

Collins Academy High School

*Rigorous, relevant learning for every student
in a reflective, supportive environment*

Family Handbook 2009-2010

1313 South Sacramento Drive
Chicago, IL 60623
www.collinsacademyhs.org



This Collins Academy Handbook belongs to:

Name: _____

SLC Advisor: _____

NOTE: The contents of this handbook are subject to change at any time during the school year. In such a case, changes will be provided in writing to students and families.

Revised 08/14/08

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I. Our Dual Mission

Collins Academy is dedicated to cultivating the intellect and character of our entire community of lifelong learners using the best practices of our profession. Our dual mission is: 1) to provide a reflective environment in which students develop the academic and social skills needed for success in college, careers, and community life; and 2) to provide a collaborative environment for the quality training of aspiring educators. We share the core values of commitment, compassion, integrity, and reflection, which we call the Learner's Life. Through partnership with families and community groups, we will produce graduates who achieve academic excellence and exhibit social responsibility.

II. The Learner's Life

Commitment

- To believe in yourself and work hard
- To be responsible and take responsibility
- To persevere and overcome obstacles

Committed learners are

- Prepared, on time, and focused
- Motivated by a desire to succeed
- Inspired by the possibilities of improving their world

Compassion

- To have respect
- To be understanding and accepting of others
- To be empathetic and care for others

Compassionate learners are

- Open to new perspectives
- Willing to appreciate diversity
- Supportive of others

The Learner's Life

Integrity

- To be honest
- To trust and be trust-worthy
- To respect people, ideas, and places

Learners with integrity are

- Fair to themselves and others
- Willing to admit fault and seek guidance
- Accountable to themselves and others; willing to hold others accountable

Reflection

- To seek knowledge through discovery
- To explore ideas and ask meaningful questions
- To be curious and take thoughtful risks

Reflective learners are

- Active listeners
- Engaged in cycles of inquiry where they set goals, implement plans, collect feedback, and develop new strategies to achieve their goals
- Willing to assess themselves and others

III. School Operations

A safe, orderly climate is an essential foundation for student achievement and holistic student growth. School policies and procedures exist to support the learning environment and to advance the development of every learner. It is with these purposes in mind that the following policies to govern daily operations have been developed.

Hours of School Operation

Classes begin at 8:00am every weekday. Classes end at various times depending on the day. Please review the School Bell Schedule at the end of this handbook. The Main Office will be open from 7:45am until 4:00pm every day school is in session.

School doors will open for Collins Academy High School students at 7:30am. At that time, students are welcome to enter the building to prepare for class and to eat breakfast if they choose. Students who arrive at school before 7:30am must remain at our entrance; students are not allowed to come upstairs for breakfast or to go to their lockers before 7:30am.

Collins Academy will close for students at the end of the school day unless there are scheduled after-school events or evening programs like tutoring, After-School Matters, athletics, or clubs. Students are expected to leave the building within ten minutes of their last class unless they are involved in an organized sport or teacher-supervised activity. Students are never to be in the building past dismissal time without teacher supervision. Students are never to be in remote areas of the building without adult staff supervision.

Any faculty or staff member who has students working under his/her supervision after school hours must escort those students out the front door when those students are done. If those students need to see another faculty or staff member, they must be escorted to that person by the faculty or staff member under whose supervision they initially were. The purpose of this policy is to ensure that no students are in our building without adult supervision, and to ensure that no students are left in our building when adults are gone. Failure to adhere to this policy will result in students not being allowed to remain in our building after school hours.

Attendance

In order to grow academically, a student **MUST** be in school, seated in class with supplies, at the appropriate time. Time on task is an important element in a student's social and intellectual growth. Poor attendance (unexcused absences and tardies) is a typical reason for poor academic performance.

Absences: Collins Academy operates in strict compliance with the attendance policy set forth by the Chicago Public Schools and the Illinois State Attendance Laws. If a student is supposed to be in school but is not in attendance, the school will call home that morning to confirm the student's whereabouts. If a parent/guardian knows his/her child will not be attending school, we ask that they please call the school in the morning before 8:00am. Please see the section on Homework for details about making up work due to legitimate absences.

Excused: Within CPS there are four types of excused absences: personal illness, death in the immediate family, family emergency, and religious holiday. Parents/guardians must call in the main office in the case of an absence. Students will make up missed work and be given credit as determined by the classroom teacher.

Unexcused: Any reason not listed above is considered an unexcused absence. Students who have between 9 and 12 unexcused absences can receive no higher than a B; students who are absent between 13 and 17 days can receive no higher than a C; students who miss more than 18 days of school unexcused cannot pass the class. After 5 and 10 days, a certified notice will be sent by the school to the parent/guardian. After 18 days of absence, students are considered truant and legal proceedings will begin.

Truancy: Truancy is defined as absence without a valid cause (see four causes above). A student will be considered truant if the school office receives no notification of absence from the parent or guardian. The use of a fraudulent note or phone call will also result in a student being charged with truancy. Each instance of truancy will result in an unexcused absence.

Planned Absences: A parent/guardian who knows their child will be absent from school should contact the main office at least one week before the absence. The student will need to complete anticipated work from all his/her teachers. Work missed due to excused absences will be counted. A teacher is not obligated to accept any work missed due to an unexcused absence. Family vacations during the school year are considered unexcused and are strongly discouraged. We also request that student appointments be made after school hours.

Tardiness/Punctuality: Students are expected to be in their classroom and ready for class promptly at 8:00am. Students must arrive at school in plenty of time to be in their class, prepared with books and supplies, and ready to go before the 8:00am bell rings. Students should also manage the passing period to gather class materials and take care of other business so they are in class before the bell rings to signal the end of the passing period and the start of a new class.

Students who are late to school in the morning should sign in at the second floor school assistant's desk and receive a tardy pass, and then proceed to their scheduled class. Students will be assigned an automatic lunch detention for that day.

Students are not allowed to enter SLC or class at the start of the day without being in full uniform.

Students who are tardy to class during the day must report to the second floor school assistant's desk in the hall to receive a tardy pass, and then report immediately to class. The teacher will assign that student demerit(s), depending on the number of minutes late. If a student is habitually tardy, he/she will be subject to further discipline.

Early Dismissals: In the event that a student must leave school early, he/she must be picked up by a parent/guardian approved on the student's emergency card. That person must come to the Main Office to sign the student out. Students are required to get assignments (class work and homework) from teachers before leaving. Students who leave the building early without Collins Academy permission will be suspended. Please be aware that early dismissals count as absences for students!!!

Closed Campus: Collins Academy is a closed campus. Students are not permitted to leave the school grounds during the day.

Emergency Cards

For students' welfare, we ask parents/guardians to fill out and return the Emergency Information Card during parent orientation. This card will be used to ensure the school is able to contact families immediately in the event of a medical or any other emergency. In addition, this card will inform the school of adults who have permission to pick up students early from school. Should any information on this card change during the course of the school year, it is up to the parent/guardian to call the school with updated information. Failure to keep the school updated on change of address or phone number information may result in delay in contacting families in emergency situations.

