

Regular Meeting
Monday, May 18, 2020 6:30 PM

Putnam County Primary School Media Center
400 E Silverspoon Ave
Granville, IL 61326

Agenda

- I. CALL TO ORDER
 - A. <https://www.google.com/url?q=https://us02web.zoom.us/j/89185979335?pwd=R2lFQ0xhNW5zQT09>

Meeting ID: 891 8597 9335
Password: 3uLSn5
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. ADJUSTMENTS TO AGENDA
- V. AUDIENCE PARTICIPATION
- VI. CORRESPONDENCE
- VII. CONSENT AGENDA
 - A. Approve regular and executive Session minutes from April 20, 2020 meeting, April 24, 2020 special meeting and May 4, 2020 special meeting.
 - B. Approve District Bills
 - C. Approve Financial Reports
 - D. Approve Treasurer's Report
- VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS
 - A. Principals' Reports
 - B. Superintendent's Report
 - 1. Transportation (no update)
 - 2. State Funding
 - 3. Investment Update - No Report
 - C. Committee Reports
- IX. OLD BUSINESS
 - A. Press Plus Issue 103 (second reading) (action)
 - B. New Fire Alarm JH (action)
- X. NEW BUSINESS
 - A. FOIA Requests
 - B. Approve Parent/Student Handbooks for 2020-2021 (action)
 - C. PCPS & PCES Content Acceleration Policy (action)
 - D. Approve District Wellness Policy (action)
 - E. Approve Blue Cross Blue Shield Health Coverage Renewal (action)
 - F. Approve Two year Lease on Lift Bus (action)
 - G. Set Summer Worker Hourly Wage (action)
 - H. Set Alternate HS Graduation Date (action)
 - I. Elect new Vice President

- XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT, SCHOOL SAFETY CONCERNS AND UPDATES.
 - A. Retirement
 - B. Hires
- XII. ACTION ITEMS FOLLOWING EXECUTIVE SESSION
 - A. Retirement
 - B. Hires
- XIII. ADJOURNMENT

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
April 20, 2020

- CALL TO ORDER** Vice President Mr. Copeland called the meeting to order at 6:10 p.m.
- ROLL CALL** The following members were present to answer roll call: Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Mr. Gibson was absent.
- EXECUTIVE SESSION** At 6:16 p.m. Mr. Borri moved and Mr. Mallery seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district, and school safety concerns and updates. The members voted as follows: All ayes; motion carried.
- ITEMS DISCUSSED**
- A. Hirings
 - Megan Butterfield – PreK-2 Special Education teacher
 - Brian Baumgartner – Elementary PE Teacher
 - B. Administration and Non-Union Personnel raises
 - Mr. Carlson recommended a 2.4% raise which is in line with the Collective Bargaining agreement.
 - C. Superintendent Goals
 - Mr. Carlson provided the board with a copy of his updated goals. The board reviewed the goals. Mr. Carlson requested that 1 year be added to his contract to keep him with at 3-year contract.
 - D. Custodial Classifications/Salary discussion
 - Presently custodian classifications are broken into 3 tiers. Unknowingly right now the female custodians are classified at tier 3 which is the lowest tier and the male custodians are classified at tier 1. This was not done purposely it was how it was written in the collective bargaining agreement. Mr. Carlson is recommending that the contract be opened and that all custodians be paid at the same tier, tier 1.
 - Mr. Carlson asked the board to bump Megan Goetz's salary due to the increase in volume with all the State Mandated reports and that requiring her working more days in the summer. It will also close the gap between her and the district office administrative assistants. Mr. Carlson recommended \$3000 and then the 2.4% increase on that. Mrs. Shore asked if the district could give a larger amount. After discussion it was decided that a bump of \$4,000 would be given and 2.4% increase on top of that.
 - E. Summer School Hiring (HS)
 - Dr. Theisinger recommended hiring Angie Heiser and Bethany Zavada to teach summer school (credit recovery) at the HS. Uncertain as to what the format will look like at this point.

