARLY DISMISS**	
1st Period	**8:35 - 9:36**	**1st Period**	**8:35 - 9:26**
2nd Period	**9:40 - 10:31**	**2nd Period**	**9:30 - 10:21**
3rd Period	**11:35 - 11:26**	**3rd Period**	**10:25 - 11:16**
4th Period Grade 8	**11:30 - 12:30**	**4th Period Grade 8**	**11:20 - 12:20**
4th Period Grade 7 Grade 7 - 4A Grade 7 - 4B	**11:30 - 1:04 11:3 - 12:00 12:00 - 12:30**	**4th Period Grade 7 Grade 7 - 4A Grade 7 - 4B**	**11:20 - 12:54 11:20 - 11:50 11:50 - 12:20**
5th Period Grade 7	**1:08 - 2:08**	**5th Period Grade 7**	**12:58 - 1:58**

5th Period **Grade 8** **Grade 8 - 5A** **Grade 8 - 5B**	**12:34 - 2:08** **12:34 - 1:04** **1:04 - 1:34**	**5th Period** **Grade 8** **Grade 8 - 5A** **Grade 8 - 5B**	**12:24 - 1:58** **12:24 - 12:54** **12:54 - 1:24**
6th Period	**2:12- 3:03**	**6th Period**	**2:02 - 3:00**
7th Period	**3:07 - 3:30**	**7th Period**	**-----**
Dismissal	**3:30**	**Dismissal**	**3:00**

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc.

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.

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/.

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.

BUILDING FACILITIES RENTAL

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

PROCEDURES TO REQUEST THE USE OF DISTRICT FACILITIES

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

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

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

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or

potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations: 1) During any school-sponsored education program or activity; 2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; 3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; 4) Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

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

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

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

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

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

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

Nondiscrimination Coordinator: Dr. 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.

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

V. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: 1) Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the

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

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

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

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

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

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

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

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

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

CYBER-BULLYING

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

Cellular telephones, cameras or any electronic devices used to harass or bully students or harass school personnel (ie. the student has i) been determined to have made an explicit threat on an Internet website against a school employee, a student, or any school-related personnel, (ii) the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and (iii) the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student

Commented [6]: Deleted language as recommended by Mr. Brian Schwartz (IPA Legal Counsel).

inside the school) may be subject to the following disciplinary action: 1) In-School Suspension assignment, 2) Short Term Option Program (STOP) assignment, 3) Out-of-school Suspension for up to ten (10) days with a referral to the Board of Education for possible expulsion for up to two (2) years; 2) legal action through local law enforcement; and/or 3) revocation of driving privileges (with no refund). Cyberbullying using home-based or off-campus devices that results in a material and/or substantial disruption to the school and/or a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

SEXUAL HARASSMENT

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

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

TEEN DATING

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

HAZING

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

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

BUS TRANSPORTATION

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

BUS SAFETY: RULES & REGULATIONS

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

All students are expected to follow the District's School Bus Safety Guidelines and all school rules when riding the school bus to school, from school or during student activities/athletic events. A student may be suspended from school and/or riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: 1) Prohibited student conduct as defined in the Student Discipline policy; 2) Willful injury or threat of injury to a bus driver or to another rider; 3) Willful and/or repeated defacement of the bus; 4) Repeated use of profanity; 5) Repeated willful disobedience of the bus driver's or other supervisor's directives; 6) Boarding a school bus which services other schools within the C.U.S.D. 10 District; 7) Entering the bus from or exiting the bus to a location other than the student's assigned stop without prior approval from First Student or the 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.

Commented [7]: Added language to reflect current CUSD10 practice and policy.

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 Sodexho 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/CMS)

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 (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.).

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.*

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Picture phones and other recording devices are banned from locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting') is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. The following discipline actions will be used as guidelines (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.

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

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

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

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

The following discipline action will be assigned:

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

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

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

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

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

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

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. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing,

receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure may be subject to consequences as defined by the school officials. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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.

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.

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 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. All signed Code of Conduct forms will be kept in the Athletic Trainer's office.

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

Commented [8]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

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)

Commented [9]: Deleted language as proposed by CHS Administration to comply with SB100

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.

~~**FIRST OFFENSE VIOLATION**~~

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

~~**SECOND OFFENSE VIOLATION**~~

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

~~**THIRD OFFENSE VIOLATION**~~

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

~~**FOURTH OFFENSE VIOLATION**~~

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

~~**Comments/Notes:** The disciplinary actions for the above violations are the minimum that can be taken. A sponsor's policies can exceed the listed disciplinary actions.~~

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

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.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

Commented [10]: Revised language as proposed by Mr. Derek Turner, CUSD10 Director of Technology

TECHNOLOGY AND INTERNET ACCEPTABLE USE
All use of electronic network use must be consistent with Collinsville School District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.
In accordance with federal law, the district provides CIPA (*Children's Internet Protection Act*) compliant web filtering for students on any Internet connected device within the boundaries of the district network. The district recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, these resources can also afford access to materials which may be illegal, obscene or indecent. The district will make every effort to protect students from inappropriate material while still allowing access to valuable academic content. All users must be aware that 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*.
Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.
Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.
Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are: 1) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law; 2) Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused; 3) Downloading of copyrighted material for other than personal use; 4) Using the network for private financial or commercial gain; 5) Wastefully using resources, such as file space; 6) Hacking or gaining unauthorized access to files, resources, or entities; 7) Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph; 8) Using another user's account or password; 9) Posting material authored or created by another without his/her consent; 10) Posting anonymous messages; 11) Using the network for commercial or private advertising; 12) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and 13) Using the network while access privileges are suspended or revoked.
Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: 1) Be polite. Do not become abusive in messages to others. 2) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language. 3) Do not reveal personal information, including the addresses or telephone numbers of students or colleagues. 4) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may

be reported to the authorities. 5) Do not use the network in any way that would disrupt its use by other users. 6) Consider all communications and information accessible via the network to be private property.

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

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

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

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

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

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

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

CHROMEBOOK STUDENT USER AGREEMENT

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

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

Financial Responsibility for Loss or Damage - If the Chromebook is damaged, lost, or stolen, the student's parent or guardian may be responsible for the cost of repair or the value of the Chromebook ~~on the date of loss~~. Loss by theft must be reported to 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. ~~Students are responsible for bringing their Chromebooks to school unless advised not to do so by their teachers or administrators.~~

Using your Chromebook Outside of School - Students at CMS and CHS are encouraged to use their Chromebooks at home and other locations outside of school. A wireless Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. The district will not

supply an internet connection while the device is not on school property, the district is also not responsible for any data charges incurred for connectivity at school (via personal mobile hotspot) or at home.

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

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

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

Charging Batteries - Chromebooks should be brought to school each day in a fully-charged condition. You need to charge your Chromebooks each evening. In cases where 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** - First breakage occurrence in one year: The district will repair the Chromebook and return it to the student. A letter is sent home informing the parents of the incident. Second breakage occurrence in the same school year: The student will not be allowed to take the device home again until the damage fee is paid.~~

~~**Damage Fee Breakdown**: 1) Lost, stolen, Irreparable Damage: $200; 2) Broken Keyboard: $25; 3) Lost/broken charger: $25; 4) Broken Screen: $50~~

Damage Policy -

CHS:

First break - the district will repair the Chromebook and return it to the student. A letter is sent home informing the parents of the incident.

Second break - the student will not be allowed to take the device home again until the damage fee is paid.

Damage Fee Breakdown

Lost, stolen, Irreparable Damage: $200

Broken Keyboard: $25

Lost/broken charger: $25

Broken Screen: $50

CMS:

A $25 fee will be charged for each breakage occurrence throughout the year. Students who owe damage fees will not be allowed to take a device home. A checkout device will be provided for use at school. Please note: a fee will be charged for each broken component. For example, a Chromebook returned with a broken screen and missing keys, would be assessed $50 in fees. Lost Chromebooks will be assessed a $200 replacement fee. Additional disciplinary action may also be recommended in certain cases at the discretion of the school administration.

In certain cases, students may be allowed to complete Internet safety coursework in lieu of paying a breakage fee or to reduce the amount of the fee owed.

DIS:

Fees may be assessed for improper usage that results in damage to the devices and/or intentional damage (vandalism). Fee assessment is at the sole discretion of school administration.
In certain cases, students may be allowed to complete Internet safety coursework in lieu of paying a breakage fee or to reduce the amount of the fee owed.

Elementary:

Fees may be assessed for improper usage that results in damage to the devices and/or intentional damage (vandalism). Fee assessment is at the sole discretion of school administration.
*District-provided Chromebook cases should never be removed by a student.
*All Chromebook repairs must be made by factory authorized repair facilities or district technology staff.

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)

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

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

COLLEGE AND VOCATIONAL ADVISEMENT

Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives.

CURRICULA (COLLINSVILLE 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.

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

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

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) Hats, capes, scarves, durags, hair rollers, hoods, masks, hairnets, picks and combs are not to be worn at any time during the school day either in the building or in outside areas (all headgear will be confiscated); and 11) Loungewear, house-slippers, pajamas, and/or housecoats; 12) dress or grooming which disrupts the educational process of the classroom.

CONSEQUENCE FOR DRESS CODE VIOLATIONS

Students will be required to comply with dress and grooming guidelines (which may include changing clothing, wearing loaner clothes or being sent home.

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

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.

Commented [11]: Revised language as recommended by Dana Edwards, CUSD10 Legal Counsel

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 detectible, 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.

Commented [12]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

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, If the test results are positive, it will be considered a Level A Code of Conduct violation as outlined in the CHS Student Handbook.

Re-testing

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

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

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

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

IHSA PERFORMANCE ENHANCING SUBSTANCE TESTING POLICY

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

The 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. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. In addition to being penalized by IHSA, a student may be disciplined according to Board policy 7:190, *Student Behavior*.

Commented [13]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

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. Drills will not be preceded by a warning to the students. The following emergency situation procedures will be followed:

Commented [14]: Added language to reflect CUSD10 District Policy.

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 book 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 of 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 cancelled), the student-athlete is not permitted to attend any school-related practices or participate in any school-related competition for the date(s) of the release; 13) If a parent/guardian opts to have a student affiliated with an extra-curricular group released from school (when local responders deem the school safe and the school day is not officially cancelled), the student affiliated with an extra-curricular group is not permitted to participate in related activities for the date(s) of the release.

In the midst of an emergency situation, the cooperation and communication 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.

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, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

ENROLLMENT

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

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.

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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

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NOTICE OF NONDISCRIMINATION

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, immigration status, order of protection status, status as homeless, 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)

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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 misses more than five days of school for anything other than school approved field trips/school approved absences, or 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; 2) The student must have five (5) or fewer (cumulative) absences for the school year. If the student is absent the day before exams, he/she will be required to take the exams unless excused by an administrator before the absence; 3) School sponsored or sanctioned activities, such as field trips, athletic events, approved college/career days are exempt from and will not count toward the five (5) day absence total. However, it is the responsibility of the student to inform the teacher of the activity and to make arrangements for make-up work. Absences due to illness, surgery, or attendance at a funeral will not be exempt from the five (5) day exam total. Students not enrolled in Collinsville High School for the full year are required to take second semester finals.

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

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

EXAM MAKE-UP POLICY

Students are required to take semester exams: 1) during the class period(s) and 2) on the day(s) assigned. Documentation from a medical physician 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 ~~building principal~~ 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

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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 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 meet with their counselor to sign a Transcript Release Form.

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 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./Pre AP	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.

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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.

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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.

Commented [20]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

REQUIRED COURSES

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

CREDITS

Graduating students are required to have a total of 22 credits. Half a credit per semester is awarded for each course satisfactorily completed except the following: 1) Vocational Center Programs (AVC) - 3 credits -1 ½ credits per semester;

2) Driver Education – ¼ credit; 3) Consumer Education – ¼ credit class; 4) Cooperative Education – 1 ¼ credits per semester; and 5) Algebra IA and IB Paced Blocked Math Class – ¾ credit for each class.
Credits in the ninth through twelfth grades are awarded at the end of first and second semester. An' F' grade in a course means no credit is earned. No credit is awarded for repeating a course if credit was earned previously for the same course - the first grade earned will be the grade used for grade point calculations (except for Current Events which may be taken for credit twice). If a course is dropped after the first five weeks of either semester, the drop will be recorded as a course attempted and will be used to compute grade point average. The grade report and student permanent record will list the drop course as 'F'.'

EARLY GRADUATION

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

HALL PASSES (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

Commented [21]: Added language as recommended by Lisa Sabatino, CUSD10 Lead Nurse and Dana Edwards, CUSD10 Legal Counsel

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 CUSD#10 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.

see School Nurse for necessary form

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.

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

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

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

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

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

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

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

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

HAND FOOT MOUTH DISEASE-May see lesions on hands, feet, and/or face. Return with written verification from 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 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 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 fingertip pulse oximeter indicates an oxygen saturation level *below 95%* that does not improve after medication/treatment, the student must be sent home and encouraged to call/visit their physician or ER.
PERTUSSIS (WHOOPING COUGH)-Must be excluded for 5 days of appropriate antibiotic treatment. Must be fever free and cough controlled when returning to school. May require written verification form physician to return to school.
~~**NOTE:** A doctor's note explaining absence from school is recommended and may be required in order to return to school. **PLEASE NOTE:** Upon returning to school following a communicable disease exclusion, students must report to the school nurse or principal before returning to class. A doctor's note explaining absence from school is recommended. Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.~~
~~***A doctor's note explaining absence from school is recommended.***~~
~~***Some illnesses may require mandated reporting to the local health department by Physician/ER/school staff.***~~

CONCUSSIONS
A concussion is a traumatic brain injury that interferes with normal brain function. Concussions can range from mild to severe and can occur in any organized or unorganized sport or recreational activity resulting from a fall or from players colliding with each other, the ground, or with obstacles. CUSD#10 has Guidelines for Concussive Injuries developed in accordance with 105 ILCS 5/10-20.53, 5/34-18.45 and based on the recommendations from IHSA and the Centers for Disease Control. Students with a concussive injury should not return to physical activity (PE/recess/practice/competition) during the same day of the injury. A physician's note and suggested activity progression should accompany a student and/or student athlete to return
to school and or physical activities.
Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.
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 you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal or school nurse. Parents/guardians are responsible for and must: 1) Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child; 2) Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers; 3) Sign the Diabetes Care Plan; 4) Grant consent 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 ~~school nurse or trained staff (with CPR/AED certification)~~ 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 label can be administered as needed by any trained school staff or self-administered by the student.

EMERGENT 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. ~~This statement must be approved by the district superintendent or his designee.~~ 3. Eye exam requirement-the student's parent/guardian shows an undue burden or a lack of access to a licensed optometrist/ophthalmologist. A signed eye exam waiver must be on file. 4. Dental exam requirement-student's parent/guardian shows an undue burden or a lack of access to a dentist. A signed dental exam waiver must be on file.

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.