Electronic Devices

Cell Phones, Pagers, Beepers, and Palm Pilots: Students will not be allowed to have cell phones, pagers, beepers, or palm pilots on them before school or during the school day (including lunch time). All such instruments must be put away BEFORE entering the building and stored in the student's locker. Devices found on a student before school or during the school day, or even heard going off (even if not seen), will be confiscated and the student will receive a detention. In addition, the school will call the parent/guardian that day to inform him/her that the phone or device has been taken.

After school, use of cell phones ONLY can be approved by staff members for use under his/her supervision (this means in that teacher's classroom while they are standing next to you only!). Students may NOT use a cell phone in public places (such as hallways or restrooms) after school without approval or out from under the direct supervision of a teacher or support staff member.

Electronic Entertainment Devices: I Pods, walkmen, portable CD players, gaming toys, or any other electronic entertainment devices are not permitted in the building at all. If we see or hear such a device, it will be confiscated immediately and returned to a parent/guardian at the end of the week. In addition, the student will receive a consequence.

If a cell phone or any other electronic device is confiscated, the parent/guardian ONLY may pick up the device from our Dean of Students on Fridays ONLY between the hours of 2 and 3pm. This time is the only designated time when parents/guardians will be able to retrieve these confiscated items. Repeat violations of this policy may result in more stringent disciplinary measures.

Please be advised that the school is not responsible for cell phones, electronic devices, jewelry, money, or other forbidden items that students bring to school and that become lost or stolen – even when these items have been confiscated by staff!!!

Field Trips

Field trips are a part of our curriculum. Written permission is required in order for a student to go on a field trip!!! (See Field Trip Permission Form in the Appendix). Prior to each trip a letter will be sent with the specifics of the trip. We will not accept faxed written permission or phone call permission for students to attend field trips. Parents/Guardians are always welcome to

chaperone. Students will not be allowed to go on a field trip if they are serving a suspension or in-school detention, or if they have recent conduct issues.

Fire Drills and Other Emergencies

During a fire drill or emergency plan, students are expected to proceed in an orderly fashion to the nearest emergency exit. It is important that students become familiar with the emergency exit zones for each of their classes. Students may not stop at their locker (not even to get a coat) and must remain with their classroom teacher in the designated area upon exiting the building. Students are not allowed back in the building until instructed to do so.

Food and Drink

Students are allowed to have water, Gatorade, or fruit juice with them during the day (no pop), as long as these drinks are in plastic containers. No bottles, cans, or other containers are allowed – only plastic ones. All other drinks and/or food are not allowed outside of the cafeteria.

Identifications

Student IDs are considered part of the uniform. As such, students who do not have their IDs with them AND DISPLAYED will receive the appropriate number of demerits. Students are required to have their school identification on them and visible at all times. IDs must be displayed on a Collins Academy or Collins Campus lanyard, which must be worn around the student's neck. Replacement lanyards and IDs may be purchased in the main office BEFORE the start of the school day. Tardiness to class in order to purchase a replacement ID or lanyard is unacceptable.

Immunizations

Every incoming freshman is required to submit proof of a physical examination upon enrollment at Collins Academy High School. Failure to do so will result in being barred from attending school at Collins Academy, and from playing in official athletics events at our school.

Internet Use Policy

Due to its great potential and educational value, students will be given access to the Internet in order to work on class assignments. Because of the wide variety of less than valuable web sites on the Internet, there is an Acceptable Use Policy for users of the Internet that must be signed by a parent/guardian and student before a student utilizes the Internet (see Appendix). This policy will be distributed at orientation. Misuse of the Internet will result in disciplinary consequences and loss of Internet privileges.

Medications

Students are not allowed to have medications on them at any time unless required by a physician or nurse (i.e., asthma inhaler). Prescription medications must be stored in the main office or other location designated by the school administration. In order to gain access to their medications, students must have a signed doctor's note indicating the medication, appropriate dosage, and the start and end dates. Teachers may not dispense medications; the school nurse or office administrator can.

Parent Advisory Council and General Family Involvement

Involvement of family members at Collins Academy High School is heartily welcomed and strongly encouraged. When students see the adults in their lives united in supporting them and working for their success, they are more likely to take school seriously and to do well. As such, we invite family involvement at Collins Academy in various forms.

One way in which families may participate in the school is to serve on the Parent Advisory Council (PAC), which will convene in late September and meet monthly with the principal or assistant principal throughout the school year. One purpose of this council will be to maintain communication between school faculty and families, so that concerns on either side are addressed quickly and thoroughly. A second purpose of this council will be to support the educational and extracurricular program of our school through fund raising efforts.

There are numerous other ways in which families may become involved in the life of the school. Volunteering with work around the school, helping chaperone field trips, attending weekly assemblies that celebrate student achievement, attending sporting and social events, and helping judge student competitions and work exhibits are just a few.

Parent/Guardian Visits

Parent/Guardian visits are welcomed and encouraged. However, to maximize instructional time, parents/guardians are strongly urged to make an appointment with the teacher(s) they would like to meet at least one day ahead of time (exception: genuine emergencies). In addition, to ensure that parents/guardians see the administrative or support staff they need to when they come to school, they are strongly advised to make an appointment with them at least one day in advance.

Parents/Guardians must always sign in at the lobby front desk, get a visitor's pass, and then report to the main office. Parent conferences are available (please call the Assistant Principal to arrange an appointment). Mandatory report card pick-up days for all students will be held every quarter (see CPS calendar for the first and third quarter days; the school will notify you of the date for the second quarter report card pick-up day).

School Property

As a community, we share the responsibility of keeping our school in good working condition. In the event that a student's action results in the damage to school property, he/she will be responsible for replacing or repairing the damaged goods.

School Lockers: Students will be issued a locker and a lock at the beginning of the school year. These are the property of the school. Students can store their school related materials overnight and during the day in their assigned lockers. Students must use locks provided by the school to keep belongings safely stored. If a student loses a lock, he/she must purchase a new one from the office. Locks purchased elsewhere will be cut off. All locks must be turned in at the end of the year. Students are encouraged NOT to share lock combinations. Students caught sharing lockers will receive the appropriate consequence (see Code of Conduct). Collins Academy is not responsible for any items stolen from lockers.

School Textbooks: Student textbooks also remain the property of Collins Academy and must be returned when requested. A fee will be assessed for all lost or damaged books and must be paid at the end of the school year.

School Supplies

A major part of a student being prepared to learn is coming to school DAILY with proper school supplies. These supplies consist of the books for all courses, a binder with notebook paper, working writing utensils (pencils and pens), and any additional supplies required by the teacher. In addition, students learn to take responsibility for their own education, and build habits for success in college and the workplace, when they come to school regularly with their tools for learning.

Shared Campus Policy

Collins Academy High School faculty, staff, students, and families share our campus with North Lawndale College Prep Charter High School, known as NLCP. We have our own entrance/exit and lobby (south), our own cafeteria (second floor), our own library area, and our own stairwell (south). We share two gyms and an auditorium with NLCP. Collins Academy's classrooms and offices are housed on all of the second floor and half of the first floor (south area). NLCP's classrooms and offices are housed on all of the third floor and half of the first floor (north area).

Collins Academy students will use only our designated classroom and office spaces and cafeteria. Our students will use only the restrooms on the second floor and will use only the south stairwell. In this way, we will be able to maintain our identity as a school, further develop our distinctive school culture, and allow NLCP the room and space to function autonomously. We have our own school uniforms and bell schedule, and our own school faculty and staff (with the exception of shared custodial, cafeteria, and security staff).