F. Resignation of Board Member

- Mr. Gibson is resigning his position on the board as of the end of tonight's meeting. He is retiring from IVCC and is relocating to Louisville, KY. A notice will be published in the PC Record for applicants to fill the position. The personnel committee will review the applications and conduct interviews.

ADJOURNMENT

At 6:36 Mrs. Baker moved and Mr. Mallery seconded a motion to adjourn executive session. All ayes, motion carried

Respectfully submitted,

Megan Goetz, Board secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

—

Putnam County Community Unit School District #535
400 E Silverspoon Ave
Granville, Illinois 61326

Board of Education
Regular Meeting
6:30 p.m., April 20, 2020
Media Center Putnam County Primary School

Vice President Mr. Copeland called the meeting to order at 6:45 p.m.

CALL TO ORDER

The meeting continued with the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; and Mrs. Shore, aye.

ROLL CALL

There were no adjustments to the agenda.

ADJUSTMENTS TO
THE AGENDA

There was no audience participation.

AUDIENCE
PARTICIPATION/
HEARING OF
DELEGATIONS

There was no correspondence.

CORRESPONDENCE

Mr. Borri moved and Mrs. Chiado seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of March 16, 2020; Treasurer's Report for the month of March, Financial Reports for the month of March; bills for April 2020; and IESA registration for 2020-2021. On roll call the members voted as follows: Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried.

CONSENT AGENDA

IESA
REGISTRATION

There were no principals' reports.

PRINCIPALS'
REPORTS

Transportation report: SEE NEW BUSINESS

SUPERINTENDENT
REPORT

Investment update: There was no investment update this month.

State Funding: The state owes the district in the following categories: Special Education, \$61,998.00; Transportation, \$251,540.00; Early Childhood, \$90,250.00; Ag Grant, \$16,264.00; and Driver's Ed, \$2,623.00 for a total of \$422,675.00.

There were no committee reports.

COMMITTEE
REPORTS

FOIA Request – None

OLD BUSINESS

Press Plus Issue 103 – First reading of the new Press Plus Issue.

NEW BUSINESS

Designate Authority to Negotiate a Reduced Bus Billing per Contract – Mr. Carlson is working with the bus company to have the April & May transportation bill reduced. Mr. Gibson moved and Mrs. Shore seconded a motion to designate authority to Mr. Carlson to negotiate a reduced bus billing per the contract with Johannes Bus company. On roll call the members voted as follows: Mr. Gibson, aye; Mrs. Shore, aye; Mr. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; and Mr. Mallery, aye. Motion carried.

Executive session was held prior to the regular meeting. At 6:16 p.m. Mr. Borri moved and Mr. Mallery seconded a motion to enter into executive session. All ayes, motion carried. At 6:36 p.m. Mrs. Baker moved and Mr. Mallery seconded a motion to adjourn to open session. All ayes, motion carried.

EXECUTIVE
SESSION

Mrs. Baker moved and Mr. Mallery seconded a motion to hire Megan Butterfield as Prek-2 grades Special Education teacher and Brian Baumgartner as Elementary PE teacher. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; and Mr. Gibson, aye. Motion carried.

PERSONNEL

Mrs. Shore moved and Mr. Borri seconded a motion to approve raises for Administration and Non-Union personnel of 2.4%. On roll call, the members voted as follows: Mrs. Shore, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; and Mrs. Baker, aye. Motion carried.

Mr. Mallery moved and Mr. Gibson seconded a motion to extend Mr. Carlson's contract 1 year. On roll call the members voted as follows: Mr. Mallery, aye; Mr. Gibson, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; and Mr. Copeland, aye.

Mr. Borri moved and Mr. Gibson seconded a motion to hire Angie Heiser and Bethany Zavada to teach HS summer school. On roll call the members voted as follows: Mr. Borri, aye; Mr. Gibson, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mrs. Chiado, aye; and Mr. Copeland, aye. Motion carried.