~~**Criteria for Returning 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/prompt and thorough treatment is a must. ~~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. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.~~ ~~**NOTE:** Head Lice Resources such as Lice Doctors (800-224-2537, 618-307-0100) or Lice Busters of St. Louis (314-329- LICE) may be good resources for parents, but a letter from these agencies will not take the place of the school nurse's assessment. It is still at the school nurse discretion following an assessment to allow the student to stay at school.~~

~~**HEALTH/DENTAL/EYE EXAMINATIONS/IMMUNIZATIONS AND EXEMPTIONS**~~

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

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 ~~(including proof of one Tdap grade 6 through 12) within one year prior to: 1) Entering Kindergarten, Pre-Kindergarten (or the first grade if not attending Kindergarten); 2) Entering the sixth and ninth grades; and 3) Enrolling in an Illinois school for the first time, regardless of the student's grade.~~

~~The required health examinations must by on the Illinois Certificate of Health Examination Form including the completed diabetes screening (located on the back of the physical) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. The health history section on the back of the physical form must be completed and signed by parent/guardian..~~

~~Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to the religious/medical objections listed previously. New students who register mid-term (after day 1) shall have 30 days following registration to comply with the health examination and immunization requirements. Schools follow the Illinois Department of Public Health immunization guidelines from required and recommended immunizations. NOTE: Proof of immunization against Meningococcal disease is required for students entering grades 6 and 12.~~ 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, 2019~~
~~Documented up-to-date Immunizations~~
~~**Kindergarten:**~~
~~Kindergarten Physical Exam on Illinois State Form by October 15, 2019~~
~~Documented up-to-date Immunizations~~
~~Eye Exam on Illinois State Form by Oct 15, 2019~~
~~Kindergarten Dental Exam on Illinois State Form by May 15, 2020~~
~~**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, 2020~~
~~**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, 2019~~
~~Documented up-to-date Immunizations~~
~~Proof of at least one Tdap Booster~~
~~One dose of Meningococcal Conjugate Vaccine (MCV4)~~
~~Sixth grade Dental Exam on Illinois State Form by May 15, 2020~~
~~**Seventh/Eighth Grades:**~~
~~Same as Sixth grade, Sixth grade Dental Exam completed~~
~~**Ninth Grade:**~~
~~Physical Exam on Illinois State Form by October 15, 2019~~
~~Documented up-to-date Immunizations~~
~~Ninth grade Dental Exam on Illinois State Form by May 15, 2020 (recommendation beginning '19-'20)~~
~~**Tenth/Eleventh Grades:**~~
~~Same as Ninth grade, Ninth grade Dental Exam recommended~~
~~**Twelfth Grade:**~~
~~Proof of at least one meningococcal on or after 16th birthday, Ninth grade Dental Exam recommended~~

~~**Transfer Students:**~~
~~**District within Illinois:** meet the requirements of grade level within 30 days of the start date~~
~~**From another State:** meet the requirements of grade level within 30 days of the 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/NP 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.~~

SCHOOL HEALTH REQUIREMENTS

Early Childhood/Pre-Kindergarten:
- Physical Exam on Illinois State Form by October 15, 2020
- Documented up-to-date Immunizations

Kindergarten:
- Kindergarten Physical Exam on Illinois State Form by October 15, 2020
- Documented up-to-date Immunizations
- Eye Exam on Illinois State Form by Oct 15, 2020
- Kindergarten Dental Exam on Illinois State Form by May 15, 2021

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, 2021

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, 2020
- 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, 2021

Seventh/Eighth Grades:
- Same as Sixth grade, Sixth grade Dental Exam completed

Ninth Grade:
- Physical Exam on Illinois State Form by October 15, 2020
- Documented up-to-date Immunizations
- Ninth grade Dental Exam on Illinois State Form by May 15, 2021

Tenth/Eleventh Grades:
- Same as Ninth grade, Ninth grade Dental Exam recommended

Twelfth Grade:
- Proof of at least one meningococcal on or after 16th birthday, Ninth grade Dental Exam 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 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. ~~Before ill students leave school, parental/guardian approval must be granted before signing out.~~ 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

~~Student Medication~~

~~**Collinsville Unit School District #10**~~

~~**Student Medication Authorization Form**~~

~~***Student medical authorization forms may be obtained from the School Nurse's office.***~~

~~**COLLINSVILLE UNIT #10 SCHOOL DISTRICT MEDICATION POLICY**~~

STUDENTS ARE NOT ALLOWED TO CARRY ANY TYPE OF MEDICATIONS WHILE IN SCHOOL OR RIDING A SCHOOL BUS. (Students may carry 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).

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.
3. 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.
4. 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.
5. **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.**
6. 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*.
7. All medications given at school require a new Student Medication Authorization Form at the start of each school year.
8. **The administration of any medication containing a narcotic is discouraged during school hours**. If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
9. **Cough drops are permitted at the elementary and intermediate levels (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 by the following procedure: 1) The student reports to class and requests a pass to go to the health office. Students will need a blue pass signed by the teacher to enter the health office. The student should proceed directly to the health office and remain there until released. Any student who arrives at the health office without a proper pass may be sent back to class. If the nurse is not in the office, the student should report to the Counseling Department; 2) If the student is too ill or seriously injured to remain at school, the nurse will make all of the necessary arrangements for the student to go home. Under no circumstances, may a student who is ill leave school without checking with the school nurse, school administrator, or CHS attendance office. Students are discouraged from making their own arrangements to leave school by the use of cell phone or other office phone. Student initiated contact to depart campus may be considered unexcused (without school permission) or early dismissal (arranged through the attendance office); 3) Any student who has sustained a serious injury or experiences fever (100 degrees or more), diarrhea, or vomiting, may be immediately dismissed from school through the health office; 4) The nurse may contact 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 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. ~~Proof of treatment will be requested.~~ Upon return to school, parents should accompany students to the health room for a head check before they enter the classroom. Parents should be aware that if live lice and/or nits remain, a child may be sent back home per the discretion of the school nurse/principal. The health staff will make every effort to keep your child in school, but your cooperation is a must. ~~Exclusion from school 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. A student should not miss more than three days of school. The fourth day and any consecutive day of absence will result in an unexcused absence and will require a conference with the school nurse and principal.~~ Parent notes requesting PE exemptions should be delivered to the CHS health office prior to first hour. 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.

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

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

HELP AND RESPONSE TEAM

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

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.

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

Commented [22]: Revised language as recommended by Mr. Brian Schwartz (IPA Legal Counsel).

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 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 on, practice with or compete against any junior college, college or university team during your high school career.

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

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

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.

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 requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone

contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the 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. 292. Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.
Collinsville Unit 10 is aggressively working toward the reduction of pesticides with the implementation of an Integrated Pest Management (IPM) Program and will use the lowest risk factor chemicals that are available.

NOTIFICATION OF PESTICIDE APPLICATION

NOTIFICATION OF PESTICIDE APPLICATION	
*Student Name*_____ *School Student Attends:*_____	*Parent/Guardian Name (Print):*_____ *Parent/Guardian Signature:*_____ *Parent Guardian Address:*_____ *Parent/Guardian Phone::*_____
Please send this form to the: Collinsville School District # 10, Director of Buildings & Grounds, 201 West Clay Street, Collinsville, IL 62234	

INVITATIONS & GIFTS (DORRIS INTERMEDIATE & ELEMENTARY SCHOOLS)

~~Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.~~

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.

Commented [23]: Revised language as proposed by Elementary and DIS Administration.

~~KAHOK INTERVENTION SQUAD (COLLINSVILLE HIGH SCHOOL)~~

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

Commented [24]: No longer an active club at CHS

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.

LIBRARY/MEDIA CENTER (COLLINSVILLE MIDDLE SCHOOL)

Commented [25]: Recommended changes as proposed by Mr. Mike Hayman, CMS Library Media Specialist.

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 ~~before or after school or with a class~~ during lunch or before and after school. ~~A pass is needed at lunch.~~

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 allow 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 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, ~~scanner,~~ 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)

Commented [26]: Recommended changes as proposed by Mr. Mike Hayman, DIS Library Media Specialist.

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 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 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. ~~A scanner is available for use in the computer lab.~~ 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 adult. The grade-level resources contained in the Media Center are categorized based on the content of the resource. Parents/guardians are encouraged to be actively aware of the reading material selected by their child. As stated in the ALA's Library Bill of Rights, only parents/guardians maintain the right and responsibility to restrict access of their child to library resources including inter-library loan selections (Section 53.1.4). 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.

Commented [27]: Added language as required by Illinois School Code and recommended by Mr. Brian Schwartz (IPA Legal Counsel).

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 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.

Commented [28]: Added language to reflect District Policy 7:40

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.

Commented [29]: Added language as required by Illinois School Code and recommended by Mr. Brian Schwartz (IPA Legal Counsel).

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 to parents information on the level of academic achievement and growth of the parent's child in each of the State academic assessments.

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

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

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

II. English Learners

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

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

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

III. Parent and Family Engagement

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

2. Meeting and information. Each school shall: a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved; b) Offer a flexible number of meetings; c) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parent and family engagement policy and the joint development of the 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 to retain a parking decal. This privilege is earned by adhering to grade level requirements, attendance expectations, as well as rules of conduct for behavior and parking lot safety. Student vehicles parked on campus must be registered with the main office. A CHS Parking Decal (giving students authorization to park on campus) must be visible and attached to the lower windshield on the front passenger side before the vehicle is parked on campus. Students who do not have a valid parking decal will be assigned In-School Suspension or Short Term Option Program. No warnings will be issued. All previous obligations must be resolved prior to the issuance of a parking decal.

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

Any vacant parking assignments may be assigned to sophomore students (must have 5.00 – 9.5 credits) in January of the second semester of the school year based on the following criteria: Sophomore students may have no more than three (3) absences (ie., unexcused-partial and full day absences), in the first semester of their sophomore year & sophomore students may have no more than fourteen (14) tardies (cumulative) to ANY class during the course of an academic quarter of the current school year. If the criteria listed above are met, stickers will be available based on class rank determined at the end of the student's first semester of their sophomore year. Sophomore students will be charged half of the current 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.

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.

Commented [30]: Added language to reflect Fee Policy as adopted by the CUSD10 Board of Education.

PHYSICAL EDUCATION

Commented [31]: Added language as recommended by Mr. Darin Lee, CHS Asst. Principal and Dana Edwards, CUSD10 Legal Counsel

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. 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. 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 calender 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 ~~purple~~ 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 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.

Commented [32]: Added language to reflect current CUSD10 program.

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

REPORT TO PARENTS

An academic report card is electronically mailed to parents/guardians at the end of each nine weeks. Please review your child's progress carefully and contact the teacher if you have any questions. Report cards must be signed and returned to school for students enrolled in elementary school (K-4) and intermediate school (5-6) in each of the first three grading periods. This report enables all concerned to see what the student has accomplished and where the student may improve. Parents/Guardians are encouraged to frequently check their child's progress throughout the year on the CHS FAMILY Access website: www.kahoks.org - Parents/Students>*Family Access.*

RESTRICTED AREA POLICY (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. ~~Attendance in a restricted area will result in the following disciplinary action:~~

~~Restricted Area Violation Discipline Policy:~~

~~1st Referral: 1 Day of ISS 3rd Referral: 2 Days of STOP~~
~~2nd Referral: 2 Days of ISS 4th Referral: 4 Days of STOP~~

~~*Every Additional Restricted Area Violation will result in two (2) additional days of* STOP *(example: 5th Referral = 6 Days of* STOP*).* Note: A description of discipline programs (including ISS and STOP) are found in the Student Behavior section of this handbook.~~

Commented [33]: Added language to reflect procedure currently in place for Publicity Release as recommended by Mr. Barney Mundorf (CUSD10 Legal Counsel).

Commented [34]: _Marked as resolved_

Commented [35]: _Re-opened_

Commented [36]: Recommended changes as proposed by CHS Administration to comply with SB100

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. 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 *(except Webster)*	8:00AM – 2:45PM	8:00AM – 2:15PM	8:00AM – 11:25AM
Elementary School (*Webster*)	8:00AM – 2:30PM	8:00AM – 2:00PM	8:00AM – 11:10AM
Dorris Intermediate School	8:50AM – 3:35PM	8:50AM – 3:05PM	8:50AM – 12:15PM
Collinsville Middle School	8:35AM – 3:30PM	8:35AM – 3:00PM	8:35AM – 12:05PM

Collinsville High School	7:55AM – 2:55PM	7:55AM – 2:25PM	7:55AM – 11:25AM
Hollywood Heights School	7:30AM – 1:30PM	7:30AM – 1:30PM	

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

Commented [37]: Added language as proposed by Ms. Latoya Berry-Coleman, CUSD10 Director of Curriculum and Assessment.

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 SONGS (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!

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

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.

Commented [38]: Added language as required by Illinois School Code and recommended by Mr. Brian Schwartz (IPA Legal Counsel).

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 Sal 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

Collinsville CUSD No. 10 makes special education services available to all children ages three to twenty-one that reside within our district boundaries. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the ~~regular~~ general education classroom teacher to full-day instructional programming for the student in the special education setting. Collinsville CUSD No. 10 insures that services and programs are available for children with multiple disabilities, mild and moderate to severe and profound cognitive disabilities and physical, learning or ~~–~~ emotional disabilities. If necessary, students may be placed in private ~~schoo~~ 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 ~~counseling~~ social work are also available to students who meet certain criteria and for whom an ~~individual educational Individualized Education~~ 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 ~~birth through 21~~ age 3 through 21 who are suspected of having a disability, which adversely affects educational performance. ~~This district participates in Starting Points, a school and family partnership, for families that are expecting a child or have children up to three years of age.~~ Additionally, the district refers families who are expecting a child or have children up to three years of age to our

Commented [39]: Added language as recommended by Mr. Brian Schwartz (IPA Legal Counsel)

Commented [40]: Revised and Added language as recommended by Ali Underwood, CUSD10 Director or Special Education and Dana Edwards, CUSD10 Legal Counsel

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 ~~, speech and language screenings, vision and hearing 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: 618-343-2878).

Commented [41]: Added language as required by Illinois School Code and recommended by Mr. Brian Schwartz (IPA Legal Counsel).

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

REQUESTION TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUAITON 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.

Commented [42]: Added language to reflect current CUSD10 District Policy.

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. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

GENERAL PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

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

RESPONSIBILITIES IN BEHAVIOR INTERVENTIONS

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

Students

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

Parents

1) Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards, 2) Provide the school with a current address and home, work, and cellular telephone numbers, 3) Ensure student attendance at school by state law (student attendance is the sole responsibility of the parent or legal guardian), 4) Provide the appropriate school personnel with any student information that will affect the student's

ability to learn, 5) Read, acknowledge, and understand that school policies and procedures are applicable to their children's conduct while they are at school and while they are attending events having a nexus with the school.

Teachers

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

Administrators

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

Board of Education

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

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

DISCIPLINE PROGRAMS

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 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.. ~~This request must be made by contacting the appropriate administrator. The OSS request must be made by 7:45 a.m. of the assigned day of ISS.~~

Commented [43]: Revised language as proposed by CHS Administration.

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 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 cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

Out of School Suspension Procedures (OSS)

The following are suspension procedures:1) Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges; 2) A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable; 3) Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of 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 believe 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

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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.

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.

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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

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STUDENT RECORDS

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

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

"Student Permanent Record" means and shall consist of the following, as limited by Section 2(d) of the Illinois School Student Records Act [105 ILCS 10]: Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents; Evidence required under Section (5)(b)(1) of the Missing Children's Records Act [325 ILCS 50/5(b)(1)]; Academic transcript, including: grades, class rank, graduation date and grade level achieved; scores on college entrance examinations, except that a parent may request, in writing, the removal from the academic transcript of any score received on college entrance examinations (also see Section 375.30(d)); the unique student identifier assigned and used by the Student Information System established pursuant to 23 Ill. Adm. Code 1.75 (Student Information System); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in Section 27-22 of the School Code [105 ILCS 5/27-22]; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with Section 2-3.157 of the School Code [105 ILCS 5/2-3.157] and 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); and as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy, awarded in accordance with 23 Ill. Adm. Code 1.442 (State Seal of Biliteracy); Attendance record; Health record; Record of release of permanent record information in accordance with Section 6(c) of the Act [105 ILCS 10/6(c)]; Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64a-5); and If not maintained in the temporary record, may also consist of: Honors and awards received; and Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations. No other information shall be placed in the student'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 guardian for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than 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 one year following graduation and/or withdrawal and will be destroyed on July 1. A parent, student, and/or guardian have the right to inspect and copy such records before destruction. A charge of the actual cost for providing a copy of the school record will be paid by the requesting party, but may not exceed 35 cents per page.