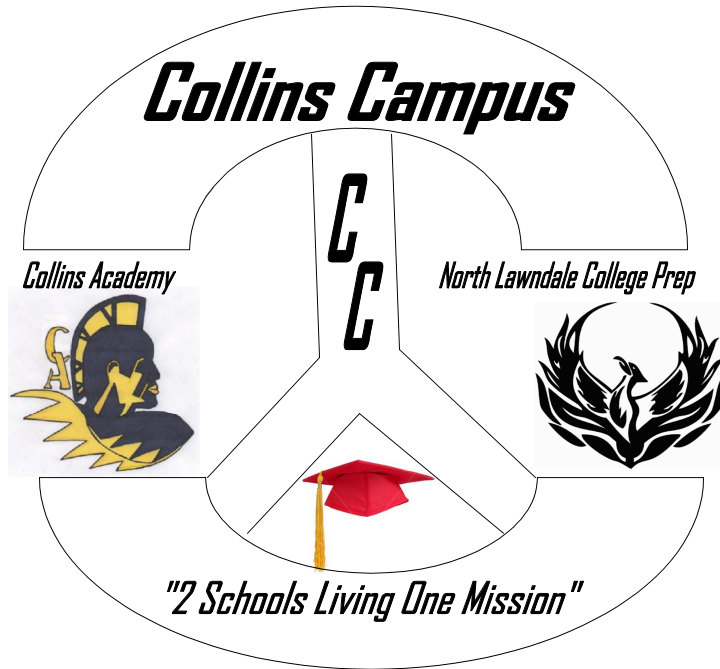
NLCP has two schools – one based at our campus and another based at the Christiana campus. NLCP students from both schools are welcome to use the Collins Campus for regular extra-curricular activities and for occasional activities during the school day. NLCP students from both campuses will abide by our common agreements while present on the Collins Campus.

Collins Campus Student Conduct Non-Negotiables include a zero tolerance policy for staff/faculty disrespect – regardless of the school where they work (cursing at any staff/faculty member results in automatic suspension; cursing is an automatic detention); a zero tolerance policy for cross-campus fighting (both NLCP and Collins Academy students will be suspended immediately and referred to both schools' deans for mediation); no cell phones or electronic devices allowed at either school (NLCP students can have phones off and in their bag, and Collins Academy students can have phones off and in their lockers); a uniform policy that forbids facial piercings for everyone and earrings for boys; and IDs and required shoes as part of the uniform (see our Uniform Policy for what applies to Collins Academy students; NLCP students can wear black shoes or black sneakers).

In the spirit of cooperation, Collins Academy students and families are asked to view the building as what it is: a shared facility that belongs to BOTH schools. What follows is our Campus Mission and Logo.

Through effective leadership and clear and open communication, all members of the Collins Campus will promote a healthy and respectful environment dedicated

to maintaining peace and rigorous academic standards. With healthy competition, shared resources, and partnership with community groups, we will foster a sense of trust and unity that supports our individual identities while personifying “Two Schools Living One Mission”.



Student Fees

Student fees are used to defray the cost of locks for lockers, gym uniforms, student planners, science lab equipment, supplies, and other miscellaneous expenses. An annual fee of \$70.00 per student will be collected (\$35.00 prior to the first day of each semester).

Student Records

Parents/Guardians have the right to inspect all school records regarding their child. If a parent or guardian wants to inspect school records, they should call ahead and set an appointment for this inspection. Parents/Guardians can request changes to the record by submitting a request in writing to the Assistant Principal. This letter becomes part of the student’s file.

Transportation

The CTA offers students a reduced rate on public transportation if the student carries a special photo ID pass sold by the CTA. These passes will be sold at the school during the first weeks of the school year and it is the student’s responsibility to purchase this ID pass before the CTA deadline, which is typically October 1st.

Weather Related School Closing

If school must be cancelled or the opening delayed due to severe weather, the information will be broadcast by major radio and TV stations beginning at 6:00am. All information announced for Chicago Public Schools applies to Collins Academy. If all CPS schools are closed, Collins Academy is closed as well.

IV. Collins Academy Code of Conduct

Collins Academy High School believes that appropriate behavior and discipline is crucial in the ability of our students to attain academic and personal success. We use the Student Code of Conduct of the Chicago Public Schools as our guide in establishing our Code of Conduct to ensure the safety of our students and teachers and to enhance the learning environment. Our disciplinary measures are used to maintain and promote a safe and orderly school culture that will advance Collins Academy's goal of providing a quality college-preparatory education for all.

Our discipline policy will be communicated to parents and students through this written handbook. These requirements will be thoroughly reviewed in parent and student orientations and in Smaller Learning Communities (SLCs) as well.

Non-Negotiable Behaviors

The following are defined as non-negotiable behaviors:

1. Attend classes every day except for verified illness, religious holiday, or family emergency (including death in the family).
2. Arrive to school on time each day with all required materials.
3. Follow uniform policy each day. Refer to Uniform Policy regulations.
4. Refrain from bringing walkmen, beepers, cell phones, or other electronic devices to school.
5. Refrain from marking up or dirtying any wall, desk, or other part of the school building. Any such action results in immediate disciplinary action and responsibility for any/all repairs.
6. Refrain from gum chewing anywhere in the building and refrain from eating or drinking anywhere outside of the lunchroom (with the exception of water, Gatorade, and juice that are in plastic containers). Food can only be eaten in the cafeteria and not in the hallways or stairwells.
7. Follow all classroom rules and all school policies.
8. Do homework nightly and do your own work on tests, quizzes, and homework.
9. Speak softly in the hallways and classrooms. Demerits are issued as warranted.
10. Refrain from using foul language at all times. Demerits are issued as warranted.
11. Refrain from fighting and from any unwanted physical contact and any negative verbal contact. Failure to adhere to this policy is grounds for suspension.
12. Show respect to adults who work at the school and to all visitors. Show respect to all students in the school, including students from other schools with which we share a campus.
13. Accept responsibility for your behavior. Such action is looked upon favorably and is taken into consideration when the administration determines consequences.

Incentives and Demerits

In addition to other disciplinary actions (described in detail in the tiered level violation table in this document), we enforce our Code of Conduct by the giving of incentives and demerits.

Incentives - Incentives are awarded monthly, quarterly, and yearly. They are used to encourage students to achieve our mission and to live out our core values. Attendance, academics, and conduct are the areas in which incentives are awarded. Our Incentives Program includes:

- Monthly SLC and individual student awards for attendance
- Quarterly honors roll, high honors roll, and Principal's Scholars recognition
- Quarterly Learner's Life awards

Our Incentives Program will consist of a variety of rewards and will be led by our New Leaders Principal Intern, Ms. Beulah McLoyd. More details about this program will be given during the first week of school.

Demerits - A student can be assigned from 1-4 demerits for a rule infraction. Certain actions, such as gross disrespect to staff or other students, are not 'demeritable' and will result in the student being referred to the Dean of Students immediately. Demerits are to be used as prescribed below. However, teachers have the option of giving demerits for other offenses not listed (and the number is at their discretion), provided they have followed and documented progressive discipline using their own classroom discipline policy, where appropriate.