Mrs. Chiado moved and Mrs. Baker seconded a motion to bump Megan Goetz's salary \$4,000. On roll call the members voted as follows: Mrs. Chiado, aye; Mrs. Baker, aye; Mr. Borri, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried.

PUTNAM COUNTY BOARD OF EDUCATION

April 20, 2020

Page 3

Mrs. Shore moved and Mrs. Chiado seconded a motion to change all custodial classifications to Tier 1. On roll call members voted as follows: Mrs. Shore, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; Mrs. Baker, aye; and Mr. Borri, aye. Motion carried.

PERSONNEL
CONT'D.

Mr. Borri moved and Mr. Mallery seconded a motion to accept with regret, the resignation of board member Jim Gibson effective after this meeting. All ayes, motion carried.

At 7:05 p.m. Mr. Mallery moved and Mr. Gibson seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully, submitted,

Megan Goetz, Board Secretary

APPROVED _____ DATE _____
BOARD PRESIDENT

BOARD SECRETARY DATE _____

Putnam County Community Unit School District #535
400 E Silverspoon Ave
Granville, Illinois 61326

Board of Education
Special Meeting
May 4, 2020, 6:00 p.m.
Putnam County Primary School – Media Center

President Mr. Copeland called the meeting to order at 6:05 p.m.

CALL TO ORDER

The meeting continued with the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

The following members were present to answer roll call: Mrs. Baker, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Mr. Borri was absent.

ROLL CALL

There was no audience participation.

AUDIENCE
PARTICIPATION/
HEARING OF
DELEGATIONS

There were no adjustments to the agenda.

ADJUSTMENTS TO
AGENDA

There was no correspondence.

CORRESPONDENCE

There was no Old Business.

OLD BUSINESS

Mr. Mallery moved and Mrs. Baker seconded a motion to approve the renewal of the auditor's contract with Gorenz and Associates. On roll call the members voted as follows: Mr. Mallery, aye; Mrs. Baker, aye; Mrs. Chiado, aye; Mr. Copeland, aye; and Mrs. Shore, aye. Motion carried.

NEW BUSINESS

Mrs. Shore moved and Mrs. Chiado seconded a motion to renew the district contract with Robbins and Schwartz Attorney's for legal services. On roll call the members voted as follows: Mrs. Shore, aye; Mrs. Chiado, aye; Mr. Copeland, aye; Mr. Mallery, aye; and Mrs. Baker, aye. Motion carried.

Bids for the building for the Water tank project at the Junior High were once again extremely high. Mr. Carlson recommended that the board reject the bids and reput out for new bids. Mr. Mallery moved Mrs. Baker seconded a motion to approve rejecting the bids for the building at the Junior High for the new Water tank project. On roll call the members voted as follows: Mr. Mallery, aye; Mrs. Baker, aye; Mrs. Chiado, aye; Mr. Copeland, aye; and Mrs. Shore, aye. Motion carried.

Discussion was held regarding options for the district's liability insurance. Brennan and Stuart from LaSalle is still interested in giving the district a bid for the liability options. Mr. Carlson recommended to put it out for liability insurance bids. No action was required.

The board heard and discussed options regarding holding a graduation ceremony for the high school seniors. Dr. Theisinger had released a survey to seniors and their parents asking for input on graduation. Also, there is a possibility that prom could be held in

PUTNAM COUNTY BOARD OF EDUCATION

May 4, 2020

Page 2

mid-July in if large events will be able to be held by then. Mrs. Shore moved and Mrs. Chiado seconded a motion to approve the plan for high school graduation to be held on May 17, 2020. It will be a drive-up ceremony in front of the school and a possible date for prom to be held in mid-July in the event that large events can be held. All ayes, motion carried.

At 6:40 p.m. Mrs. Baker moved and Mr. Mallery seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted,

Megan Goetz, Board Secretary

APPROVED

BOARD PRESIDENT

DATE

BOARD SECRETARY

DATE

Putnam County Community Unit School District #535
400 E Silverspoon Ave
Granville, Illinois 61326

Board of Education
Special Meeting
5:30 p.m., April 24, 2020
Media Center Putnam County Primary School

President Mr. Copeland called the meeting to order at 5:39 p.m.