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

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

RELEASE OF INFORMATION

The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parents make no objection, the records may be transferred to the requesting school.

No individual or agency can force an individual to release his/her records. A release of students' written record will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information will be given to the parents. Directory information is limited to: a student's name, ~~address, gender,~~ grade level, ~~birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers,~~ photographs, media interviews, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

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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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official-committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; **5) The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first; **6) The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to: Name, Grade level, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

STUDENT 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.

Commented [48]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

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 aggrieving may choose to be represented by an attorney or other person of their choosing.

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

3. Time Limits: All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step 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

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.

Commented [49]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

TELEPHONE CALLS & REQUEST

Parents may reach students by calling the 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.

Commented [50]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

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.

Commented [51]: Added language as recommended by Dana Edwards, CUSD10 Legal Counsel

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

Commented [52]: Added language to reflect CUSD10 District Policy.

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 to the attendance office, he/she will be greeted and asked for photo identification. The designated staff member will scan the visitor's identification and issue a photo badge with the visitor's destination if there is no alert indicated on the database. Accepted forms of photo identification will include: driver's license, consular identification card, green card, U.S. passport card (not full passport), and military identification card. The staff member will keep the individual's identification in plain view, to reduce concerns that anyone might be copying personal information. This photo ID is scanned into the RAPTOR system and the personal information from the ID is cross-referenced against names of Registered Sexual Offenders (RSO) in a database maintained by RAPTOR Technologies, Inc. Within moments, the RAPTOR administrator will know if the visitor is an RSO. If this is the case, then guidelines are in place to positively engage the visitor and consider the validity of the request to visit the school. If this is not the case, then the system will print a visitor's pass, which includes the person's name, photo, date of visit, and destination within the building. RAPTOR is only scanning the identifying information from the document, such as the visitor's name, date of birth, address and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. If the visitor does not have acceptable photo identification available, the campus administrator on duty (or designee) will be called to assess the situation. If he/she determines the visitor is known, the visitor's information can be manually entered by the campus RAPTOR administrator. Approved visitors without acceptable photo identification may be allowed access to areas of school business requested through escort by the campus administrator (or designee). The visitor will return to the attendance office to 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 detectible, 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.

~~**PROCEDURES FOR WEAPON POLICY VIOLATION**~~

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

Commented [53]: Deleted language to reflect CUSD10 District Policy.

WEATHER CLOSURE, DELAYED STARTS & EARLY RELEASE

Commented [54]: Added language as recommended by the Elementary School Administrators.

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.*

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
VISION STATEMENT

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

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

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

Student and Parent Handbook



Collinsville Unit 10 School District

Grades K - 12

2020 - 2021

Collinsville Community Unit 10 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 *President*	Mr. Gary Kusmierczak *Vice President*	Dr. Dennis Craft *Treasurer*	Mrs. Jane Soehlke *Secretary*
Mr. Tim Hasamear	Mrs. Vicki Reulecke	Mrs. Michele Stutts	

August 2020

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. Uta Robison, 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)

CASEYVILLE ELEMENTARY SCHOOL 433 South Second Street Caseyville, IL 62232 618-346-6205 Principal: Mrs. Chelsea Clark	JOHN A RENFRO ELEMENTARY SCHOOL 311 Camelot Drive Collinsville, IL 62234 618-346-6266 Principal: Mrs. Laura Bauer Assistant Principal: Mandy Robbins
HOLLYWOOD HEIGHTS SCHOOL 6 South Oakland Caseyville, IL 62232 618-343-2878 Principal: Mrs. Tara Glynn	SUMMIT ELEMENTARY SCHOOL 408 Willoughby Collinsville, IL 62234 618-346-6221 Principal: Mrs. Stephanie Pulse
JEFFERSON ELEMENTARY SCHOOL 152 Boskydells Street Collinsville, IL 62234 618-346-6214 Principal: Mrs. Stephanie Pulse	TWIN ECHO ELEMENTARY SCHOOL 1937 S. Morrison Collinsville, IL 62234 618-346-6228 Principal: Dr. Julie Haake
KREITNER ELEMENTARY SCHOOL 9000 College Collinsville, IL 62234 618-346-6213 Principal: Dr. Kari Karidis	WEBSTER ELEMENTARY SCHOOL 108 W Church Street Collinsville, IL 62234 618-346-6301 Principal: Mr. Brad Snow
MARYVILLE ELEMENTARY SCHOOL 6900 W. Main street Maryville, IL 62062 618-346-6261 Principal: Mrs. Carmen Loemker	

COLLINSVILLE UNIT 10 SCHOOLS – GRADES 5-12

DORRIS INTERMEDIATE SCHOOL 1841 Vandalia Street Collinsville, IL 62234 618-346-6311 Principal: Mr. Kevin Stirnaman Assistant Principal: Mrs. Sara Soehlke Assistant Principal: Mr. Doug Kirk	COLLINSVILLE HIGH SCHOOL 2201 South Morrison Avenue Collinsville, IL 62234 618-346-6320 Principal: Mr. David Snider Assistant Principal: Ms. Charlotte Fisher Assistant Principal: Mr. Darin Lee Assistant Principal: Mr. Joe McGinnis Assistant Principal: Mr. Dan Toberman Asst. Principal/Athletic Director: Mr. Clay Smith Asst. Principal/CAVC Director: Dr. Tricia Blackard
COLLINSVILLE MIDDLE SCHOOL 9649 Collinsville Road Collinsville, IL 62234 618-343-2100 Principal: Dr. Kim Jackson Assistant Principal: Mrs. Madonna Harris Assistant Principal: Mr. Kevin Moore	

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

ADMISSION

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

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 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) to provide students with the opportunity to earn college credit in dual credit courses offered at CHS. Students must be at least 16 years old at the time the class concludes to receive dual credit. A student who successfully completes a dual credit course may receive credit at both the college and high school level. **SWIC** credits may be 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://www.swic.edu/students/high-school-students/running-start/.

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.

ANIMALS ON SCHOOL PROPERTY

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

APPLICATION PROCESS - COLLEGE, UNIVERSITY, VOCATIONAL (COLLINSVILLE HIGH SCHOOL)

STEPS FOR APPLYING FOR COLLEGE, UNIVERSITY OR VOCATIONAL SCHOOL

Applying On-line

1) Complete on-line application at college website (save and print it if you would like your counselor to review it before you submit it); pay any required fee; if you are unable to pay the application fee talk with your counselor about a fee waiver; 2) Visit https://sites.google.com/cusd.kahoks.org/chs-counseling-dept/transcript-requests 3) Provide counselor/teachers with any required supplemental forms (i.e. Secondary School Report Form or Teacher Evaluation Forms); 4) Request letters of recommendation if required by your college(s) and give at least a 2 week notice and provide a resume or activity/award list to help the recommender; and 5) Have SAT/ACT scores sent directly from SAT/ACT if required by your college (many colleges accept scores printed on our high school transcript). When you receive an admissions decision, let your counselor know.

ASBESTOS MANAGEMENT PLAN

ANNUAL ASBESTOS MANAGEMENT PLAN AVAILABILITY

To All Parents, Guardians, Faculty and Staff:

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

ASSEMBLIES

The assembly program is an integral part of the total 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.

ACTIVITIES, CLUBS & ORGANIZATIONS

The following clubs and organizations are offered as extracurricular activities at Collinsville High School: American Field Service, Anime Club, Art Club, Band (Colorguard, Concert Band, Flute Choir, Jazz Band, Lab Band, Marching Band, Pep Band, Symphonic Band, Winter Drumline Winterguard), Book Club, Chess Club, Christians in Action (Get Real), Choir (Concert Choir, Show Choir, Bass Choir - Mixed Choir, Treble Choir), Class Executive Boards, CPR Club, Debate Club, Delta Epsilon Pi German Honor Society, Distributive Education Clubs of America (DECA), Drama Club, Fellowship of Christian Athletes (FCA), French Club, Friends for Life, Future Business Leaders of America (FBLA), Future Military Careers Club, Gay/Straight Alliance, Garden Club, German Club, Health Occupation Students of America (HOSA), Kahok Ambassadors, Kahok Kadets, KAHOK Strong, Kahoki Newspaper, Kahokian Yearbook, Kahoks Against Drugs and Alcohol (KADA), Key Club, Latin Club, Mu Alpha Theta (MAO) Math Honor Society, Model United Nations, Multicultural Kahoks, National Art Honor Society, National Honor Society (NHS), National Technical Honor Society (NTHS), People Against Littering (PAL), Pep Club, Quill & Scroll, Recycling Program, Saturday Scholars, Scholar Bowl, Skills – USA, Spanish Club, Speech Team, STEM Club (Green Energy Project, Math

Team, National Science Honor Society, Science Olympiad, Technology Student Association – TSA, VEX Robotics, World Youth Science and Engineering-WYSE), Student Council, Students Against Destructive Decisions (SADD), Table Tennis Club, Thespian Society, Tri-M Music Honor Society, Writing Club and Video Game Club. We encourage all students to be involved in the many extracurricular clubs and organizations sponsored by CHS.

ATHLETIC TEAMS

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

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)

Girls on the Run

Illinois Math Science Academy Fusion Program (IMSA)

National Junior Honor Society (NJHS)

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

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

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 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.

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, 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 safety or health of the student. Additionally, a student will be excused for up to 5 days per school year in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. The student 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, 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 Counseling Department) MUST be signed by a parent and submitted to the counselor not less than two days prior to the proposed date of visitation. An unexcused absence will be recorded without the proper approval. Students are encouraged to set up visitation dates on Saturdays or when school is not in session. No visitation days will be approved after May 1st unless specifically requested by a post-secondary school. Additional visitation days may be granted with prior approval from the principal. 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 student, 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	
Students Enter Building	7:45	Students Enter Building	7:45	Students Enter Building	7:45	SECTION A	9:00 - 11:25
Warning Bell	7:50	Warning Bell	7:50	Warning Bell	7:50	SECTION B	11:30 - 1:55
1st Period	7:55 - 8:55	1st Period	7:55-8:46	1st Period	7:55-8:25		
2nd Period	9:00 - 9:55	2nd Period	8:51 - 9:39	2nd Period	8:30 - 8:55		
3rd Period & Lunch (3A) - (3B)	10:00 - 10:25 10:30 - 10:55	3rd Period & Lunch (3A) - (3B)	9:44 - 10:09 10:14 - 10:39	3rd Period	9:00 - 9:25		
4th Period & Lunch (4A) - (4B)	11:00 - 11:25 11:30 - 11:55	4th Period & Lunch (4A) - (4B)	10:44 - 11:09 11:14 - 11:39	4th Period	9:30 - 9:55		
5th Period & Lunch (5A) - (5B)	12:00 - 12:25 12:30 - 12:55	5th Period & Lunch (5A) - (5B)	11:44 - 12:09 12:14 - 12:39	5th Period	10:00 - 10:25		
6th Period	1:00 - 1:55	6th Period	12:44 - 1:32	6th Period	10:30 - 10:55		
7th Period	2:00 - 2:55	7th Period	1:37 - 2:25	7th Period	11:00 - 11:25		
Dismissal	2:55	Dismissal	2:25	Dismissal	11:25		

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc.

BELL SCHEDULES (COLLINSVILLE MIDDLE SCHOOL)

FULL DAY SCHEDULE		HALF HOUR EARLY DISMISS	
1st Period	**8:35 - 9:36**	**1st Period**	**8:35 - 9:26**
2nd Period	**9:40 - 10:31**	**2nd Period**	**9:30 - 10:21**
3rd Period	**11:35 - 11:26**	**3rd Period**	**10:25 - 11:16**
4th Period **Grade 8**	**11:30 - 12:30**	**4th Period** **Grade 8**	**11:20 - 12:20**
4th Period **Grade 7** **Grade 7 - 4A** **Grade 7 - 4B**	 **11:30 - 1:04** **11:3 - 12:00** **12:00 - 12:30**	**4th Period** **Grade 7** **Grade 7 - 4A** **Grade 7 - 4B**	 **11:20 - 12:54** **11:20 - 11:50** **11:50 - 12:20**
5th Period **Grade 7**	**1:08 - 2:08**	**5th Period** **Grade 7**	**12:58 - 1:58**
5th Period **Grade 8** **Grade 8 - 5A** **Grade 8 - 5B**	 **12:34 - 2:08** **12:34 - 1:04** **1:04 - 1:34**	**5th Period** **Grade 8** **Grade 8 - 5A** **Grade 8 - 5B**	 **12:24 - 1:58** **12:24 - 12:54** **12:54 - 1:24**
6th Period	**2:12- 3:03**	**6th Period**	**2:02 - 3:00**
7th Period	**3:07 - 3:30**	**7th Period**	**-----**
Dismissal	**3:30**	**Dismissal**	**3:00**

Other Bell schedules may be used in cases of assemblies, early dismissals, standardized testing dates, 2-hour delay, etc.

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; 6) Approved requests (by outside groups and organizations) will be posted on the district's online calendar by the Technology Department.

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

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

BULLYING, PREVENTION AND RESPONSE PLAN

I. Definitions:

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

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

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

among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

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

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

Nondiscrimination Coordinator: Dr. 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.

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.

CYBER-BULLYING

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

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

SEXUAL HARASSMENT

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

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

TEEN DATING

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

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. 'Hazing' means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or

maintaining membership in any organization, club, or athletic team whose members are or include other students. Students who engage in hazing that endangers the mental or physical health or safety of another may be subject to disciplinary action including but not limited to, suspension and expulsion consistent with the school and district's disciplinary policy.

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

BUS TRANSPORTATION

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

BUS SAFETY: RULES & REGULATIONS

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

All students are expected to follow the District's School Bus Safety Guidelines and all school rules when riding the school bus to school, from school or during student activities/athletic events. A student may be suspended from school and/or riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following: 1) Prohibited student conduct as defined in the Student Discipline policy; 2) Willful injury or threat of injury to a bus driver or to another rider; 3) Willful and/or repeated defacement of the bus; 4) Repeated use of profanity; 5) Repeated willful disobedience of the bus driver's or other supervisor's directives; 6) Boarding a school bus which services other schools within the C.U.S.D. 10 District; 7) Entering the bus from or exiting the bus to a location other than the student's assigned stop without prior approval from First Student or the 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 Sodexho 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/CMS)

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 (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.).

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.*

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Picture phones and other recording devices are banned from locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting') is prohibited and subject to disciplinary action and referral to legal authorities. Students may not use technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above. The following discipline actions will be used as guidelines (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.