- Chewing gum – 1 demerit
- Tardy to school (even 1 minute tardy) – 4 demerits (automatic detention for the day)
- Tardy to class 1-5 minutes – 1 demerit
- Tardy to class 6-10 minutes – 2 demerits
- Tardy to class more than 10 minutes – 4 demerits (automatic detention for the day)
- Using someone else's locker – 2 demerits
- Cell phone or electronic devices – 2 demerits
- Uniform violations that can be corrected immediately (such as an untucked shirt, ID not worn but in possession) – 1 demerit
- No belt, no ID at all, or other things that cannot be changed – 2 demerits each
- Not wearing dress shoes or not having uniform shirt – 4 demerits (automatic detention for the day)
- Use of profanity – 4 demerits (automatic detention for the day)

Detentions/Demerit Cycles – Demerits can be earned on a daily basis for infractions that are violations of the school code. Any time a student earns 4 demerits within 2-3 weeks, he/she is issued a detention (students issued more than 4 demerits within 2-3 weeks will be issued multiple detentions). Once students progress to 4 demerits, they are required to serve the detention on the day it is given (except on Fridays, when there is no detention). Failure to attend a detention will result in an automatic 1-day in school suspension (first offense) and an automatic 1 day out of school suspension for repeated offenses. Students who are not able to attend a detention must see the Dean of Students and it is up to the Dean's discretion whether or not to reschedule that detention. Excused detention absences will result in the student serving the detention on the next available detention date.

Demerit cycles coincide with the progress report cycles and are reset after the 2-3-week period ends. Thus, if a student receives 1, 2, or 3 demerits within a 2-3-week period (a progress report cycle), the demerits reset to zero and he/she is not issued a detention.

Suspension/Expulsion Policy

Suspension - Our suspension policy is modeled after the CPS Student Code of Conduct. Suspension of pupils will be issued for gross or repeated disobedience, misconduct, or other violation of our conduct code. (Please refer to the CPS Student Code of Conduct and to the summary in the next section. Also, please be reminded that suspension will be issued for **repeated** disobedience, signaled by repeated demerits and detentions, or for **gross** disobedience, which could be first time, serious acts of misconduct.) A pupil may be suspended temporarily by the principal or the principal's designee for a period not exceeding ten consecutive school days for each offense. For a pupil with a disability, the pupil may be suspended for a period not exceeding 10 school days in a school year, except where the school has consulted with and received approval from the Special Education Department Chair or their designee. "Gross or repeated disobedience, misconduct or other violation" of our conduct code includes the commission of any criminal offense, behavior which injures persons or property, incidents of verbal disrespect or defiance of the authority or principals, teachers and other school personnel, or any other act or conduct detrimental to the good order or discipline of the school as defined in our conduct code. Every such suspension shall be reported immediately to the appropriate CPS personnel and also to the parent or guardian of the pupil, with a full statement of the reasons for such suspension. Students who are suspended are not allowed to participate in any extra-curricular or co-curricular activities. In addition, students who are suspended more than three times will require a parent/guardian conference for return to school.

Prior to any suspension, the student shall be given oral and written notice of the charges against the student and an informal hearing with an explanation of the basis of the charge and an opportunity to explain his/her version of the facts. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the necessary notice and informal hearing should follow as soon as practicable.

Expulsion – Our expulsion policy is in accordance with the CPS Student Code of Conduct. Expulsion for a pupil without a disability is a suspension for a period exceeding 10 consecutive school days. Expulsion for a student with a disability is a suspension for a period exceeding 10 school days in a school year. For a pupil with a disability, a prior determination that the behavior is unrelated to the pupil's disability is a prerequisite for expulsion. However, in all cases, arrangements for free appropriate public education must be made for all students with disabilities expelled from school. Whenever a pupil in any school is found guilty of gross disobedience, misconduct or other violation of our conduct code, the pupil may be expelled from school. "Gross or repeated disobedience, misconduct or other violation" of our conduct code includes the commission of any criminal offense, behavior which injures persons or property, incidents of verbal disrespect or defiance of the authority of the principal, teachers and other school personnel, or any other act of conduct detrimental to the good order or discipline of the school as defined in our conduct code.

The hearing officer shall report to the appropriate CPS personnel a written summary of the evidence taken at the hearing together with the hearing committee's recommendations thereon. If the hearing committee recommends that the pupil be expelled, the hearing committee shall state the reasons for the recommendation and the proposed date upon which the student may return to school. The appropriate CPS personnel or designee shall determine the appropriate disciplinary action upon the summary and recommendations of the hearing officer.

Pupils without a disability referred for expulsion whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately reassigned to an alternative school. Procedural safeguards under the Individuals with Disabilities Education Act Amendments of 1997 apply to students with disabilities.

Good Standing - Students in disciplinary trouble may find themselves designated as “Not in Good Standing” at school. “Not in Good Standing” means the student has accumulated more than three detentions in a progress report cycle. Those who are designated as not in good standing may not be eligible for sports, activities, and field trips.

Other Specific Acts of Misconduct

Academic Dishonesty - Students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given only to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Students may also receive an automatic detention (first offense), or more severe penalty if their cheating continues.

Deliberate Plagiarism:

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying a term paper and handing it in as your own.

Accidental Plagiarism:

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating:

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, test questions.
- Having or using notes or other prohibited materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, and laboratory report or take-home test.
- Permitting another student to copy the student's homework, paper, project, and laboratory report or take-home test.
- Representing as one's own work the product of someone else's creativity.

Weapons - Faculty and all staff members who have reason to believe that they have witnessed the sale, possession, or transfer of weapons shall report this immediately to the Principal (or designee). The school shall determine if sufficient cause exists and, if so, file a disciplinary report and notify the juvenile officer of the Chicago Police Department. The Principal (or designee), in consultation with the Chicago Police Department, will determine whether or not to file charges. All contraband will be turned over to the police department. A student who is charged with possession and/or use of a weapon shall be immediately suspended from school and may face expulsion for the remainder of the school year or longer.

Sexual Harassment – Collins Academy adheres to the belief that sexual harassment is a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, and/or punishes his or her refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, touching someone in ways that are inappropriate, making statements verbally or in writing about a person's body parts, continuing to tell dirty jokes around or about someone after she/she has asked the person to stop, making slurs about someone's sexual orientation, making propositions or innuendoes, and/or subtle pressure for sexual activity) and/or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another's body, physical assault, rape, or subtle pressure for sexual activity). The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed. A student should contact his/her Advisor and/or the Dean of Students if they encounter this problem. Offenders will be subject to disciplinary action in accordance with the CPS Student Code of Conduct.

Verbal Harassment - There shall be no verbal harassment at Collins Academy. Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. Our school will be a place where every one of us must be comfortable. Offenders will be subject to disciplinary action in accordance with the CPS Student Code of Conduct.