CALL TO ORDER

The board decided to forego reciting the pledge since they were attending the meeting via Zoom.

PLEDGE OF
ALLEGIANCE

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; and Mrs. Shore, aye. Mr. Mallery was absent.

ROLL CALL

There were no adjustments to the agenda.

ADJUSTMENTS TO
THE AGENDA

There was no audience participation.

AUDIENCE
PARTICIPATION
AND HEARING OF
DELEGATIONS

There was no correspondence.

CORRESPONDENCE

There was no Old Business.

OLD BUSINESS

Mrs. Shore moved and Mr. Borri seconded a motion to approve the renewal of the district's contract with Hillmann Pediatric Services. On roll call the members voted as follows: Mrs. Shore, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; and Mrs. Baker, aye. Motion carried.

NEW BUSINESS

Mrs. Shore moved and Mrs. Baker seconded a motion to approve the 2020 E-Rate proposal contract with McNabb Telephone for internet connections for the district. On roll call the members voted as follows: Mrs. Shore, aye; Mrs. Baker, aye; Mr. Borri, aye; Mrs. Chiado, aye; and Mr. Copeland, aye. Motion carried.

Mrs. Shore moved and Mr. Borri seconded a motion to approve the proposed summer maintenance projects for 2020. HS Parking lot patch work, \$9,500; Elementary parking lot and basketball court, \$5,100; HS Water Main Northwest corner, \$14,984; HS Kitchen water main, \$10,793; JH Fire Alarm system, \$52,046; and paint and supplies, \$5,000 for a total of \$97,423. On roll call the members voted as follows: Mrs. Shore, aye; Mr. Borri, aye; Mrs. Chiado, aye; Mr. Copeland, aye; and Mrs. Baker, aye. Motion carried.

At 5:52 p.m. Mr. Borri moved and Mrs. Chiado seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted,

Megan Goetz, Board Secretary

APPROVED

BOARD PRESIDENT

DATE

BOARD SECRETARY

DATE

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
AAA TREE SERVICE						
		JR HI-GROUNDS REP/MAIN TREE		518	1,000.00	20-2543-323-3
					<u>\$1,000.00</u>	
AFLAC						
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	44.33	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-PRE TAX		96	44.33	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
					<u>\$133.66</u>	
AMAZON/SYNCB						
		LEASE FD TECH SUPPLY		518	648.57	10-1112-410-1
		HIGH SCHOOL-BLDG SUPPLIE		518	59.80	20-2542-410-2
		HS-SUPPLIES		518	60.60	10-1113-410-2
		LEASE FD TECH SUPPLY		518	39.98	10-1112-410-1
		MUSIC SUPPLY-PRIM		518	55.20	10-1115-410-5
		CROSS CAT SUPPLY		518	11.88	10-1220-410-1
					<u>\$876.03</u>	
AMEREN ILLINOIS						
		ELEMENTARY-NATURAL GAS		518	368.35	20-2542-465-4
		PRIMARY NATURAL GAS		518	533.28	20-2542-465-5
		H S-NATURAL GAS SERVICE		518	1,274.46	20-2542-465-2
		ELEMENTARY-ELECTRIC SERVI		518	1,171.01	20-2542-466-4
		JR HI-ELECTRICAL SERVICE		518	1,754.75	20-2542-466-3
		PRIMARY-ELECTRIC SERVIC		518	2,356.51	20-2542-466-5
		H S- ELECTRIC SERVICE		518	3,872.19	20-2542-466-2
		JR HI-NATURAL GAS		518	415.55	20-2542-465-3
		JR HI-ELECTRICAL SERVICE		518	94.96	20-2542-466-3
		JR HI-ELECTRICAL SERVICE		518	15.89	20-2542-466-3
		H S- ELECTRIC SERVICE		518	65.86	20-2542-466-2
					<u>\$11,922.81</u>	
AMERICAN CENTRAL INSURANCE S						
		HEALTH CARE EXP FLEX PLAN		96	795.42	10-481
		DEP DAYCARE EXP FLEX PLAN		96	416.67	10-481
		BOARD DUES/FEES		518	65.00	10-2310-640-6
		DEP DAYCARE EXP FLEX PLAN		96	416.67	10-481
		HEALTH CARE EXP FLEX PLAN		96	962.09	10-481
		BOARD DUES/FEES		518	65.00	10-2310-640-6
					<u>\$2,720.85</u>	
ARAMARK						
		ALL SCHOOL SERVICES		518	445.18	20-2542-321-1
					<u>\$445.18</u>	
BABY FOLD, THE						
		LIGHTEDWAY/PEORIA		518	7,226.52	10-1912-670-1
					<u>\$7,226.52</u>	
BALESTRI, COURTNEY						