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

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

Technological devices may not be used to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member. Actions including, but not limited to, harassing or bullying students or harassing school personnel, taking still photos or videos of other students or district employees without prior consent, recording an individual's voice or image without consent, transmitting still photos, audio and/or videos of other students or district employees in any manner, including but not limited to uploading them to internet websites, without prior consent, or storing/accessing personal and/or academic data without consent are prohibited and subject to disciplinary action and referral to legal authorities. Use of picture phones and other recording devices in locker rooms, bathrooms, changing rooms and any other school facility location where a person's expectation of privacy should be respected will be treated at an elevated level of offense in relation to other technology offenses. The possession or distribution (including attempt to obtain or distribute) lewd images (including sending, receiving, or

possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as 'sexting') is prohibited and subject to disciplinary action will be immediately referred to legal authorities. Students using technological devices to invade the privacy of any student or staff member, to violate the rights of any student or staff member, or to harass any student or staff member as described above may be subject to the following disciplinary action: 1) Detention(s), 2) In-school Supervision, 3) Out-of-school Suspension for up to ten (10) days and referral to the Board of Education for possible expulsion for up to two (2) years; 4) legal action through local law enforcement. Emergency use of a cell phone, when at all possible, should have prior approval from a school administrator. Parents needing to contact their child should do so by contacting the main office at 343-2100 or via school provided email.
Violation of the school's electronics policy will result in disciplinary action.
The following discipline action will be assigned:
1st offense – Warning from School Administrator, student may pick up the electronic viewing/listening device after school;
2nd offense - 2 Detentions, a parent/guardian must pick up the electronic viewing/listening device;
3rd offense – 1 Day of In-School Supervision (ISS), a parent/guardian must pick up the electronic viewing/listening device;
4th offense – 2 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device;
5th offense – 3 Days of In-School Supervision (ISS), parent/guardian must pick up the electronic viewing/listening device.
Each additional offense will result in an additional Day of STOP (ex., 6th Offense – 4 Days of STOP); parent/guardian must pick up electronic viewing/listening device. *The School District is not responsible for the loss, theft or damage of any electronic device brought to school.*

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. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure may be subject to consequences as defined by the school officials. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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.

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.

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. All signed Code of Conduct forms will be kept in the Athletic Trainer's office.

The athlete must attend all practices and contests during the time he/she is serving the disciplinary consequence. The student must complete the sport season for the consequences to be considered served. Students are prohibited from circumventing the penalty by enrolling in a sport in which he or she has not participated in previous years. In determining the timing of the disciplinary consequence, the Administration shall take into consideration the student's participation in athletics and activities from prior years. Athletes quitting the team during the season will not be permitted to join another team during that season unless mutually agreed upon by both coaches. Further, any participant who has an outstanding obligation to another sport will not be permitted to participate until the obligation has been satisfied. A student must be academically eligible at the end of the season and finish the season as a team member in good standing with the CHS Athletic Department and CHS school administration (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 student shall be suspended from all athletics for a period of eleven percent (11%) of the contests

	the athletic activity, with limitations as set forth by the IHSA.	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.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

TECHNOLOGY AND INTERNET ACCEPTABLE USE

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

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

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

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

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

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

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

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

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

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

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

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool. 1) The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited. 2) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum. 3) Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally

responsible for the content of any and all electronic mail messages transmitted to external recipients. 4) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted. 5) Use of the School District's email system constitutes consent to these regulations.

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.

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

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

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

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

Charging Batteries - Chromebooks should be brought to school each day in a fully-charged condition. You need to charge your Chromebooks each evening. In cases where 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 -

CHS:

First break - the district will repair the Chromebook and return it to the student. A letter is sent home informing the parents of the incident.

Second break - the student will not be allowed to take the device home again until the damage fee is paid.

Damage Fee Breakdown

Lost, stolen, Irreparable Damage: $200

Broken Keyboard: $25

Lost/broken charger: $25

Broken Screen: $50

CMS:

A $25 fee will be charged for each breakage occurrence throughout the year. Students who owe damage fees will not be allowed to take a device home. A checkout device will be provided for use at school. Please note: a fee will be charged for each broken component. For example, a Chromebook returned with a broken screen and missing keys, would be assessed $50 in fees. Lost Chromebooks will be assessed a $200 replacement fee. Additional disciplinary action may also be recommended in certain cases at the discretion of the school administration.

In certain cases, students may be allowed to complete Internet safety coursework in lieu of paying a breakage fee or to reduce the amount of the fee owed.

DIS:

Fees may be assessed for improper usage that results in damage to the devices and/or intentional damage (vandalism). Fee assessment is at the sole discretion of school administration.

In certain cases, students may be allowed to complete Internet safety coursework in lieu of paying a breakage fee or to reduce the amount of the fee owed.

Elementary:

Fees may be assessed for improper usage that results in damage to the devices and/or intentional damage (vandalism). Fee assessment is at the sole discretion of school administration.

*District-provided Chromebook cases should never be removed by a student.

*All Chromebook repairs must be made by factory authorized repair facilities or district technology staff.

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)

Counselors are available to help students: 1) select high school courses; 2) research information about colleges, junior colleges, technical/trade schools, and financial aid; 3) gather information about careers and job opportunities; 4) understand and process problems with teachers, parents or other students; 5) assist with registration and schedule changes; 6) assist with home and school concerns; 7) assist with personal issues and social concerns; 8) assist with

College Admission Exams, AP Exams and state testing; 9) assist with the school withdrawal process and make referrals for homebound services.

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

COLLEGE AND VOCATIONAL ADVISEMENT

Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives.

CURRICULA (COLLINSVILLE 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.

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

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) Hats, capes, scarves, durags, hair rollers, hoods, masks, hairnets, picks and combs are not to be worn at any time during the school day either in the building or in outside areas (all headgear will be confiscated); and 11) Loungewear, house-slippers, pajamas, and/or housecoats; 12) dress or grooming which disrupts the educational process of the classroom.

CONSEQUENCE FOR DRESS CODE VIOLATIONS

Students will be required to comply with dress and grooming guidelines (which may include changing clothing, wearing loaner clothes or being sent home.

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 detectible, 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, If the test results are positive, it will be considered a Level A Code of Conduct violation as outlined in the CHS Student Handbook.

Re-testing

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

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

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

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

IHSA PERFORMANCE ENHANCING SUBSTANCE TESTING POLICY

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

The 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. IHSA administers a performance-enhancing substance testing program. Under this program, student athletes are subject to random drug testing for the presence in their bodies of performance-enhancing substances on the IHSA's banned substance list. 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. Drills will not be preceded by a warning to the 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 cancelled), the student-athlete is not permitted to attend any school-related practices or participate in any school-related competition for the date(s) of the release; 13) If a parent/guardian opts to have a student affiliated with an extra-curricular group released from school (when local responders deem the school safe and the school day is not officially cancelled), the student affiliated with an extra-curricular group is not permitted to participate in related activities for the date(s) of the release.

In the midst of an emergency situation, the cooperation and communication 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.

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, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

ENROLLMENT

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

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

NOTICE OF NONDISCRIMINATION

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, immigration status, order of protection status, status as homeless, 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 misses more than five days of school for anything other than school approved field trips/school approved absences, or 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; 2) The student must have five (5) or fewer (cumulative) absences for the school year. If the student is absent the day before exams, he/she will be required to take the exams unless excused by an administrator before the absence; 3) School sponsored or sanctioned activities, such as field trips, athletic events, approved college/career days are exempt from and will not count toward the five (5) day absence total. However, it is the responsibility of the student to inform the teacher of the activity and to make arrangements for make-up work. Absences due to illness, surgery, or attendance at a funeral will not be exempt from the five (5) day exam total. Students not enrolled in Collinsville High School for the full year are required to take second semester finals.

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

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

EXAM MAKE-UP POLICY

Students are required to take semester exams: 1) during the class period(s) and 2) on the day(s) assigned. Documentation from a medical physician 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 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 meet with their counselor to sign a Transcript Release Form.

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 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./Pre AP	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

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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 4 semesters of PE and 1 semester of Health, PE waiver available under certain circumstances); 6) Consumer Education (min. ¼ credit); 7) Computer Applications (1/2 credit). Seniors, with parent/guardian permission, may choose to enroll in an academic class in lieu of lunch/study hall.

CREDITS

Graduating students are required to have a total of 22 credits. Half a credit per semester is awarded for each course satisfactorily completed except the following: 1) Vocational Center Programs (AVC) - 3 credits -1 ½ credits per semester; 2) Driver Education – ¼ credit; 3) Consumer Education – ¼ credit class; 4) Cooperative Education – 1 ¼ credits per semester; and 5) Algebra IA and IB Paced Blocked Math Class – ¾ credit for each class.

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

EARLY GRADUATION

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

HALL PASSES (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 (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/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.

EMERGENT 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, 2020
- Documented up-to-date Immunizations

Kindergarten:
- Kindergarten Physical Exam on Illinois State Form by October 15, 2020
- Documented up-to-date Immunizations
- Eye Exam on Illinois State Form by Oct 15, 2020
- Kindergarten Dental Exam on Illinois State Form by May 15, 2021

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, 2021

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, 2020
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, 2021

Seventh/Eighth Grades:
Same as Sixth grade, Sixth grade Dental Exam completed

Ninth Grade:
Physical Exam on Illinois State Form by October 15, 2020
Documented up-to-date Immunizations
Ninth grade Dental Exam on Illinois State Form by May 15, 2021

Tenth/Eleventh Grades:
Same as Ninth grade, Ninth grade Dental Exam recommended

Twelfth Grade:
Proof of at least one meningococcal on or after 16th birthday, Ninth grade Dental Exam 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 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).

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.

3. 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.
4. 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.
5. **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.**
6. 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*.
7. All medications given at school require a new Student Medication Authorization Form at the start of each school year.
8. **The administration of any medication containing a narcotic is discouraged during school hours**. If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication can be used. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
9. **Cough drops are permitted at the elementary and intermediate levels (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 requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the 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. 292. Pesticide applications will take place on the 3rd Friday of each month after school is out for the day, on an as needed basis.
Collinsville Unit 10 is aggressively working toward the reduction of pesticides with the implementation of an Integrated Pest Management (IPM) Program and will use the lowest risk factor chemicals that are available.

NOTIFICATION OF PESTICIDE APPLICATION

NOTIFICATION OF PESTICIDE APPLICATION	
*Student Name*_____ *School Student Attends:*_____	*Parent/Guardian Name (Print):*_____ *Parent/Guardian Signature:*_____ *Parent Guardian Address:*_____ *Parent/Guardian Phone::*_____
Please send this form to the: Collinsville School District # 10, Director of Buildings & Grounds, 201 West Clay Street, Collinsville, IL 62234	

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 (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.

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.

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 (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 to parents information on the level of academic achievement and growth of the parent's child in each of the State academic assessments.
4. Non-certificated/licensed teachers. Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.
5. Testing transparency. At the beginning of each school year, a school that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request in a timely manner, information regarding any State or District agency policy regarding student participation in any assessments mandated by Section 6311(b)(2) and by the State or District, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
In addition, the District shall make widely available through public means (including by posting in a clear and easily accessible manner on the District's website and, where practicable, on each school's website), information on each assessment required by the State to comply with Section 6311, other assessments required by the State, and (where available and feasible to report) assessments required districtwide, including: a) The subject matter assessed; b) The purpose for which the assessment is designed and used; c) The source of the requirement for the assessment; and d) Where such information is available: i) The amount of time students will spend taking the assessment, and the schedule for the assessment; and ii) The time and format for disseminating results.

II. English Learners

1. Language instruction educational programs. Districts must inform a parent of an English learner identified for participation, or participating in, such a program of: a) The reasons for their child being identified as an English learner; b) Their child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement; c) The instructional methods used in their child's program and the instructional methods used in other available programs; d) How their child's program will meet their child's educational strengths and needs; e) How the program will help their child to learn English and meet age-appropriate academic achievement standards for grade promotion and graduation; f) Exit requirements for the program, including the expected rate of transition from such program into classrooms not tailored for English learners and the expected rate of high school graduation; g) In the case of a child with a disability, how the program meets the objects of their child's individualized education program; and h) Information regarding parental rights that includes written guidance: i) Detailing parents' right to immediately remove their child from the program upon their request; ii) Detailing parents' options to decline enrollment in the program or to choose another program or instructional method, if available; and iii) Assisting parents in selecting among various programs and instruction methods, if more than one program/method is offered.
Parents shall be provided this information no later than 30 days after the beginning of the school year or, for students identified as English learners during the school year, within the first two weeks of the child's placement in a language instruction educational program.
2. Outreach. Each district shall implement an effective means of outreach to parents of English learners to inform the parents regarding how they can be involved in their children's education, and be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet challenging State academic standards expected of all students. In addition, the outreach shall include holding, and sending notice of opportunities for regular meetings for formulating and responding to parent recommendations.

III. Parent and Family Engagement

1. Parent and family engagement policies. Parents and family members shall be notified of the parent and family engagement policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. Meeting and information. Each school shall: a) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved; b) Offer a flexible number of meetings; c) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parent and family engagement policy and the joint development of the 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 to retain a parking decal. This privilege is earned by adhering to grade level requirements, attendance expectations, as well as rules of conduct for behavior and parking lot safety. Student vehicles parked on campus must be registered with the main office. A CHS Parking Decal (giving students authorization to park on campus) must be visible and attached to the lower windshield on the front passenger side before the vehicle is parked on campus. Students who do not have a valid parking decal will be assigned In-School Suspension or Short Term Option Program. No warnings will be issued. All previous obligations must be resolved prior to the issuance of a parking decal.

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

Any vacant parking assignments may be assigned to sophomore students (must have 5.00 – 9.5 credits) in January of the second semester of the school year based on the following criteria: Sophomore students may have no more than three (3) absences (ie., unexcused-partial and full day absences), in the first semester of their sophomore year & sophomore students may have no more than fourteen (14) tardies (cumulative) to ANY class during the course of an academic quarter of the current school year. If the criteria listed above are met, stickers will be available based on class rank determined at the end of the student's first semester of their sophomore year. Sophomore students will be charged half of the current 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.

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

REPORT TO PARENTS

An academic report card is electronically mailed to parents/guardians at the end of each nine weeks. Please review your child's progress carefully and contact the teacher if you have any questions. Report cards must be signed and returned to school for students enrolled in elementary school (K-4) and intermediate school (5-6) in each of the first three grading periods. This report enables all concerned to see what the student has accomplished and where the student may improve. Parents/Guardians are encouraged to frequently check their child's progress throughout the year on the CHS FAMILY Access website: www.kahoks.org - Parents/Students>*Family Access.*

RESTRICTED AREA POLICY (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 *(except Webster)*	8:00AM – 2:45PM	8:00AM – 2:15PM	8:00AM – 11:25AM
Elementary School (*Webster*)	8:00AM – 2:30PM	8:00AM – 2:00PM	8:00AM – 11:10AM
Dorris Intermediate School	8:50AM – 3:35PM	8:50AM – 3:05PM	8:50AM – 12:15PM
Collinsville Middle School	8:35AM – 3:30PM	8:35AM – 3:00PM	8:35AM – 12:05PM
Collinsville High School	7:55AM – 2:55PM	7:55AM – 2:25PM	7:55AM – 11:25AM
Hollywood Heights School	7:30AM – 1:30PM	7:30AM – 1:30PM	

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 SONGS (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!

INDIAN TRAIL

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

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 Sal 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

Collinsville CUSD No. 10 makes special education services available to all children ages three to twenty-one that reside within our district boundaries. Services are provided in the least restrictive environment based upon the child's individual needs and can range from providing consultation to the 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: 618-343-2878).