Bullying – Collins Academy is committed to creating a safe, healthy learning environment for all students that enhances personal safety and encourages respect, dignity, and equality for all students. We are committed to maintaining a climate that is free from bullying and harassment. Bullying is defined as: Intentionally demeaning or aggressive behavior or harm doing that is carried out repeatedly over time and that involves intimidation or harm inflicted on a person by another person where there is an imbalance of power (one person has some sort of power that he/she holds over another person). This power can be based on physical strength, social status, and so on. Bullying can be physical, verbal, emotional, or sexual. Electronic devices such as cell phones or the Internet can be used to actively bully or harass a student.

Examples of prohibited acts of bullying include: name calling, racial slurs, pushing, hitting, pinching, making fun of a person's body, telling mean jokes about someone, threatening to hurt someone, and intimidating a person into doing something he/she does not want to do.

Bullying will not be tolerated at Collins Academy. This includes on school premises, on non school property if the student is at any school sponsored, school approved, or school related activity, event, or function (i.e., field trips or athletic events) where students are under the supervision of staff. Offenders will be subject to disciplinary action in accordance with the CPS Student Code of Conduct.

Lockers - Each student is charged a nominal rental fee for use of a locker for the school year. A student's locker is school property and may be searched by school officials. All locks must be school locks purchased through the school office; any other lock will be removed without notice.

Also, students must keep a lock on their lockers at all times. If not, items in a locker are subject to theft or destruction by others. Failure to keep the assigned lock on the assigned locker may result in loss of locker usage. Whenever a lock must be replaced, the student to whom the lock is assigned must pay \$5 for a new lock, despite the circumstances under which the lock was lost.

Each student is responsible for any item found within his/her locker. Students are not permitted to share lockers or provide their locker combination to other students. In doing so, the student assumes responsibility for anything another student leaves in his/her locker, or for items that are missing because of such a breach of security. Students caught sharing lockers OR allowing their locker to be shared will receive two demerits.

The following table clarifies terms that the Student Code of Conduct and our code use to describe disciplinary action.

Disciplinary Action	Explanation
Teacher-Student Conference	The teacher will discuss the situation with the student and work with that student to develop positive behavior. Teachers and students correct and prevent many problems. This will include the issuance of demerits and detentions.
Teacher-Student-Parent- Resource Person-Admin. Conference	Everyone involved works together to develop a solution to the problem. The conference often results in a behavior contract, outlining rewards and consequences designed to change the student's behavior. This will include the issuance of demerits and detentions.
In-School Suspension	The student remains in school but does not attend classes. All privileges are suspended. The action is recorded in the student's folder.
Out-of-School Suspension	The student is removed from school from 1 to 10 days. Parent conference is desired upon student's return.
Expulsion	The student will be removed from school for 11 days or more to a maximum of 2 school years. (This requires a formal due process hearing including written notification of charges.)

Our conduct code lists rights of students, parents, teachers, and principal and defines acts of misconduct and disciplinary action. It organizes acts of misconduct into six levels - from least to most severe. Expulsion is mandated for student possession of firearms or other destructive devices. This code also concurs with CPS's zero tolerance policy regarding disruptive, inappropriate or violent behavior in the schools. The following table lists the most common (though not exhaustive) examples of acts of misconduct and disciplinary action for each level.

Level 1 Violation	
Acts of Misconduct	Disciplinary Action - First Violation
<ul style="list-style-type: none"> • Tardies • Possession and/or Use of Electronic Device • Gum Chewing • Eating in Classrooms without Permission 	<ul style="list-style-type: none"> • Minimum: Teacher-Student Conference – Demerits Issued • Maximum: Teacher-Student-Parent Conference and/or Automatic Detention (4 Demerits) OR In-School Suspension
	<p>Disciplinary Action – Repeated/Flagrant Violations</p> <ul style="list-style-type: none"> • Minimum: Teacher-Student-Parent-Resource-Person-Administrator Conference and Automatic Detention(s) AFTER use and documentation of progressive discipline with teacher’s in-class discipline policy (where appropriate) • Maximum: In-School or Out-of –School Suspension and Multiple Detentions
Level 2 Violation	
Acts of Misconduct	Disciplinary Action - First Violation
<ul style="list-style-type: none"> • Unexcused Absence • Violating Class Rules • Cheating/Plagiarism • Foul Language • Lack of Respect to Adults/Peers (Verbal Harassment) • Shouting/Loud Disruption • Bullying in Any Form 	<ul style="list-style-type: none"> • Minimum: Teacher-Student Conference – Demerits Issued AFTER use and documentation of progressive discipline with teacher’s in-class discipline policy (where appropriate) • Maximum: Teacher-Student-Parent Conference and/or Automatic Detention (4 Demerits) OR In-School Suspension
	<p>Disciplinary Action – Repeated/Flagrant Violations</p> <ul style="list-style-type: none"> • Minimum: In-School Suspension, One Day Suspension, OR Automatic Detention(s) AFTER use and documentation of progressive discipline with teacher’s in-class discipline policy (where appropriate) • Maximum: Suspension (one to five days), Multiple Detentions and Possible Disciplinary Reassignment and/or Forfeiture of Class Credit (Cheating/Plagiarism)
Level 3 Violation	
Acts of Misconduct	Disciplinary Action - First Violation
<ul style="list-style-type: none"> • Cutting Class or Leaving School Without Permission • Use/Possession of Tobacco Products • Persistent Acts of Disobedience or Misconduct 	<ul style="list-style-type: none"> • Minimum: Teacher-Student-Parent-Resource Person-Administrator Conference, Automatic Detention(s) AFTER use and documentation of progressive discipline with teacher’s in-class discipline policy (where appropriate) and Reported to Law Enforcement Authorities (if warranted) • Maximum: Five-Day Suspension, Multiple Detentions and Possible Disciplinary Reassignment

<ul style="list-style-type: none"> Any Seriously Disruptive Behavior Disruptive Behavior on Route to or During Extracurricular Activity Outside of School Falsifying of School Documents 	<p>Disciplinary Action – Repeated/Flagrant Violations</p> <ul style="list-style-type: none"> Minimum: Suspension: (one to five days) Maximum: Suspension (six to 10 days), Multiple Detentions and Disciplinary Reassignment
Level 4 Violation	
Acts of Misconduct	Disciplinary Action
<ul style="list-style-type: none"> Fighting Graffiti or Vandalism False Activation of Fire Alarm Assault Sexual Harassment (in person or online) 	<ul style="list-style-type: none"> Minimum: Five-Day Suspension and Teacher-Student-Parent-Resource Person-Administrator Conference, Automatic Detention(s) and Police Notification (if warranted) Maximum: Suspension (six to 10 days) Disciplinary Reassignment, and Police Notification
Level 5 Violation	
Acts of Misconduct	Disciplinary Action
<ul style="list-style-type: none"> Aggravated Assault Trespassing Disorderly Conduct – Inciting Mass Disturbance/Mob Action 	<p>Immediate 10-Day Suspension and/or Disciplinary Reassignment and/or Police Notification. Both arrest by the Police and expulsion. If a student is expelled, Alternative School Placement may be recommended for the period of the expulsion.</p>
Level 6 Violation	
Acts of Misconduct	Disciplinary Action
<ul style="list-style-type: none"> Aggravated Assault with Serious Injury Use, Poss., and/or Conce. of Firearm/ Destructive Device or Other Weapon Sale or Delivery of Illegal Substances 	<p>Immediate 10-Day Suspension and Police Notification and/or arrest, and expulsion for a period of not less than one calendar year, or as modified on a case-by-case review by the Chief Academic Officer. Alternative School Placement may be recommended for the period of the expulsion. Successful completion of a Board sponsored student assistance program may serve in lieu of expulsion for first-time offenders of 6-5 Acts of Misconduct which do not involve the sale or delivery of illegal substances.</p>

Restoration

The goals of student discipline include restoring the student and encouraging self-discipline. To that end, in-school suspension will be used, at the Dean of Student’s discretion, whenever appropriate. In addition, when students violate school rules, they will not simply be given a consequence, but they will reflect on wrong behavior and get restored that student to the school community. For instance, part of serving detention will include written reflection on choices that led to that consequence, as well as conversation with the Dean of Students about better choices.