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name		Override	Batch #	Amount	State Account Number
P.O. Number	Description				
	HENN OFFICE - SUPPLIES		518	270.62	10-2410-410-4
				<u>\$270.62</u>	
BLUE CROSS BLUE SHIELD OF ILLII					
	HLTH CRT S		96	2,662.38	10-481
	HLTH BP CRT S		96	11,142.60	10-481
	HLTH CRT F		96	2,773.60	10-481
	HLTH BP CRT F		96	2,368.15	10-481
	HLTH CRT E + S		96	715.74	10-481
	HLTH BP CRTE+S		96	780.60	10-481
	HLTH NC E+S		96	357.87	10-481
	HLTH NC E+S		96	357.87	20-481
	HLTH BP NC E+S		96	390.30	10-481
	HLTH BP NC E+S		96	390.30	20-481
	HLTH BP ADM S		96	657.38	10-481
	HLTH NC F		96	554.72	10-481
	HLTH BP NC F		96	473.63	10-481
	HLTH NC S		96	1,267.80	10-481
	HLTH NC S		96	380.34	20-481
	HLTH BP NC S		96	5,306.00	10-481
	HLTH BP NC S		96	1,327.43	20-481
	HLTH E + C		96	2,082.00	10-481
	HLTH BP E + C		96	2,789.04	10-481
	HLTH ADM BP F		96	4,113.40	10-481
	HLTH CRT S		96	2,662.38	10-481
	HLTH BP CRT S		96	11,142.60	10-481
	HLTH NC S		96	380.34	20-481
	HLTH BP NC S		96	1,327.43	20-481
	HLTH E + C		96	2,602.50	10-481
	HLTH BP E + C		96	3,486.30	10-481
	HLTH NC S		96	1,521.36	10-481
	HLTH BP NC S		96	6,367.20	10-481
	HLTH ADM BP F		96	4,113.40	10-481
	HLTH BP ADM S		96	657.38	10-481
	HLTH CRT F		96	2,773.60	10-481
	HLTH BP CRT F		96	2,368.15	10-481
	HLTH NC E+S		96	357.87	10-481
	HLTH BP NC E+S		96	390.30	10-481
	HLTH NC F		96	554.72	10-481
	HLTH BP NC F		96	473.63	10-481
	HLTH CRT E + S		96	715.74	10-481
	HLTH BP CRTE+S		96	780.60	10-481
	HLTH NC E+S		96	357.87	20-481
	HLTH BP NC E+S		96	390.30	20-481
				<u>\$84,314.82</u>	
CARLSON, CARL					
	SUPT OFFICE-TRAVEL		518	738.92	10-2320-332-1
				<u>\$738.92</u>	
CDW GOVT INC.					