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

REQUESTION 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. The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to: 1) on, or within sight of, school grounds before, during, or after school hours or at any time; 2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3) Traveling to or from school or a school activity, function, or event; or 4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

GENERAL PROCEDURES FOR RESOLVING SCHOOL PROBLEMS

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

RESPONSIBILITIES IN BEHAVIOR INTERVENTIONS

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

Students

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

Parents

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

Teachers

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

Administrators

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

Board of Education

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

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

DISCIPLINE PROGRAMS

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 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 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 cancelled for any reason during the period of an out of school suspension, the student will serve the remaining day(s) of the out of school suspension period on the next day(s) that school resumes. During an out of school suspension assignment, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are suspended Out-of-School for longer than 4 school days may be provided appropriate and available support services during the period of their suspension as determined by school officials.

Out of School Suspension Procedures (OSS)

The following are suspension procedures:1) Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges; 2) A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable; 3) Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of 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 believe 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.

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.

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 one year following graduation and/or withdrawal and will be destroyed on July 1. A parent, student, and/or guardian have the right to inspect and copy such records before destruction. A charge of the actual cost for providing a copy of the school record will be paid by the requesting party, but may not exceed 35 cents per page.

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

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

RELEASE OF INFORMATION

The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; **5) The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first; **6) The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to: Name, Grade level, Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school-sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

STUDENT 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 aggrieving may choose to be represented by an attorney or other person of their choosing.

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

3. Time Limits: All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step 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

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.

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 detectible, 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.*

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 VISION STATEMENT

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

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

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

22. **New Business**
23. Extension of Food Service Contract for 2020-21 373

ITEM: 10.1
EXH. E-10.1

BOARD AGENDA
May 18, 2020

TO: **Dr. Brad Skertich, Superintendent of Schools**

FROM: **Uta Robison, Chief School Business Official**

DATE: **May 18, 2020**

RE: **Food Service Contract Renewal 2020-21**

ISBE issued a waiver to extend the food service contract another year due to COVID19. Normally, the extension period cannot exceed four school years; however, ISBE's waiver allows a fifth year extension. The contract increase will be capped by the CPI (consumer price index) as stated in the original 2015 contract. I recommend the district take advantage of it. Sodexo has continued to provide food to the district community during COVID19, and will continue to do so during summer school and as long as needed. Sodexo Food Service contract renewal for 2020-21 is attached for your review.

I recommend approval of the following suggested motion:

> "I move that the food service contract with Sodexo School Services be renewed for the 2020-21 school year as attached."

ss

Attachment

Date of Original Contract
July 1st, 2015
Year of Renewal (Circle)
1 2 3 4 (5)
1 year 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 1st , 2020, and ending June 30th, 2021. 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

	2019-2020 Rate	2020-2021 Rate**	Percentage Increase***
1. Reimbursable Breakfasts	1. 1.5848	1. 1.6339	1. 3.1%
2. Reimbursable Lunches*	2. 2.5701	2. 2.6497	2. 3.1%
3. Management Fee per School Meal (Breakfasts and Lunches)	3.	3.	3.
4. A la Carte Equivalents Fee*	4. 2.5701	4. 2.6497	4. 3.1%
5. A la Carte Management Fee	5. XXXXXXXX	5.	5.
6. Reimbursable After-School Snack	6.	6.	6.
7. Special Milk	7.	7.	7.
8. Reimbursable After-School Supper	8.	8.	8.
9. Reimbursable Summer Breakfast	9. 1.5848	9. 1.6339	9. 3.1%
10. Reimbursable Summer Lunch	10. 2.5701	10. 2.6497	10. 3.1%

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*Rates must be the same.
****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

3020 Woodcreek Drive, Suite B
Street Address

Downers Grove	**IL**	**60515**
City	State	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

Collinsville CUSD #10	**41057010026A1**
School Food Authority (SFA)	**Agreement Number**

	SUPERINTENDENT	
Authorized Signature of SFA	**Title**	**Date**

This form may not be revised without permission from the Illinois State Board of Education Nutrition Division. Updated 2/19

Contract Renewal Agreement Certification Form 2020–2021

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 CUSD #10**

Contractor Name **Sodexo America LLC**

B. Required Documentation

Submit signed copies of the following documents.

- *Contract Renewal Agreement*
- *Contract Renewal Agreement Certification Form 2020–2021*
- 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.

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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):

X CPI–Food Away from Home (Dec)	3.1%
□ CPI–All (Dec)	2.3%
□ CPI–Food (Dec)	1.8%
□ Other (specify) _____	

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 2020 USDA Foods Entitlement Amount	(A)	$__214086.3375__
School Year 2020 USDA Foods credits issued to the SFA by the FSMC	(B)	$__196197.71__
USDA Foods Entitlement Utilization Percentage as of **(05/11/2020)**	(B / A)	%__91.6%_____

Date of certification **must be as of the date contract renewal is signed based on year to date **actual** credits received by the Vendor** 376

_____	_**Superintendent**_	**bskertich@cusd.kahoks.org**_	_____
SFA Authorized Representative Signature	Title	E-mail	Date

Mail, fax, or email to:

Nutrition Department
Illinois State Board of Education
100 North First Street W270
Springfield, IL 62777-0001
Fax: 217-524-6124
Email: nutritionprocurement@isbe.net

Please submit documents only once. For example, do not fax and mail. Only one copy of each set of documents is necessary. **All original documents should be retained in the SFA's files.**

24. Approval of School Improvement Network Membership 378

AdvancED and Measured Progress are now | cognia™

Membership to the Cognia Improvement Network

One of the many benefits of partnering with Cognia is the opportunity to join the **Cognia Improvement Network**, a global community of 40,000 educational institutions that employ more than 4 million educators and enroll over 28 million students across the United States and 70 other nations. Members have unique needs and visions for their institutions, but all are dedicated to their students, parents and communities. All are focused on learner advancement with continuous improvement as the guiding force.

As members of the Cognia Improvement Network, the district and each of its schools will receive:

1. **Exclusive access** to powerful, yet easy-to-use school improvement tools, resources and training;
2. **Expansive connections** with institutions and professionals around the world who share your passion and commitment to education quality;
3. **Personalized guidance and support** to navigate the ever-evolving education landscape and your locally-owned improvement journey;
4. Unparalleled **opportunities to engage** with, contribute to, and learn from the world's largest network of education professionals; and
5. **National recognition** for your commitment to education quality and continuous improvement. We believe improvement is not just for underperforming schools. AIN affords all members:

- The tools, guidance and support that every institution needs to improve the quality of education it provides for the learners it serves;
- An entry point to pursuing Cognia Accreditation, STEM certification or other expert evaluation services; and
- A great way to demonstrate to the public your commitment to education quality and improvement.

AIN membership features all of the following:

Research-based Tools and Resources: The *Cognia Continuous Improvement System*, including the Cognia Performance Standards, School and System Quality Factors, and a suite of aligned data collection and diagnostic tools, workbooks, and resources to help facilitate a meaningful data-driven improvement journey. (Resources include classroom observation tools, surveys, inventories, diagnostics, strategies and improvement planning guides, and progress monitoring tools.)

Software License: One-year license for eProve™, including the Effective Learning Environments Observation Tool® (eleot®) and the ability to benchmark your institution's survey, inventory and diagnostic results against the Cognia Improvement Network average, using Cognia Certified Content templates.

Training and Professional Development:

- Online Continuous Improvement System training videos, materials and webinar recordings
- Online eleot® training and certification course (three training seats per institution)
- Invitations to local Cognia workshops and conferences
- Subscription to *The Source,* Cognia's quarterly industry newsletter

Technical Assistance and Support Services:

- Up to four hours of virtual technical assistance to help guide and support your institution's improvement journey
- Ongoing customer service and technical support

Recognition/Designation: Rights to use the *Cognia Improvement Network* membership seal

System and Single Institute Pricing

System Pricing		
Collinsville School District	**$**	**1,200.00**
Caseyville Elementary Schools	$	1,200.00
Collinsville High School	$	1,200.00
Collinsville Area Vocational Center	$	1,200.00
Dorris Intermediate School	$	1,200.00
Hollywood Heights School	$	1,200.00
Jefferson Elementary School	$	1,200.00
Kreitner Elementary	$	1,200.00
Maryville Elementary	$	1,200.00
Renfro Elementary	$	1,200.00
Summit Elementary	$	1,200.00
Twin Echo Elementary	$	1,200.00
Webster Elementary	$	1,200.00
System Cost	**$**	**15,600.00**

Single Institution Pricing		
Targeted School or District	**$**	**1,200.00**

25. Internet Connectivity Expansion 381

Follow-up Questions from the 5/4/20 Budget Meeting

1) The tower at Kreitner will not be able to serve Caseyville without a signal repeater.

Caseyville does have access to Charter and AT&T services, though, and families there are able to take advantage of their affordable Internet access programs. Also, many students who attend Caseyville Elementary School live in Fairmont City.

https://www.spectrum.com/browse/content/spectrum-internet-assist

https://m.att.com/shopmobile/internet/access/

2) StepCG is using engineering software to model the best height to place the radios. 60ft seems to be the sweet spot according to their determinations. A taller tower will not increase the range.

3) The mounds could possibly interfere with the signal propagation in a few areas, but it will be minimal. We are looking into some possible areas to install a repeater in Fairmont to address that.

4) Speeds will actually vary based on signal strength and could be anywhere from 20-200Mbps. Those with the best signal will get closer to 200Mbps, while those furthest away (or perhaps behind a mound), may only get 20-50Mbps.

26. Approval of Asphalt Bid for Parking Lot and Playground Improvements 383

FGM ARCHITECTS

May 7, 2020

Mr. Mark Skertich, Superintendent
Collinsville Community Unit School District 10
201 West Clay Street
Collinsville, Illinois 62234

Re: Parking Lot and Playground Improvements
Collinsville High School, Kreitner and Webster Elementary Schools
FGM Project No.: 20-2920.01

Dear Mr. Skertich,

Enclosed please find the Bid Tabulation for above referenced Project. Bids were received on May 5, 2020 at 2:00 p.m. with four (4) bidders responding. L. Keeley Construction submitted the lowest Base Bid of $498,000.00. There is a $20,000.00 allowance included in the Base Bid which, should there be any remaining, will be credited back to the District at project closeout.

FGM Architects has spoken with L. Keeley Construction and they have stated that they are comfortable with their bid and the scope of work involved. They appear to be a responsible bidder. Therefore, we see no reason not to enter into a contract with L. Keeley Construction.

Please let us know your decision at your earliest convenience. Upon your direction, FGM Architects will draft a construction contract for signatures and notify the contractor to proceed with the Project.

If you have any questions or comments, please don't hesitate to call.

Sincerely,

Emily Spindler

Emily Spindler, AIA
Senior Associate

Enclosures

475 Regency Park, Suite 325
O'Fallon, Illinois 62269
618.624.3364 PHONE 618.624.3369 FAX
fgmarchitects.com

BID TABULATION

FGM Architects

Project Name: Parking Lot and Playground Improvements
Collinsville CUSD #10

Project Number: 20-2920.01

Signed:

Dr. Brad Skertich, Supt

Witness #1: Mr. Josh DeWitte, Dir of Facilities

Witness #2: Emily Spindler, AIA

Date: May 5, 2020

Contractor	Bid Bond	Addenda		Base Bid (Includes Allowance Amount)	Comments
		1	2		
Byrne and Jones	X	X	X	$604,215.00	
Keller Construction	X	X	X	$514,989.00	
L. Keeley	X	X	X	$498,000.00	
Rooters Asphalt	X	X	X	$536,445.00	

SECTION 00 41 13 - BID FORM

TO: BOARD OF EDUCATION
COLLINSVILLE CUSD 10
201 WEST CLAY STREET
COLLINSVILLE, ILLINOIS 62234

FROM: L. Keeley Construction (Contractor)

500 S Ewing Suite G (Address)

St. Louis, MO 63103

Operating as (strike out conditions that do not apply) ~~an Individual~~, a Corporation, organized and existing under the law of the State of Illinois, ~~a Partnership, a Joint Venture consisting of the firms~~ of N/A.

BASE BID PROPOSAL

In response to your invitation to submit a proposal for the execution of all work described by the drawings and specifications titled:

PARKING LOT AND PLAYGROUND IMPROVEMENTS
COLLINSVILLE HIGH SCHOOL
2201 SOUTH MORRISON AVENUE
COLLINSVILLE, ILLINOIS 62234

KREITNER ELEMENTARY SCHOOL
9000 COLLEGE
COLLINSVILLE, ILLINOIS 62234

WEBSTER ELEMENTARY SCHOOL
108 WEST CHURCH
COLLINSVILLE, ILLINOIS 62234

FGM PROJECT NO.: 20-2920.01 DATE: APRIL 17, 2020

and having examined the site where the Work is to be executed; and having become familiar with local conditions as they might in any way affect the cost and/or execution of the Work; and having carefully examined the aforesaid drawings, specifications, and other related documents and addenda thereto, the undersigned Bidder hereby proposes and agrees to provide all labor, materials, plant, equipment, transportation, and other facilities as necessary and/or required for the complete and satisfactory execution of the Work for which this proposal is submitted, for the lump-sum consideration as stated hereinafter:

Bidders must show bid amount in both words and figures. In case of discrepancy, amount shown in words shall govern.

BASE BID PROPOSAL

1. Bidder agrees to perform all Work in accordance with the contract documents for the sum of :

four hundred ninety-eight thousand

Dollars ($ 498,000 xx/100).

ALLOWANCES

The undersigned has included the following Allowance cost with Base Bid Proposal. Allowances shall be implemented and performed in accordance with Division One Section 01 21 00 Allowances. Any unused portion of the allowance shall be returned to the Owner by Deduct Change Order at the completion of the Project

	Allowance (include in Base Bid Amount)
Allowance No. 1: Contingency allowance for unforeseen conditions for additional work. (To be included with Base Bid)	$20,000

ADDENDA ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the following addenda: (List by number and date appearing on each addendum. If all addenda are not acknowledged, the bid will be considered irregular).

Addendum No.	Dated	Addendum No.	Dated
One	April 17,2020	N/A	N/A
Two	April 28, 2020	N/A	N/A

TIME OF COMPLETION

The undersigned agrees to complete all of the work required by the Contract to Substantial Completion by July 31, 2020 and Final Acceptance by August 7, 2020. See Completion Dates and Milestone for all dates.

BID SECURITY

Bid Security is attached, without endorsement, in the sum of

forty-nine thousand, eight hundred dollars Dollars ($ 49,800).

The undersigned agrees that Bid Security may be retained by Owner until the Contract has been signed and required bonds have been made and delivered to the Owner.

GENERAL STATEMENT

The undersigned has checked all of the figures contained in this proposal and further understands that Owner will not be responsible for any errors or omissions made therein by the undersigned.

After Bid Proposals are received, tabulated and evaluated by FGM Architects, said Bidder agrees to meet with FGM Architects for the purpose of determining any duplications or omissions. For these meetings, the Bidder agrees to provide a complete, detailed cost breakdown; a detailed list of all sub-subcontractors proposed for use in the work; and a list of all items, materials and their manufacturers proposed for use in the work.

The undersigned agrees to assist and cooperate with Owner in preparing the formal Contract and shall execute same and return it to Owner along with surety bonds and insurance certificates, as may be required by the specifications and other Contract Documents, within 10 days following its receipt.

The undersigned further agrees to begin work on said Contract as soon as practicable after date of "Contract" or "Notice to Proceed," whichever is earlier; or, in any event, not later than 15 days from date of such notification, unless instructed otherwise in Instructions to Bidders. In case the undersigned fails or neglects to appear within the specified time to execute the Contract the undersigned will be considered as having abandoned it and the Bid Security accompanying this proposal will be forfeited to Owner as liquidated damages for delay and loss caused to Owner by reason of such failure on the part of the undersigned.