**Collins Academy High School
Reflective Essay**

The FICA Essay (Facts – Impact – Consider Alternatives – Action) is a tool to help you and the Collins Academy Community understand and reflect on the impact of actions.

Directions:

- Please answer the following questions in an essay.
- Each paragraph should be at least 3 sentences long.
- We're not evaluating your spelling and grammar. The essay is to help us understand your perspective and to help you reflect.

The Learner's Life	Paragraph #	What You Write
<p style="text-align: center;"><i>Integrity</i></p> <ul style="list-style-type: none"> ▪ To be honest ▪ To trust and be trust-worthy ▪ To respect people, ideas, and places 	<p>#1</p> <p style="font-size: 1.2em;">Facts</p>	<p>From your perspective:</p> <ul style="list-style-type: none"> • What happened? • What are the <i>facts</i> – who, what, where, when? • What do you feel people should know to understand why you did what you did?
<p style="text-align: center;"><i>Compassion</i></p> <ul style="list-style-type: none"> ▪ To have respect ▪ To be understanding and accepting ▪ To be empathetic and care for others 	<p>#2</p> <p style="font-size: 1.2em;">Impact</p>	<p>What was the impact...</p> <ul style="list-style-type: none"> • On you? • On others? • On school or private property? • On the surrounding community?
<p style="text-align: center;"><i>Reflection</i></p> <ul style="list-style-type: none"> ▪ To seek knowledge through discovery ▪ To explore ideas and ask questions ▪ To be curious and take thoughtful risks 	<p>#3</p> <p style="font-size: 1.2em;">Consider Alternatives</p>	<p>Imagine you are in the exact same situation in the future. Describe...</p> <ul style="list-style-type: none"> • A <i>different way</i> you could have handled the situation • A <i>second alternative</i> for handling the situation, different from the one you chose.
<p style="text-align: center;"><i>Commitment</i></p> <ul style="list-style-type: none"> ▪ To believe in yourself and work hard ▪ To be responsible and take responsibility ▪ To persevere and overcome obstacles 	<p>#4</p> <p style="font-size: 1.2em;">Action</p>	<p>In a community there are consequences.</p> <ul style="list-style-type: none"> • How should the Collins Academy community (staff, parents and fellow students) respond to your actions? • What are you willing to do to improve the situation? • What support, if any, do you need? • Final thoughts?

V. Collins Academy Uniform Policy

This code is in effect any time students are in the school building and at most school functions*.

1. Shirts and Outerwear

- a. Students must wear unaltered school shirts each day.
- b. Students may not wear anything underneath their school shirts except one white short-sleeve T-shirt and nothing over them except school sweatshirts. T-shirt sleeves may not be visible at any time. If sweatshirts are worn over the top of the school shirt, the collar of the school shirt must be completely visible.
- c. Coats, non-school sweatshirts, hoodies, and any other outerwear are not permitted to be worn in school or taken anywhere in the building at any time and must be left in the locker all day.
- d. Shirts must always be tucked in whenever students are on school grounds.

2. Pants/Skirts

- a. Boys must wear khaki pants. Girls must wear khaki pants. Girls are allowed to wear khaki skirts for religious reasons, provided there is a letter from a parent/guardian stating this reason. Khaki pants with the large pocket on the side are not allowed. Capri pants and corduroys are not permitted.
- b. No pockets, loops, or straps on pants or skirts can be below the hip level.
- c. Pants must not be too baggy or too tight nor torn or frayed. Pants must be worn at waist level.
- d. Skirts must be knee length or longer and no slit may come too high. Skorts are not allowed.

3. Shoes

- a. Black shoes are required. Shoelaces and all parts of the shoe must be black. Timberlands, boots, or gym shoes (including black gym shoes) are not permitted.
- b. Girls' dress shoes are acceptable only if they cover more than half of the foot and don't have more than a 3" heel (as measured from the back).
- c. Boots, flip-flops, stilettos, stacks, platform shoes, gym shoes, and thin sandals are not permitted.
- d. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

4. Gym Uniforms

- a. Students must wear school gym shirts or a tee shirt (as long as the writing and artwork on the tee shirt are appropriate). Students may not cut off or alter the gym shirts in any way.
- b. Students are allowed to wear their own gym shorts or sweatpants; however, no short-shorts, jeans, jean shorts, cut offs, Lycra, pajamas or Spandex are permitted.
- c. Students must wear gym shoes.
- d. Students must change into and out of gym clothes in their assigned space.

*Exceptions include evening programs such as Talent Shows or Family Nights. With the exception of athletics, students are expected to be in full uniform compliance during after-school activities.

5. Belts

- a. Solid black belts must be worn at all times except with girls' skirts that are sold without belt loops.
- b. Belts may not hang down. Pants must be purchased that allow for belts.

6. Jewelry and Make-up

- a. Boys may not wear earrings at any time and girls may wear earrings only in ears. Band-aids covering earrings are not permitted.
- b. All necklaces must be tucked inside the shirt.
- c. No heavy make up is permitted and make up, perfume, lotion or any other cosmetics are never to be applied anywhere but bathrooms. Hair is to be combed, brushed, or touched up only in the bathroom.
- d. Wristbands and multiple or distracting bracelets or wrist wear are prohibited.

7. Head Coverings and Hair

- a. No hats or other head coverings, including scarves, hairnets, headbands, and bandanas, are not permitted anywhere inside a building at any time. The only exception is a turban or scarf worn for religious reasons.
- b. Original hair styles are permitted as long as the hair is combed and well-kept. The only exception is haircut designs for boys, which is prohibited due to potential gang writing.

VI. Academic Policies

Our academic policies and procedures are in accordance with Chicago Public Schools and support our unique double mission. We believe that all students can achieve at high levels.

Grading Scale

Assessment and evaluation are essential pieces of the learning process. At Collins Academy, we view assessments as opportunities for all school family members (students, parents/guardians, and staff) to learn how students are progressing toward mastery of the material. Evaluations are used to determine ultimate levels of expertise. Progress reports and report cards will include the following grading scale:

A	4.0
B	3.0 to 3.9
C	2.0 to 2.9
D	1.0 to 1.9
F	0 (no credit)

Grade Point Average

At the completion of each quarter, students' Grade Point Average (GPA) will be calculated. GPA will be used for athletic and extra curricular eligibility, National Honor Society consideration, awards, class rank, and college admission. Collins Academy uses a 4.0 scale for GPA, with additional weight given to Honors and Advanced Placement classes. In an honors class, an A is 5.0, a B is 4.0, and C is 2.0, etc.