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		LEASE FD TECH SUPPLY VIEWSONIC MONIT		518	24,371.79	10-1112-410-1
					<u>\$24,371.79</u>	
CENGAGE LEARNING INC/GALE						
		LEASE FD TECH SOFTWARE		518	1,207.54	10-1113-470-1
		HS MEDIA BOOKS		518	50.00	10-2220-411-2
					<u>\$1,257.54</u>	
CHAPMAN'S MECHANICAL						
		ELEMENTARY-BLDG REPAIR MEN'S RR		518	666.00	20-2542-323-4
		H S-BUILDING REPAIRS/MAI SCIENCE ROOM		518	1,898.00	20-2542-323-2
					<u>\$2,564.00</u>	
CIONI FORD, AL						
		TRUCK REPAIR/MAINT		518	81.39	20-2542-320-3
		EXPLORER SUPPLY BRAKES/ROTORS/OIL		518	830.47	40-2550-412-1
		TRUCK REPAIR/MAINT TIRES/BALANCE		518	1,028.00	20-2542-320-3
					<u>\$1,939.86</u>	
CPI						
		IDEA BLOCK GRANT TRAV SM ON LINE TRN		518	1,090.00	10-1110-332-38-462000
					<u>\$1,090.00</u>	
CULLIGAN TRI CO SALES						
		ALL SCHOOL SERVICES		518	101.00	20-2542-321-1
		ALL SCHOOL SERVICES		518	110.00	20-2542-321-1
					<u>\$211.00</u>	
DAVIS, ANNETTE E						
		ED FOUNDATIONS SUPPLIES RCB GRANT		518	33.99	10-2310-411-6
		MEDIA PROG-TRAVEL		518	31.67	10-2220-332-1
		HEARING IMP-TRAVEL		518	3.48	10-1207-332-1
					<u>\$69.14</u>	
DE LAGE LANDEN PUBLIC FINANCE						
		HS R/M / COPIER		518	563.61	10-1113-323-2
		JH R/M/COPIER		518	563.61	10-1112-323-3
		PRIMARY R/M /COPIER		518	563.61	10-1111-323-5
		SUP COPY MACHINE		518	563.61	10-2320-323-1
		HEN R/M/COPIERS		518	563.61	10-1110-323-4
					<u>\$2,818.05</u>	
DOUBLE Z TRUCKING INC						
		PFA INST SUP 1-6 MULCH		518	1,690.00	10-1125-410-1
					<u>\$1,690.00</u>	
ERICKSON, MICHELLE						
		EPIC-TUITION REIMB		518	510.00	10-2210-320-1
					<u>\$510.00</u>	
EYEWORDBS INC.						
43814		MEDICAID		518	56.95	10-1220-411-11-499100
					<u>\$56.95</u>	
FATHER NATURE						
		H S- GROUNDS REPAIR/MAIN TREES		518	400.00	20-2543-323-2
		PRIMARY-GROUNDS REP/MAI		518	100.00	20-2543-323-5