It is understood that the right is reserved by Owner to reject any or all proposals, to waive all informalities in connection therewith, and to award a contract for any part of the Work or the Project as a whole. It is agreed that this proposal may not be withdrawn for a period of 90 days after it has been opened, without permission of the Owner.

The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.

It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

It is agreed that the undersigned has complied or will comply with all requirements concerning licensing and with all other local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, or in the prosecution of the Work required thereunder.

Bidder by executing and submitting this Bid submittal form expressly agrees to the expedited dispute resolution process contained in the Instructions to Bidders.

MATERIAL SUBSTITUTION LIST USE BY CONTRACTOR IS OPTIONAL

Following is a schedule of substitute materials and/or methods Bidder proposes to furnish on this job, with the difference in price being added to or deducted from Base Bid. Base Bid and Alternate Bid(s) are understood to include only those items which are definitely specified by manufacturer, trade names or otherwise.

Bidder understands that the selection of materials and/or methods is optional with Owner and approval or rejection of the substitutions below will be indicated prior to executing the Contract.

Listed items will not be considered in determining the lowest responsible bidder. Such determination will be made on the basis of the lowest combination of Base Bid and accepted Alternate Bids as set forth in Instructions to Bidders.

PRODUCT NAME AND/OR MANUFACTURER	ADD	DEDUCT
N/A		
N/A		
N/A		

In proposing the Material or Equipment Substitutions herein the Bidder represents:

He has personally investigated the proposed substitution and has determined that it is equal or superior in

all respects to that specified.

He will provide the same guarantee for the substitution as for the item specified.

He will coordinate installation of an accepted substitution into the Work, making all such changes as may be required for the Work to be complete in all respects.

He waives all claims for additional costs related to the substitution. Cost data is complete and includes all related costs under his Contract except for:

Architect/Engineer's redesign.
Costs under Contracts for other Work.

He will pay all redesign costs and additional costs to other Contractors.

SUBCONTRACTOR LISTING

This proposal has been prepared using sub-bids received from the firms listed below:

Classification of Work	Name of Sub Contractors
Sitework	Brewster / Mt. Carmel
Fence/Retaining Wall	Belleville Fence/ Retaining Wall Solutions
Concrete/Paving	Gillihan / L. Keeley Construction

BIDDER SIGNATURE

Respectfully submitted this 5th day of May, 2020.

L. Keeley Construction
(Name of Firm)

BY

(SEAL - IF BIDDER
IS A CORPORATION)

G13 – CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

L. Keeley Construction, having 25 or more employees, does hereby certify Pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: L. Keeley Construction

By: _____
(Signature)

Matt Taylor, VP
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 5th day of May, 2020

_____
Notary Public

DANNY RAY HEIPLE
Notary Public - Notary Seal
State of Missouri
Commissioned for Jefferson County
My Commission Expires: March 28, 2022
Commission Number: 14397780

G14 – CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

L. Keeley Construction, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights commission; and (vii) protection against retaliation.

Firm: L. Keeley Construction

By: _____
(Signature)

Matt Taylor, VP
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 5th day of May, 2020

_____
Notary Public

DANNY RAY HEIPLE
Notary Public - Notary Seal
State of Missouri
Commissioned for Jefferson County
My Commission Expires: March 28, 2022
Commission Number: 14397780

G15 – CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution, 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et seq. and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By L. Keeley Construction

Its: 

Dated: 5/5/2020

G16 – Criminal Background Investigation

The undersigned hereby authorizes the Board of Education, Collinsville Community Unit School District No. 10, Collinsville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Matt Taylor, VP

(Printed or Typed Name of Applicant or Employee)

Signature of Applicant or Employee

Dated: 5/5/2020

G18 – CERTIFICATE REGARDING EQUAL EMPLOYMENT OPPORTUNITY

L. Keeley Construction , does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the *Illinois Human Rights Act.*

Firm: L. Keeley Construction

By: _____
(Signature)

Matt Taylor, VP
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 5th day of May, 2020

_____
Notary Public

DANNY RAY HEIPLE
Notary Public - Notary Seal
State of Missouri
Commissioned for Jefferson County
My Commission Expires: March 28, 2022
Commission Number: 14397780

G19 – NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal.

FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

L. Keeley Construction, as part of its bid for the PARKING LOT AND PLAYGROUND IMPROVEMENTS work for the COLLINSVILLE CUSD 10 certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: L. Keeley Construction

By: _____
(Signature)

Matt Taylor, VP
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 5th day of May, 2020

DANNY RAY HEIPLE
Notary Public - Notary Seal
State of Missouri
Commissioned for Jefferson County
My Commission Expires: March 28, 2022
Commission Number: 14397780

_____
Notary Public

CERTIFICATE OF ELIGIBILITY TO CONTRACT

L. Keeley Construction (Contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended; that neither (he, she, it) nor any of (his, her, its) partners, officers or owners has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended; and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners has ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.

Date: 5/5/2020

L. Keeley Construction
Contractor

SUBSCRIBED and SWORN TO before me
this 5th day of May, 2019.

DANNY RAY HEIPLE
Notary Public - Notary Seal
State of Missouri
Commissioned for Jefferson County
My Commission Expires: March 28, 2022
Commission Number: 14397780

NOTARY PUBLIC

INSTRUCTIONS FOR IDOL'S CERTIFIED TRANSCRIPT OF PAYROLL FORM

Please note: the submission of falsified payroll records is a criminal offense.

1. Complete **ALL** items pertaining to the project being investigated.
2. Please note that pertinent information is required on the second sheet. The Subcontractor information, if applicable, is very important, however, it is **ABSOLUTELY IMPERATIVE** that the **AFFIDAVIT** information be completed in its **ENTIRETY** including **SIGNATURE**. If additional forms are needed and copies are made, please be sure to also duplicate the second sheet. A second sheet **MUST** accompany every certified transcript of payroll form showing that you are swearing that the information on each sheet is accurate.
3. Please note that **ALL** hours worked during the week (**P**revailing **W**ages "**PW**" and **N**on prevailing wages "**N**") need to be recorded.
4. Fringe Benefits **MUST** be paid if required for the work classification, regardless of your union or non-union status.
5. If a fringe benefit is paid into a fund, place the letter "**F**" behind the rate; if the benefit is included on the employee's payroll check, place the letter "**E**" behind the rate; credit will be given for health insurance paid payments made into an ERISA approved pension plan, required vacation and/or training (registration in a BAT approved program). Verification will be required before any credit is awarded.
6. The items requested under the heading "Contract Information", help to correctly identify the project. If a Contract or Project Number is not known, please do your best to secure the information. The information requested for "Project" and "Project Location" should **always** be completed.
7. Questions should be directed to the Labor Conciliator investigating your case.
8. You are invited to visit IDOL's web site at www.state.il.us/agency/idol for more detailed information regarding application of the Prevailing Wage Act.

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
L. KEELEY CONSTRUCTION COMPANY
500 S. Ewing Avenue, Suite G
Saint Louis, MO 63103

SURETY:
(Name, legal status and principal place of business)
Travelers Casualty And Surety Company Of America
One Tower Square
Hartford, CT 06183

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner, or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)
Collinsville CUSD #10
201 W. Clay Street
Collinsville, IL 62234

Mail Notices To:
Travelers
Attn: Surety Claim Dept.
One Tower Square 2S1A
Hartford, CT 06183

BOND AMOUNT: Ten Percent of the Amount Bid ---------- dollars ($ 10% of Amount Bid)

PROJECT: Project No. 20-2920.01; Parking Lot and Playground Improvements
(Name, location or address, and Project number, if any)

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (I) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **5th** day of **May, 2020.**

(Witness)

(Witness) Amanda L. Williams, Witness

L. KEELEY CONSTRUCTION COMPANY
(Principal) Daniel Bradley ***(Seal)***
(Title) Secretary

Travelers Casualty And Surety Company Of America
(Surety) ***(Seal)***
(Title) Andrew P. Thome, Attorney-In-Fact

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State of **Missouri**
County of **St. Louis**

On **5/05/2020**, before me, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared **Andrew P. Thome** known to me to be Attorney-in-Fact of

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument in behalf of said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

Amanda L. Williams

Amanda L. Williams, Notary Public

AMANDA L. WILLIAMS
NOTARY PUBLIC - NOTARY SEAL
STATE OF MISSOURI
COMMISSIONED FOR ST. LOUIS COUNTY
MY COMMISSION EXPIRES JUL. 24, 2021
ID #13507257

My Commission Expires: _____

TRAVELERS	**Travelers Casualty and Surety Company of America** **Travelers Casualty and Surety Company** **St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Andrew P. Thome, of Chesterfield, Missouri**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February, 2017.**

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **3rd** day of **February, 2017**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2021**

Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 5 day of May , 2020

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.

J.W.TERRILL
a Marsh & McLennan Agency LLC company

Insurance, Benefits
& Risk Management

Suite 200
825 Maryville Centre Drive
St. Louis, MO 63017

314-594-2700

www.jwterrill.com

5/05/2020

Collinsville CUSD #10
201 West Clay Street
Collinsville, IL 62234

RE: L. KEELEY CONSTRUCTION COMPANY

Project: Project No. 20-2920.01; Parking Lot and Playground Improvements
Bid Date: 5/05/2020

To Whom It May Concern:

We are pleased to represent the above captioned contractor as its surety.
This contractor has a proven history of quality work successfully completed within budget and on time.

Should a project be awarded to and accepted by L. KEELEY CONSTRUCTION COMPANY, we are prepared to consider providing the required bonds on their behalf. Any bonds are subject to acceptable review of the contract terms and conditions, bond forms, confirmation of financing and any other underwriting considerations at the time of the request. It should be understood that any arrangement for bonds is strictly a matter between L. KEELEY CONSTRUCTION COMPANY and the Travelers Casualty And Surety Company Of America. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

If you have any questions or require any additional information, please feel free to contact me.

Sincerely,

Andrew P. Thome
Attorney-in-Fact for Travelers Casualty And Surety Company Of America

27. Approval of Flooring Replacement Bid 402

FGM ARCHITECTS

May 7, 2020

Mr. Mark Skertich, Superintendent
Collinsville Community Unit School District 10
201 West Clay Street
Collinsville, Illinois 62234

Re: Flooring Replacement
Collinsville High School, Dorris Intermediate and Caseyville Elementary Schools
FGM Project No.: 20-2921.01

402

Dear Mr. Skertich,

Enclosed please find the Bid Tabulation for above referenced Project. Bids were received on May 5, 2020 at 2:00 p.m. with two (2) bidders responding. Desco Systems submitted the apparent lowest Base Bid of $147,493.00. The bid proposal for the alternate is $20,018.00. There is a $10,000.00 allowance included in the Base Bid which, should there be any remaining, will be credited back to the District at project closeout.

FGM Architects has spoken with Desco Systems and they have stated that they are comfortable with their bid and the scope of work involved. They appear to be a responsible bidder. Therefore, we see no reason not to enter into a contract Desco Systems for their base bid and the alternate, if funds should be available.

Please let us know your decision at your earliest convenience. Upon your direction, FGM Architects will draft a construction contract for signatures and notify the contractor to proceed with the Project.

If you have any questions or comments, please don't hesitate to call.

Sincerely,

Emily Spindler

Emily Spindler, AIA
Senior Associate

Enclosures

475 Regency Park, Suite 325
O'Fallon, Illinois 62269
618.624.3364 PHONE 618.624.3369 FAX
fgmarchitects.com

BID TABULATION

FGM Architects

Project Name: Flooring Replacement
Collinsville CUSD #10

Project Number: 20-2921.01

Signed:

Witness #1: Dr. Brad Skertich, Supt.
Mr. Josh DeWitte, Dir of Facilities

Witness #2: Emily Spindler, AIA

Date: May 5, 2020

Contractor	Bid Bond	Addenda			Base Bid (Includes $10,000 Allowance Amount)	Alternate	Comments
		1	2	3			
Desco Systems	X	X	X	X	$147,493.00	$20,018.00	
ICS Construction Services	X	X	X	X	$275,800.00	No bid	

403

SECTION 00 41 13 - BID FORM

TO: BOARD OF EDUCATION
COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT 10
201 WEST CLAY STREET
COLLINSVILLE, ILLINOIS 62234

FROM: DESCO (Contractor)
9587 Dielman Rock Island Ind Dr. (Address)
St. Louis, Mo 63132

Operating as (strike out conditions that do not apply) an Individual, a Corporation, organized and existing under the law of the State of Missouri, a Partnership, a Joint Venture consisting of the firms of Matt Huggins and Desco Coatings.

BASE BID PROPOSAL

In response to your invitation to submit a proposal for the execution of all work described by the drawings and specifications titled:

FLOORING REPLACEMENT
COLLINSVILLE HIGH SCHOOL
2201 SOUTH MORRISON AVENUE
COLLINSVILLE, ILLINOIS 62234

DORRIS INTERMEDIATE SCHOOL
1841 VANDALIA STREET
COLLINSVILLE, ILLINOIS 62234

CASEYVILLE ELEMENTARY SCHOOL
433 SOUTH 2ND STREET
COLLINSVILLE, ILLINOIS 62232

FGM PROJECT NO.: 20-2921.01 DATE: APRIL 17, 2020

and having examined the site where the Work is to be executed; and having become familiar with local conditions as they might in any way affect the cost and/or execution of the Work; and having carefully examined the aforesaid drawings, specifications, and other related documents and addenda thereto, the undersigned Bidder hereby proposes and agrees to provide all labor, materials, plant, equipment, transportation, and other facilities as necessary and/or required for the complete and satisfactory execution of the Work for which this proposal is submitted, for the lump-sum consideration as stated hereinafter:

Bidders must show bid amount in both words and figures. In case of discrepancy, amount shown in words shall govern.

BASE BID:
Bidder agrees to perform all Work in accordance with the contract documents for the sum of :
(this Base Bid Proposal to include the Allowance No. 1 sum listed below):

One Hundred and Forty Seven Thousand Four Hundred and Ninety Three and 00/100 Dollars ($ 147,493.00).

ALTERNATES

When alternate proposals are required by Contract Documents or addenda thereto, the undersigned proposed to perform alternates for herein before state Base Bid. Additions and deductions include all modifications of work or additional work that the under signed may be required to perform by reason of the acceptance of alternates. Note that if the alternate below does not affect bid or is not relative to a specific base bid contract, indicate by "$0.00".

Alt. No.	Alt. Description	Add to Base Proposal
1.	ADD Alternate: All work to be completed at Caseyville Elementary School as indicated on Drawings and specified herein.	$ 29018.00

ALLOWANCES

The undersigned has included the following Allowance cost with Base Bid Proposal. Allowances shall be implemented and performed in accordance with Division One Section 01 21 00 Allowances. Any unused portion of the allowance shall be returned to the Owner by Deduct Change Order at the completion of the Project

	Allowance (include in Base Bid Amount)
Allowance No. 1: Contingency allowance for unforeseen conditions for additional work. (To be included with Base Bid)	$10,000

UNIT PRICES

When Unit Prices are required by Contract Documents or addenda thereto, the undersigned proposes to perform unit prices for hereinbefore stated Base Bid. The Owner may make written request for additional unit prices throughout this Contract when he deems it appropriate to meet project requirements. Supply all unit prices within five business days after date of request.