Awards

We celebrate excellence within our community. Our school-wide awards recognize high academic achievement and acknowledge the central importance of the Learner's Life. Collins Academy awards the following honors:

Principal's Scholars:	3.8 GPA or higher
High Honor Roll:	3.5 to 3.79 GPA
Honor Roll:	3.0 to 3.49 GPA
Learner's Life Awards:	Students recognized for their achievements in living the Learner's Life. Awards will be presented for each core value: commitment, compassion, integrity, and reflection.

National Honor Society

The National Honor Society (NHS) was founded in 1921 to recognize and encourage academic achievement while also developing the characteristics essential to citizens in a democracy. The ideals of scholarship, character, service, and leadership are as relevant today as they were in 1921.

NHS membership is highly regarded as a valid indicator that the student will succeed, particularly in studies at the post secondary level. Having a chapter is also a mark of a school whose focus is fostering and nurturing the very best of a student and setting a standard of excellence for their students to achieve.

Each spring, Collins Academy faculty members will nominate students for membership in the National Honor Society. A special committee will recommend the very best from its list. New members will be inducted into the Collins Academy Chapter of the National Honor Society at the June awards ceremony.

Homework Expectations

Homework is an essential part of students' education at Collins Academy. Each assignment is designed to reinforce and extend mastery of the material. Each assignment, therefore, is critical to students' learning and development. The successful and timely completion of homework is essential for academic success. Therefore,

- Students are expected to read, study, and do their homework every day.
- Students should dedicate a minimum of 10 hours per week to doing homework for regular level classes.
- Parents/Guardians are expected to provide an appropriate place to study and to monitor their children to ensure that students sit down to study and complete their homework.
- Teachers are expected to provide adequate homework and written directions for students to be successful with assignments.
- Administration is expected to provide adequate resources to further enable students, teachers, and parents/guardians to carry out this homework policy.

Students who are absent are expected to complete missed work, including homework. Upon their return to school, each student is responsible for communicating with the teachers from the previous day(s) in order to get assignments. The grading system for missed or late assignments will be addressed by each classroom instructor, depending on whether the absence was excused or unexcused. Please see the Absence Policy for more details.

Academic Integrity

One of the cornerstones of our community is that we pursue academic excellence with integrity. This requires that we submit work based on how it was assigned, and that we are honest about the work we submit.

The faculty at Collins Academy is committed to providing students with all the extra help they need to succeed in their courses. Students must turn to their teachers when having difficulty. Cheating is NOT an option.

There are many forms of cheating, and none of them will be tolerated. Cheating in any form is a serious offense. No instance of cheating will be considered "minor". Cheating will result in a grade of zero for the assignment, a detention, and a parent conference explaining the offense and its consequence. This policy includes both the giver and the receiver of the work, since we are not in a position to determine students' intent when it comes to cheating. Cheating involves giving or receiving inappropriate aid on a graded assignment. Students should check in with their individual teacher if they are not sure if a particular act is considered cheating. The following is a partial list of acts that are considered academic dishonesty.

- Stealing and passing off the ideas and words of another as one's own without crediting the source (plagiarism).
- Copying off another student on a quiz, test, or homework assignment
- Allowing a student to copy off your work.

- Using notes, cheat sheets, or other reference materials during a quiz or exam without the instructor’s permission.
- Students in an early class telling student in a later section of the same class what is on a quiz or exam.
- Submitting any work you did not do yourself.
- Improperly obtaining, distributing, or receiving advanced copies of an assignment.

Promotion Policy

The Collins Academy High School promotion policy is detailed in this chart:

Grade	Collins Academy Policy
9 th Grade Promotion	Pass at least 5 core subject courses* during both semesters Earn at least 6.0 credits At least 10 community service hours
10 th Grade Promotion	Pass at least 5 core subject courses during both semesters Earn minimum of 12.0 credits At least 20 community service hours to date
11 th Grade Promotion	Earn at least 19.0 credits At least 30 community service hours to date
12 th Grade Promotion (Graduation)	Earn at least 28.0 credits At least 40 community service hours total

*Core subject courses are Reading/Language Arts (English), mathematics, social science (history), and science.

Note: Students with disabilities and students with limited English proficiency meet all requirements with needed accommodations and modifications.

Students who do not meet the promotion requirements must attend summer school. Summer school will not be offered at our facility and will be at the expense of the student’s family. Also, Collins Academy administration reserves the right to approve the summer school choice.

Graduation Requirements

The Collins Academy High School graduation requirements are as follows:

Academic Area	Collins Academy Credit Requirements
English (Reading/Language Arts)	6
Math	5
Science	3
Social Science	3
World Language	2
Fine Arts	2
Physical Education	2
SLC/Advisory (includes Career Ed and Consumer Ed)	1
Electives	4
Community Service	40 hours
TOTAL	28

Extra-curricular Eligibility

At Collins Academy, a student’s coursework comes first. While we believe that it is essential for students to get involved in extra-curricular activities, we insist that they are performing adequately in the classroom first. To this end, we have adopted the following eligibility policy: To participate in IHSA extracurricular activities, students must have:

- A cumulative GPA of 2.0 or better
- A GPA of 2.0 or better the previous semester with no “Fs”
- Acceptable levels of attendance and adequate ratings for conduct

To continue to be eligible during the season, scholar athletes with two or more Ds must participate in an Individualized Study Plan (ISP) to be coordinated by the coach, athletic director, and classroom teacher.

Students who do not meet these criteria are not allowed to participate in extra-curricular activities until they have satisfied both academic and attendance/conduct requirements. Collins Academy will work hard to provide the necessary supports in order to ensure that students are eligible for activities, but it is ultimately the student’s responsibility to meet our standards for eligibility.

The necessary medical forms are also required for certain activities.

Academic Support System

At Collins Academy failure of our students is not an option. To that end, we have designed a system of academic support so that students who are struggling in their studies will have the extra help necessary to succeed.

Progress Reports: Every 2-3 weeks, the school will send progress reports home to families. Parents/Guardians must sign and return the progress reports. Progress reports are one of the many ways that Collins Academy reaches out to update parents/ guardians about student performance. In these updates, each teacher will summarize the student’s progress in his/her course. Information will include performance on quizzes, tests, projects, and homework. The school will report on students’ attendance and conduct at this time as well. In addition to parent/guardian notification, the student’s advisor will receive a copy of the progress reports and will discuss the student’s performance during their SLCs. These discussions are official ‘check-ins’ where SLC advisors work with students 1-on-1 and in small groups to review academic progress, trouble-shoot obstacles, and set goals and action plans for improvement. In addition to progress reports being sent home, students and parents/guardians can view individual academic progress at any time using our live gradebook.

Academic Probation: A student is placed on academic probation if he/she is behind their particular class’s full credit total at the end of a quarter (see Promotion Policy). Probation will last at least one month. While on academic probation:

- The student, counselor, and parent/guardian will meet at the start of the quarter to write an academic improvement plan;
- The student’s counselor will determine which, if any, extra-curricular or co-curricular activities the student can participate (participation will depend in part on taking advantage of informal tutoring);
- In case of stalled progress, teacher feedback on classwork and conduct may be required every day. The student will fill out forms and copies go to counselor and parent/guardian.

VII. Appendix

Parents/Guardians, please review, sign, and return the forms listed below (they begin on the next page).

Network Acceptable Use Policy

Student Access and Internet Use Agreement

General Field Trip Permission Form

Request for Emergency Information

Photograph/Video and Research Release Form

School Calendar

Bell Schedule

Parent/Guardian Receipt of and Agreement with Family Handbook

Network Acceptable Use Policy

1. The data network system of the school is available for all employees and students of Collins Academy in order to provide them with equal access to the computing resources, which serve public education. The data network system is an electronic highway, which connects thousands of computers all over the world and millions of individual subscribers. All personnel having authorization to use the network will have access to a variety of information.
2. Some material on the network might not be considered to be of educational value in the context of the school setting. In addition, some material, individual contacts, or communications may not be suitable for school age children. The school views information retrieval from the network in the same capacity as information retrieval from reference materials identified by schools. Specifically, the school supports those which will enhance the research and inquiry of the learner with directed guidance from faculty and staff. In each classroom, each student's access to the Internet will be under the teacher's direction and monitored as a regular instructional activity.
3. The school cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals, and policies of good Internet use. This is particularly possible since access to the network may be obtained at sites other than the school.
4. At each faculty and classroom operated by Collins Academy High School, notices will be posted that state the following: Users of the data network system and/or Internet are responsible for their activity on such systems. Collins Academy High School has developed an acceptable use policy and all users are bound by that policy. Any violation of the policy will result in the suspension of access privileges plus other disciplinary action.
5. The use of the network shall be consistent with the mission, goals, policies, and priorities of Collins Academy High School. Successful participation in the network requires that its users regard it as a shared resource and that members conduct themselves in a responsible, ethical, and legal manner while using the network. Any use of the network for illegal, inappropriate, or obscene purposes, or in support of those activities, will not be tolerated. Examples of unacceptable uses of the network include but are not limited to:
 - a. Violating the conditions of the Code of Conduct dealing with student's right to privacy;
 - b. Using or accessing profanity or obscenity;
 - c. Reposting personal communications without the author's consent;
 - d. Copying commercial software in violation of copyright protected material;
 - e. Using the network for financial gain or for any commercial or illegal activity;
 - f. Using the network for political advertisement or political activity;
 - g. Taking any actions that affect the ability of the school to retrieve a record of any use of the computer equipment or data network system, including but not limited to, adding or modifying the existing software without specific written permission;
 - h. Transmitting any student identifying information over the system, except as specifically authorized by IL law and as part of an approved educational program directly related to an approved curriculum component;
 - i. Other actions that are not in accordance with the Code of Conduct.

Failure to adhere to this policy may result in suspending or revoking the offender's privilege of access as well as other disciplinary actions up to and including expulsion of the student and termination of the employee.

Any student shall be exempt from instruction on accessing the data network upon request in writing from the parents/guardians to the principal. This request for exemption will expire at the end of the school year. It shall be the responsibility of the parent/guardian to renew the request yearly.

Questions pertaining to this policy or its interpretation should be addressed to the principal.

Student Access and Internet Use Agreement

Student Agreement

I understand and will abide by the Network Acceptable Use Policy. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, my parents/guardians will be informed, and school disciplinary action and/or appropriate legal action may be taken including possible expulsion from school.

(Student Full Name Printed)

(Student Signature)

(Date)

Parent/Guardian Agreement

As the parent/guardian of this student, I have read the Network Acceptable Use Policy. I understand that Internet access for students is designed for educational purposes only. Collins Academy High School has taken precautions to eliminate access to controversial material. However, I recognize that it is impossible for the school to restrict access to all controversial materials and it will not be responsible for materials acquired on the Network/Internet. I hereby give permission to the school to establish Internet access and that under specific conditions an Internet email account might be issued to my child. In such a case, I accept full responsibility and supervision if and when my child uses his/her access account outside of a school setting.

I accept

I do not accept

(Parent Name Printed)

(Parent Signature)

(Date)

Collins Academy High School
General Field Trip Permission Form



Student Name: _____

I agree that my son/daughter is required to adhere to Collins Academy High School rules and the directions of the instructor while on any Collins Academy field trip. This also means wearing the Collins Academy uniform unless otherwise directed in writing by the Collins Academy administration. I hereby authorize in advance any medical treatment my child may need while attending any Collins Academy field trip. Furthermore, I agree to absolve the excursion sponsor and attendants of all personal responsibility, knowing that all reasonable precautions will be taken to ensure the safety of my child.

Parent Signature: _____ Date: _____

Phone Number: _____ Emergency Phone Number: _____

In signing this form you give your child permission for all field trips during the course of the year. Collins Academy will forward the information about each trip as they arise.

Medical Condition (please check the appropriate box)

() My child has a medical condition that the trip sponsor needs to be aware of.

Please explain and provide any necessary instructions.

() My child does not have a medical condition that the trip sponsor needs to be aware of.

Request for Emergency Information

TO THE PARENTS/GUARDIANS: Occasionally children become ill while they are in school or they may meet with some accident (usually not serious). It is necessary for the school to have on file certain information which can be used should the need for it arise. Please supply the following information for emergency use. In the event that there is a change in this information, please notify the school promptly by phone or in writing.

Student's Name: _____

Address: _____

Parent/Guardian: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____

If your child becomes ill or meets with an accident while in school and we are unable to reach you, please give the name of a relative or neighbor who can be notified.

Name: _____

Address: _____ Phone: _____

Relationship: _____ Cell Phone: _____

If you have a family doctor and wish us to call him if we cannot reach you, please supply this information.

Family Doctor: _____ Phone: _____

Please provide the name(s) and phone numbers of adults who have your permission to pick up your child early from school.

Name: _____ Phone: _____

Relationship: _____ Age: _____

Name: _____ Phone: _____

Relationship: _____ Age: _____

Name: _____ Phone: _____

Relationship: _____ Age: _____

Photography/Video and Research Release Form

I give Collins Academy High School permission to use a photographic image of my child in its publications or on its website. This photo will be used to illustrate the work of Collins Academy and to promote the mission and purpose of our school.

I give Collins Academy High School permission to use my child in any video that illustrates the in work of Collins Academy and promotes the mission and purpose of our school.

Collins Academy will give me notification whenever my child will be used in promotional photographs or videos.

Occasionally your child will be involved in research that will help Collins Academy improve its instructional and support services to our students and families. Data collected in this research will be used for public reports. Your child's name or any other identifying information will not be used in these reports. Collins Academy will give me notification and information about this research whenever it occurs.

I have not received, and do not expect to receive, any financial payment for these uses.

(Student Full Name Printed)

(Student Signature)

(Date)

(Parent Name Printed)

(Parent Signature)

(Date)

2009-2010 School Year Calendar

Bell Schedule

Parent/Guardian Receipt of and Agreement with Family Handbook

I, _____.
(Parent Name Printed)

have received a copy of the Collins Academy High School Family Handbook for the 2009-2010

school year. I understand and support all of the contents of the handbook and I will work

with Collins Academy staff to make sure _____
(Student Name Printed)

lives up to Collins Academy's expectations for behavior, academic excellence, and requirements

for success in college.

Parent Signature

Date