Unit Price No. 1:	Provide price for all work associated with new flooring as indicated at Collinsville High School per the contract documents for each additional 850 sf classroom.	+ 6,749.00 Per Classroom

ADDENDA ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the following addenda: (List by number and date appearing on each addendum. If all addenda are not acknowledged, the bid will be considered irregular).

Addendum No.	Dated	Addendum No.	Dated
1	4/27/2020	3	5/1/2020
2	4/30/2020		

TIME OF COMPLETION

The undersigned agrees to complete all of the work required by the Contract to Substantial Completion by August 7, 2020 and Final Acceptance by August 14, 2020. See Completion Dates and Milestones for all dates.

BID SECURITY

Bid Security is attached, without endorsement, in the sum of

10% Dollars ($_____).

The undersigned agrees that Bid Security may be retained by Owner until the Contract has been signed and required bonds have been made and delivered to the Owner.

GENERAL STATEMENT

The undersigned has checked all of the figures contained in this proposal and further understands that Owner will not be responsible for any errors or omissions made therein by the undersigned.

After Bid Proposals are received, tabulated and evaluated by FGM Architects, said Bidder agrees to meet with FGM Architects for the purpose of determining any duplications or omissions. For these meetings, the Bidder agrees to provide a complete, detailed cost breakdown; a detailed list of all sub-subcontractors proposed for use in the work; and a list of all items, materials and their manufacturers proposed for use in the work.

The undersigned agrees to assist and cooperate with Owner in preparing the formal Contract and shall execute same and return it to Owner along with surety bonds and insurance certificates, as may be required by the specifications and other Contract Documents, within 10 days following its receipt.

The undersigned further agrees to begin work on said Contract as soon as practicable after date of "Contract" or "Notice to Proceed," whichever is earlier; or, in any event, not later than 15 days from date of such notification, unless instructed otherwise in Instructions to Bidders. In case the undersigned fails or neglects to appear within the specified time to execute the Contract the undersigned will be considered as having abandoned it and the Bid Security accompanying this proposal will be forfeited to Owner as liquidated damages for delay and loss caused to Owner by reason of such failure on the part of the undersigned.

It is understood that the right is reserved by Owner to reject any or all proposals, to waive all informalities in connection therewith, and to award a contract for any part of the Work or the Project as a whole. It is agreed that this proposal may not be withdrawn for a period of 90 days after it has been opened, without permission of the Owner.

The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.

It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

It is agreed that the undersigned has complied or will comply with all requirements concerning licensing and with all other local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, or in the prosecution of the Work required thereunder.

Bidder by executing and submitting this Bid submittal form expressly agrees to the expedited dispute resolution process contained in the Instructions to Bidders.

MATERIAL SUBSTITUTION LIST USE BY CONTRACTOR IS OPTIONAL

Following is a schedule of substitute materials and/or methods Bidder proposes to furnish on this job, with the difference in price being added to or deducted from Base Bid. Base Bid and Alternate Bid(s) are understood to include only those items which are definitely specified by manufacturer, trade names or otherwise.

Bidder understands that the selection of materials and/or methods is optional with Owner and approval or rejection of the substitutions below will be indicated prior to executing the Contract.

Listed items will not be considered in determining the lowest responsible bidder. Such determination will be made on the basis of the lowest combination of Base Bid and accepted Alternate Bids as set forth in Instructions to Bidders.

PRODUCT NAME AND/OR MANUFACTURER	ADD	DEDUCT

In proposing the Material or Equipment Substitutions herein the Bidder represents:

He has personally investigated the proposed substitution and has determined that it is equal or superior in all respects to that specified.

He will provide the same guarantee for the substitution as for the item specified.

He will coordinate installation of an accepted substitution into the Work, making all such changes as may be required for the Work to be complete in all respects.

He waives all claims for additional costs related to the substitution. Cost data is complete and includes all related costs under his Contract except for:

Architect/Engineer's redesign.
Costs under Contracts for other Work.

He will pay all redesign costs and additional costs to other Contractors.

SUBCONTRACTOR LISTING

This proposal has been prepared using sub-bids received from the firms listed below:

Classification of Work	Name of Sub Contractors
Flooring	Gould Flooring - Vinyl Base

BUDGETARY BREAK-OUT COSTS

For budgetary purposes only, provide break-out cost of all work associated with Collinsville High School.

Fifty Four Thousand Nine Hundred and Ten 00/100 Dollars ($ 54,910 00).

BIDDER SIGNATURE

Respectfully submitted this 5th day of May, 2020.

Desco
(Name of Firm)

BY

(SEAL - IF BIDDER
IS A CORPORATION)

G13 – CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

Desco, having 25 or more employees, does hereby certify

Pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: Desco

By: _____
(Signature)

Lee Findley, Vice President

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 4th day of May, 2020

Rhonda K. Wright
Notary Public

RHONDA K WRIGHT
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 16545468
My Commission Expires December 04, 2020

G14 – CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

Desco, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights commission; and (vii) protection against retaliation.

Firm: Desco

By: _____
(Signature)

Lee Findley, Vice President

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 4th day of May, 2020

Rhonda K. Wright
Notary Public

RHONDA K WRIGHT
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 16545468
My Commission Expires December 04, 2020

G15 – CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution, 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et seq. and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By _____

Its: _____

Dated: 5/4/2020

G16 – Criminal Background Investigation

The undersigned hereby authorizes the Board of Education, Collinsville Community Unit School District No. 10, Collinsville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

Lee Finley
(Printed or Typed Name of Applicant or Employee)

Signature of Applicant or Employee

Dated: 5/4/2020

G18 – CERTIFICATE REGARDING
EQUAL EMPLOYMENT OPPORTUNITY

Desco, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the *Illinois Human Rights Act*.

Firm: Desco

By: _____
(Signature)

Lee Findley, Vice President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 4th day of May, 2020

Rhonda K. Wright
Notary Public

RHONDA K WRIGHT
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 16545468
My Commission Expires December 04, 2020

G19 – NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal.

FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

_____, as part of its bid for the _____work for the _____certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: Desco

By: _____
(Signature)

Lee Findley, Vice President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 4th day of May, 2020

Rhonda K. Wright
Notary Public

RHONDA K WRIGHT
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 16545468
My Commission Expires December 04, 2020

CERTIFICATE OF ELIGIBILITY TO CONTRACT

Desco (Contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended; that neither (he, she, it) nor any of (his, her, its) partners, officers or owners has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended; and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners has ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.

Date: 5/4/2020

Desco
Contractor

SUBSCRIBED and SWORN TO before me
this 4th day of May, 2020.

RHONDA K WRIGHT
Notary Public, Notary Seal
State of Missouri
St. Louis County
Commission # 16545468
My Commission Expires December 04, 2020

NOTARY PUBLIC Rhonda K. Wright

Bond Number:

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)

Desco Systems, LC

9587 Dielman Rock Island Industrial Drive
St. Louis, MO 63132

OWNER:
(Name, legal status and address)

Collinsville Community Unit School District 10
201 West Clay Street
Collinsville, IL 62234

SURETY:
(Name, legal status and principal place of business)

Fidelity & Deposit Company of Maryland
1299 Zurich Way, 5th Floor
Schaumburg, IL 60196-1056

BOND AMOUNT: $ Ten Percent of the Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

Flooring Replacement
Collinsville High School, Dorris Intermediate School, Caseyville Elementary School

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Init.
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User Notes:

(1496601206)

Signed and sealed this 4th day of May , 2020

Desco Systems, LC
(Contractor as Principal) *(Seal)*

Vice President
(Title)

(Witness)

Riley Hammer
(Witness)

Fidelity and Deposit Company of Maryland
(Surety) *(Seal)*

Carlee Johnson, Attorney-In-Fact
(Title)

Init.
/

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User Notes:

(1496601206)

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by **Robert D. Murray, Vice President,** in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint, , **Heather BARNETT, Jonathan PAYNE, Robert METZLER, Rainey GONZALEZ, Casey CRONISTER, Carlee JOHNSON and Megan DORSEY, all of Topeka, Kansas,, EACH,** its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings,** and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND,** this 12th day of June, A.D. 2019.

ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND

By: Robert D. Murray
Vice President

By: Dawn E. Brown
Secretary

State of Maryland
County of Baltimore

On this 12th day of June, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Robert D. Murray, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, deposeth and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify of revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 4th day of Ma, 2020.

Brian M. Hodges, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way Schaumburg, IL
60196-1056
www.reportsfclaims@zurichna.com
800-626-4577

28. Approval of Boiler Replacement Bid 421

FGM ARCHITECTS

May 13, 2020

Mr. Mark Skertich, Superintendent
Collinsville Community Unit School District 10
201 West Clay Street
Collinsville, Illinois 62234

Re: Boiler Replacement
Collinsville Middle School
FGM Project No.: 20-2945.01

Dear Mr. Skertich,

Enclosed please find the Bid Tabulation for above referenced Project. Bids were received on May 13, 2020 at 2:00 p.m. with five (5) bidders responding. France Mechanical submitted the lowest Base Bid of $105,977.00. There is a $10,000.00 allowance included in the Base Bid which, should there be any remaining, will be credited back to the District at project closeout.

FGM Architects has spoken with France Mechanical and they have stated that they are comfortable with their bid and the scope of work involved. They appear to be a responsible bidder. Therefore, we see no reason not to enter into a contract with France Mechanical.

Please let us know your decision at your earliest convenience. Upon your direction, FGM Architects will draft a construction contract for signatures and notify the contractor to proceed with the Project.

If you have any questions or comments, please don't hesitate to call.

Sincerely,

Emily Spindler

Emily Spindler, AIA
Senior Associate

Cc: Arthur Hayhurst, AIA

475 Regency Park, Suite 325
O'Fallon, Illinois 62269
618.624.3364 PHONE 618.624.3369 FAX
fgmarchitects.com

BID TABULATION

FGM Architects

Project Name: Boiler Replacement
Collinsville CUSD #10

Project Number: 20-2945.01

Signed:

Witness #1: Dr. Brad Skertich, Supt
Mr. Josh DeWitte, Dir of Facilities

Witness #2: Chris Harpstrite, AIA

Date: May 13, 2020

Contractor	Bid Bond	Addenda		Base Bid (Includes Allowance Amount)	Comments
		1	2		
France Mechanical	x	x	x	$105,977.00	422
C&K Heating and Cooling	x	x	x	$161,814.00	
Beloman	x	x	x	$138,600.00	
Davinroy Mechanical	x	x	x	$122,100.00	
Baer Heating and Cooling	x	x	x	$126,580.00	

FRANCE MECHANICAL CORPORATION

POST OFFICE BOX 646
EDWARDSVILLE, IL. 62025-0646
PHONE 618-656-3202 FAX 618-656-2418

LETTER OF TRANSMITTAL

DATE: 5/13/2020

JOB NUMBER:

ATTENTION OF: Emily Spindler

JOB NAME: Collinsville Middle School Boiler Installation

TO:
FGM Architects
475 Regency Park Suite 325
O'Fallon, IL 62269

WE ARE SENDING TO YOU ☑ Attached ☐ Under separate cover via _____ the following items:

☐ Shop drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications

☐ Copy of letter ☐ Change order ☑ Sealed Bid

COPIES	DATE	NO.	DESCRIPTION
1	05/13/20		FMC Sealed Bid submittal
			Including two addendums

THESE ARE TRANSMITTED as checked below:

☐ For approval ☐ Approved as submitted ☐ Resubmit _____ copies for approval

☐ For your use ☐ Approved as noted ☐ Submit _____ copies for distribution

☐ As requested ☐ Returned for corrections ☐ Return _____ corrected prints

☐ For review and comment ☑ Sealed bid

☐ FOR BIDS DUE _____ PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

COPY TO: _____

SIGNED Thomas E. Gent

Thomas E. Gent

SECTION 00 41 13 - BID FORM

TO: BOARD OF EDUCATION
COLLINSVILLE COMMUNITY UNIT SCHOOL DISTRICT 10
201 WEST CLAY STREET
COLLINSVILLE, ILLINOIS 62234

FROM: France Mechanical Corporation (Contractor)

Physical address: 25 Kettle River Drive Glen Carbon, IL 62034 (Address)

Mailing Address: PO Box 646 Edwardsville, IL 62025

Operating as (strike out conditions that do not apply) ~~an Individual~~, a Corporation, organized and existing under the law of the State of Illinois, ~~a Partnership, a Joint Venture consisting of the firms of~~ _____

_____.

BASE BID PROPOSAL

In response to your invitation to submit a proposal for the execution of all work described by the drawings and specifications titled:

BOILER REPLACEMENT
COLLINSVILLE MIDDLE SCHOOL
9649 COLLINSVILLE ROAD
COLLINSVILLE, ILLINOIS 62234

FGM PROJECT NO.: 20-2945.01 DATE: APRIL 28, 2020

and having examined the site where the Work is to be executed; and having become familiar with local conditions as they might in any way affect the cost and/or execution of the Work; and having carefully examined the aforesaid drawings, specifications, and other related documents and addenda thereto, the undersigned Bidder hereby proposes and agrees to provide all labor, materials, plant, equipment, transportation, and other facilities as necessary and/or required for the complete and satisfactory execution of the Work for which this proposal is submitted, for the lump-sum consideration as stated hereinafter:

Bidders must show bid amount in both words and figures. In case of discrepancy, amount shown in words shall govern.

BASE BID PROPOSAL

1. Bidder agrees to perform all Work in accordance with the contract documents for the sum of :

One hundred five thousand nine hundred seventy seven dollars and no/cents

_____ Dollars ($ 105,977.00).

ALLOWANCES

The undersigned has included the following Allowance cost with Base Bid Proposal. Allowances shall be implemented and performed in accordance with Division One Section 01 21 00 Allowances. Any unused

portion of the allowance shall be returned to the Owner by Deduct Change Order at the completion of the Project

	Allowance (include in Base Bid Amount)
Allowance No. 1: Contingency allowance for unforeseen conditions for additional work. (To be included with Base Bid)	$10,000

ADDENDA ACKNOWLEDGEMENT

The undersigned acknowledges receipt of the following addenda: (List by number and date appearing on each addendum. If all addenda are not acknowledged, the bid will be considered irregular).

Addendum No.	Dated	Addendum No.	Dated
Number One (1)	05/06/2020		
Number Two (2)	05/11/2020		

TIME OF COMPLETION

The undersigned agrees to complete all of the work required by the Contract to Substantial Completion by August 7, 2020 and Final Acceptance by August 14, 2020. See Completion Dates and Milestone for all dates.

BID SECURITY

Bid Security is attached, without endorsement, in the sum of

10% of Bid Dollars ($_____).

The undersigned agrees that Bid Security may be retained by Owner until the Contract has been signed and required bonds have been made and delivered to the Owner.

GENERAL STATEMENT

The undersigned has checked all of the figures contained in this proposal and further understands that Owner will not be responsible for any errors or omissions made therein by the undersigned.

After Bid Proposals are received, tabulated and evaluated by FGM Architects, said Bidder agrees to meet with FGM Architects for the purpose of determining any duplications or omissions. For these meetings, the Bidder agrees to provide a complete, detailed cost breakdown; a detailed list of all sub-subcontractors proposed for use in the work; and a list of all items, materials and their manufacturers proposed for use in the work.

The undersigned agrees to assist and cooperate with Owner in preparing the formal Contract and shall execute same and return it to Owner along with surety bonds and insurance certificates, as may be required by the specifications and other Contract Documents, within 10 days following its receipt.

The undersigned further agrees to begin work on said Contract as soon as practicable after date of "Contract" or "Notice to Proceed," whichever is earlier; or, in any event, not later than 15 days from date of such

notification, unless instructed otherwise in Instructions to Bidders. In case the undersigned fails or neglects to appear within the specified time to execute the Contract the undersigned will be considered as having abandoned it and the Bid Security accompanying this proposal will be forfeited to Owner as liquidated damages for delay and loss caused to Owner by reason of such failure on the part of the undersigned.

It is understood that the right is reserved by Owner to reject any or all proposals, to waive all informalities in connection therewith, and to award a contract for any part of the Work or the Project as a whole. It is agreed that this proposal may not be withdrawn for a period of 90 days after it has been opened, without permission of the Owner.

The undersigned declares that the person(s) signing this proposal is/are fully authorized to sign on behalf of the named firm and to fully bind the named firm to all the conditions and provisions thereof.

It is agreed that no person(s) or company other than the firm listed below or as otherwise indicated hereinafter has any interest whatsoever in this proposal or the Contract that may be entered into as a result thereof, and that in all respects the proposal is legal and fair, submitted in good faith, without collusion or fraud.

It is agreed that the undersigned has complied or will comply with all requirements concerning licensing and with all other local, state, and national laws, and that no legal requirement has been or will be violated in making or accepting this proposal, in awarding the Contract to him, or in the prosecution of the Work required thereunder.

Bidder by executing and submitting this Bid submittal form expressly agrees to the expedited dispute resolution process contained in the Instructions to Bidders.

MATERIAL SUBSTITUTION LIST USE BY CONTRACTOR IS OPTIONAL
Following is a schedule of substitute materials and/or methods Bidder proposes to furnish on this job, with the difference in price being added to or deducted from Base Bid. Base Bid and Alternate Bid(s) are understood to include only those items which are definitely specified by manufacturer, trade names or otherwise.

Bidder understands that the selection of materials and/or methods is optional with Owner and approval or rejection of the substitutions below will be indicated prior to executing the Contract.

Listed items will not be considered in determining the lowest responsible bidder. Such determination will be made on the basis of the lowest combination of Base Bid and accepted Alternate Bids as set forth in Instructions to Bidders.

PRODUCT NAME AND/OR MANUFACTURER	ADD	DEDUCT
_____	_____	_____
_____	_____	_____
_____	_____	_____

In proposing the Material or Equipment Substitutions herein the Bidder represents:

He has personally investigated the proposed substitution and has determined that it is equal or superior in all respects to that specified.

He will provide the same guarantee for the substitution as for the item specified.

He will coordinate installation of an accepted substitution into the Work, making all such changes as may be required for the Work to be complete in all respects.

He waives all claims for additional costs related to the substitution. Cost data is complete and includes all related costs under his Contract except for:

Architect/Engineer's redesign.
Costs under Contracts for other Work.

He will pay all redesign costs and additional costs to other Contractors.

SUBCONTRACTOR LISTING

This proposal has been prepared using sub-bids received from the firms listed below:

Classification of Work	Name of Sub Contractors
Electrical sub	Pfeffer Electric
Roofing sub	Kehrer Brothers Roofing
Insulation sub	Central Mechanical Insulation

BIDDER SIGNATURE

Respectfully submitted this 13th day of May, 2020.

France Mechanical Corporation
(Name of Firm)

BY _____
David L. Hill, President

(SEAL - IF BIDDER
IS A CORPORATION)

G13 – CERTIFICATE OF COMPLIANCE WITH ILLINOIS DRUG-FREE WORKPLACE ACT

France Mechanical Corporation, having 25 or more employees, does hereby certify Pursuant to Section 3 of the *Illinois Drug-Free Workplace Act* (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act.*

Firm: France Mechanical Corporation

By: _____
(Signature)

David L. Hill, President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 13th day of May, 2020

_____
Notary Public

"OFFICIAL SEAL"
DANA C. CARROW
NOTARY PUBLIC — STATE OF ILLINOIS
MADISON COUNTY, IL
MY COMMISSION EXPIRES JULY 22, 2021

G14 – CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

France Mechanical Cororation, does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights commission; and (vii) protection against retaliation.

Firm: France Mechanical Corporation

By: _____
(Signature)

David L. Hill, President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 13th day of May, 2020

_____
Notary Public

"OFFICIAL SEAL"
DANA C. CARROW
NOTARY PUBLIC — STATE OF ILLINOIS
MADISON COUNTY, IL
MY COMMISSION EXPIRES JULY 22, 2021

G15 – CRIMINAL BACKGROUND INVESTIGATIONS

Contractor hereby represents, warrants, and certified that no officer or director thereof has any knowledge that any employee thereof has been convicted of committing or attempting to commit "Criminal Code of 1961," 720 ILCS, Sections 5/11-6 (Indecent solicitation of a child), 5/11-9 (Public indecency), 5/11-14 (Prostitution, 5/11-15 (Soliciting for a prostitute), 5/11-15.1 (Soliciting for a juvenile prostitute), 5/11-19 (Pimping), 5/11-19.1 (Juvenile pimping), 5/11-19.2 (Exploitation of a child), 5/11-20 (Obscenity), 5/11-20.1 (Sexual assault), 5/12-14 (Aggravated criminal sexual assault), 5/12-15 (Criminal sexual abuse), and 5/12-16 (Aggravated criminal sexual abuse), and/or those offenses defined in the "Cannabis Control Act," 720 ILCS, 550/1 et seq. (except the "Illinois Controlled Substances Act," 720 ILCS 570/100 et seq. and/or any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Contractor further agrees that it shall not employ any person who have or may have direct, daily contact with the pupils of any school in the district, and for whom a criminal background investigation has not been conducted pursuant hereto, and further represents and agrees that all applicants for any such employment shall furnish with their applications the attached written "Authorization for Criminal Background Information" form authorizing the Board of Education to request a criminal background investigation of said applicant pursuant to Section 5/10-21.9 of the School Code of Illinois and to receive criminal history record information pursuant thereto to determine if the applicant has been convicted of committing or attempting to commit any of the criminal or drug offenses enumerated above. Contractor further agrees to submit with said authorization payment for any costs and expenses associated with the criminal background investigation.

Contractor further represents, warrants, and certifies that no applicant for employment with respect to whom the criminal investigation reveals any conviction for committing and/or attempting to commit any of the above enumerated offenses, shall be employed thereby in any position that involves or may involve contact with the students of the school district.

This certification is executed on the date hereinafter indicated by the designated contractor by its duly authorized officer.

By David L. Hill
David L. Hill

Its: President

Dated: May 13, 2020

G16 – Criminal Background Investigation

The undersigned hereby authorizes the Board of Education, Collinsville Community Unit School District No. 10, Collinsville, Illinois to request a criminal background investigation from the Illinois State Police, pursuant to Section 5/10-21.9 of the School Code of Illinois, 105 ILCS 5/10-21.9 and to receive criminal history record information pursuant thereto.

David Hill
(Printed or Typed Name of Applicant or Employee)

Signature of Applicant or Employee

Dated: May 13, 2020

G18 – CERTIFICATE REGARDING EQUAL EMPLOYMENT OPPORTUNITY

France Mechanical Corporation , does hereby certify pursuant to Section 2-105 of the *Illinois Human Rights Act* (775 ILCS 5/2-105) that it has a written equal employment opportunity policy that is in compliance with all terms and conditions of the Equal Employment Opportunity provisions of the *Illinois Human Rights Act*.

Firm: France Mechanical Corporation

By: _____
(Signature)

David L. Hill, President
(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 13th day of May, 2020

_____
Notary Public

"OFFICIAL SEAL"
DANA C. CARROW
NOTARY PUBLIC — STATE OF ILLINOIS
MADISON COUNTY, IL
MY COMMISSION EXPIRES JULY 22, 2021

G19 – NON-COLLUSION AFFIDAVIT

AFFIDAVIT: "I (we) hereby certify and affirm that my (our) proposal was prepared independently for this project and that it contains no fees or amounts other than that for the legitimate execution of this work as specified and that it includes no understanding or agreements in restraint of trade."

The following affidavit must be signed and submitted with bidder's bid proposal.

FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF THE BIDDER.

France Mechanical Corporation, as part of its bid for the Boiler Work work for the Collinsville CUSD #10 certifies that said Contractor is not barred from bidding on the aforementioned contract as a result of a violation of the above Non-Collusion Affidavit.

Firm: France Mechanical Corporation

By: David L. Hill

(Signature)

David L. Hill, President

(Printed Name & Title)

SUBSCRIBED and SWORN TO before me

This 13th day of May, 2020

Dana C. Carrow

Notary Public

"OFFICIAL SEAL"
DANA C. CARROW
NOTARY PUBLIC — STATE OF ILLINOIS
MADISON COUNTY, IL
MY COMMISSION EXPIRES JULY 22, 2021

CERTIFICATE OF ELIGIBILITY TO CONTRACT

France Mechanical Corporation (Contractor), pursuant to Section 33E-11 of the Illinois Criminal Code of 1961 as amended, hereby certifies that neither (he, she, it) nor any of (his, her, its) partners, officers, or owners of (his, her, its) business has been convicted in the past five (5) years of the offense of bid-rigging under section 33E-3 of the Illinois Criminal Code of 1961 as amended; that neither (he, she, it) nor any of (his, her, its) partners, officers or owners has ever been convicted of the offense of bid-rotating under section 33E-4 of the Illinois Criminal Code of 1961 as amended; and that neither (he, she, it) nor any of (his, her, its) partners, officers or owners has ever been convicted of bribing or attempting to bribe an officer or an employee of the State of Illinois, or has made an admission of guilt of such conduct which is a matter of record.

Date: 05/13/2020

France Mechanical Corporation
Contractor

SUBSCRIBED and SWORN TO before me
this 13th day of May 2020, ~~2019~~.

NOTARY PUBLIC Dana C. Carrow

"OFFICIAL SEAL"
DANA C. CARROW
NOTARY PUBLIC — STATE OF ILLINOIS
MADISON COUNTY, IL
MY COMMISSION EXPIRES JULY 22, 2021

INSTRUCTIONS FOR IDOL'S CERTIFIED TRANSCRIPT OF PAYROLL FORM

Please note: the submission of falsified payroll records is a criminal offense.

1. Complete **ALL** items pertaining to the project being investigated.
2. Please note that pertinent information is required on the second sheet. The Subcontractor information, if applicable, is very important, however, it is **ABSOLUTELY IMPERATIVE** that the **AFFIDAVIT** information be completed in its **ENTIRETY** including **SIGNATURE.** If additional forms are needed and copies are made, please be sure to also duplicate the second sheet. A second sheet **MUST** accompany every certified transcript of payroll form showing that you are swearing that the information on each sheet is accurate.
3. Please note that **ALL** hours worked during the week (**P**revailing **W**ages "**PW**" and **N**on prevailing wages "**N**") need to be recorded.
4. Fringe Benefits **MUST** be paid if required for the work classification, regardless of your union or non-union status.
5. If a fringe benefit is paid into a fund, place the letter "**F**" behind the rate; if the benefit is included on the employee's payroll check, place the letter "**E**" behind the rate; credit will be given for health insurance paid payments made into an ERISA approved pension plan, required vacation and/or training (registration in a BAT approved program). Verification will be required before any credit is awarded.
6. The items requested under the heading "Contract Information", help to correctly identify the project. If a Contract or Project Number is not known, please do your best to secure the information. The information requested for "Project" and "Project Location" should **always** be completed.
7. Questions should be directed to the Labor Conciliator investigating your case.
8. You are invited to visit IDOL's web site at www.state.il.us/agency/idol for more detailed information regarding application of the Prevailing Wage Act.

FRANCE MECHANICAL CORPORATION

POST OFFICE BOX 646
EDWARDSVILLE, IL. 62025-0646
PHONE 618-656-3202 FAX 618-656-2418

LETTER OF TRANSMITTAL

DATE: 5/12/2020

JOB NUMBER:

ATTENTION OF: Emily Spindler

JOB NAME: Collinsville Middle School Boiler Installation

TO:
FGM Architects
475 Regency Park Suite 325
O'Fallon, IL 62269

WE ARE SENDING TO YOU ☑ Attached ☐ Under separate cover via _____ the following items:

☐ Shop drawings ☐ Prints ☐ Plans ☐ Samples ☐ Specifications

☐ Copy of letter ☐ Change order ☑ Bid Bond

COPIES	DATE	NO.	DESCRIPTION
1	05/13/20		FMC Bid Bond

THESE ARE TRANSMITTED as checked below:

☐ For approval ☐ Approved as submitted ☐ Resubmit _____ copies for approval

☐ For your use ☐ Approved as noted ☐ Submit _____ copies for distribution

☐ As requested ☐ Returned for corrections ☐ Return _____ corrected prints

☐ For review and comment ☐ _____

☐ FOR BIDS DUE _____ PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

COPY TO: _____

436

SIGNED Thomas E. Gent

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:
(Name, legal status and address)

France Mechanical Corporation

P.O. Box 646
Edwardsville, IL 62025-0646

SURETY:
(Name, legal status and principal place of business)

Western Surety Company
151 North Franklin Street, 17th Floor
Chicago, IL 60606

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:
(Name, legal status and address)

Collinsville CUSD#10
210 W. Clay
Collinsville, IL 62234

BOND AMOUNT: Ten Percent of Amount Bid

PROJECT:
(Name, location or address, and Project number, if any)

Collinsville Middle School Boiler

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th day of May , 2020

Dana C. Carson
(Witness)

France Mechanical Corporation
(Principal) *(Seal)*

President
(Title)

Theresa A Link
(Witness)

Western Surety Company
(Surety) *(Seal)*

Brandi L. Bullock
(Title)

Brandi L. Bullock, Attorney-in-Fact

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Trudy Whitrock, Don K Ardolino, Theresa A Hunziker, Gregory L Stanley, Joel Karsten, Brandi L Bullock, Kim Connell, Timothy E Griffin, Cindy Rohr, Christopher J OHagan, Karen Speckhals, Individually

of Saint Louis, MO, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 21st day of November, 2019.

WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota
County of Minnehaha } ss

On this 21st day of November, 2019, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021

J. MOHR
NOTARY PUBLIC SOUTH DAKOTA

J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 13th day of May, 2020.

WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligee Services > Validate Bond Coverage, if you want to verify bond authenticity.

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

State of Missouri
County of City of St. Louis

On this May 13, 2020, before me personally appeared Brandi L. Bullock to me known to be an Attorney-in-Fact of Western Surety Company the corporation described in the within instrument, and he acknowledged that he executed the within instrument as the act of the said Company in accordance with authority duly conferred upon him by said Company.

KELLY D. MARTIN
Notary Public - Notary Seal
STATE OF MISSOURI
Jefferson County
My Commission Expires: Sept. 7, 2021
Commission # 11217550

Kelly D Martin
Notary Public

29. Update on Short and Long Term Planning Committee
30. **Closed Session**
31. **Personnel**
32. Coach Resignations
33. Certified Employee Recommendations for Employment
34. Non-Certified Resignation
35. Certified Employee Resignations
36. Recommendation for Coaches
37. Motion to Post Non-Certified Position
38. Recommendation for Re-Employment of CNA Instructors
39. Recommendation for Winter & Spring Coaches at Collinsville High School
40. Recommendation for Employment for the 2019-20 Extended School Year Summer School Program
41. **Student Discipline**
42. Student Discipline - Expulsion
43. Student Discipline - Expulsion
44. Student Discipline - Expulsion
45. **Adjourn**