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
				<u>\$500.00</u>	
FICEK ELECTRIC & COMM					
	JR HI BLDG. REP/ MAINT FIRE ALARM		518	130.00	20-2542-323-3
	H S-BUILDING REPAIRS/MAI FIRE ALARM		518	130.00	20-2542-323-2
	HIGH SCHOOL-BLDG SUPPLIE KEY FABS		518	246.00	20-2542-410-2
	PRIMARY BLDG SUPPLY KEY FABS		518	246.00	20-2542-410-5
	JR HI-BUILDING SUPPLIES KEY FABS		518	246.00	20-2542-410-3
	ELEMENTARY-BLDG SUPPLIES KEY FABS		518	246.00	20-2542-410-4
	JR HI BLDG. REP/ MAINT		518	1,462.99	20-2542-323-3
				<u>\$2,706.99</u>	
FRONTIER					
	ELEM-TELEPHONE		518	148.54	20-2542-340-4
	H S - TELEPHONE SERVICE		518	210.42	20-2542-340-2
	PRIMARY-TELEPHONE SERV		518	96.23	20-2542-340-5
				<u>\$455.19</u>	
FRONTLINE TECHNOLOGIES GROU					
	LEASE FD TECH SOFTWARE SUB SYSTEM		518	5,519.72	10-1113-470-1
				<u>\$5,519.72</u>	
GRASSERS					
	JR HI-BUILDING SUPPLIES		518	21.98	20-2542-410-3
				<u>\$21.98</u>	
GUARDIAN					
	DENTAL CERT S		96	200.52	10-481
	DENTAL BP CRT S		96	372.96	10-481
	DENTAL CRT F		96	275.25	10-481
	DENTAL BP CRT F		96	511.50	10-481
	LIFE ADM BP		96	25.50	10-481
	DENTAL CERT S+		96	64.32	10-481
	DENT BP CRT S+		96	119.52	10-481
	DENT ADM BP F		96	157.35	10-481
	DENT ADM BP S		96	15.93	10-481
	DENT ADMIN E+S		96	30.64	10-481
	DENT NC FAMILY		96	18.35	10-481
	DENT NC BP FAM		96	34.10	10-481
	DENT NC S+ 1		96	71.56	10-481
	DENT NC S+ 1		96	10.72	20-481
	DENT BP NC S+ 1		96	51.00	10-481
	DENT BP NC S+ 1		96	19.92	20-481
	DENT NC SINGLE		96	77.98	10-481
	DENT NC SINGLE		96	33.42	20-481
	DENT NC BP S		96	145.04	10-481
	DENT NC BP S		96	62.16	20-481
	LIFE CERT		96	91.50	10-481
	LIFE CERT BP		96	167.75	10-481
	LIFE NC		96	24.00	10-481
	LIFE NC		96	3.75	20-481
	LIFE NC BP		96	44.16	10-481

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		LIFE NC BP		96	7.38	20-481
		VISION EMP		96	199.75	10-481
		VISION EMP		96	17.00	20-481
		VISION E+S		96	76.59	10-481
		VISION E+C		96	37.44	10-481
		VISION FAMILY		96	176.93	10-481
		LIFE VOL		96	71.64	10-481
		VISION FAMILY		96	176.93	10-481
		DENTAL CRT F		96	275.25	10-481
		LIFE CERT		96	91.50	10-481
		LIFE CERT BP		96	167.75	10-481
		DENTAL BP CRT F		96	511.50	10-481
		DENT NC SINGLE		96	33.42	20-481
		LIFE NC		96	3.75	20-481
		DENT NC BP S		96	62.16	20-481
		LIFE NC BP		96	7.38	20-481
		VISION EMP		96	216.75	10-481
		DENTAL CERT S		96	200.52	10-481
		DENTAL BP CRT S		96	372.96	10-481
		LIFE ADM BP		96	25.50	10-481
		VISION E+S		96	76.59	10-481
		LIFE NC		96	27.00	10-481
		LIFE NC BP		96	49.66	10-481
		DENTAL CERT S+		96	64.32	10-481
		DENT BP CRT S+		96	119.52	10-481
		LIFE VOL		96	132.22	10-481
		DENT NC SINGLE		96	100.26	10-481
		DENT NC BP S		96	186.48	10-481
		VISION EMP		96	17.00	20-481
		DENT ADM BP F		96	157.35	10-481
		DENT ADM BP S		96	15.93	10-481
		VISION E+C		96	37.44	10-481
		DENT NC S+ 1		96	71.56	10-481
		DENT BP NC S+ 1		96	51.00	10-481
		DENT NC FAMILY		96	18.35	10-481
		DENT NC BP FAM		96	34.10	10-481
		DENT ADMIN E+S		96	30.64	10-481
		DENT NC S+ 1		96	10.72	20-481
		DENT BP NC S+ 1		96	19.92	20-481
					<u>\$6,581.06</u>	
GUISTI ELECTRIC LLC						
		H S-BUILDING REPAIRS/MAI BB HOOP LIFTS		518	120.00	20-2542-323-2
		JR HI BLDG. REP/ MAINT ELEC LIFT		518	1,260.00	20-2542-323-3
					<u>\$1,380.00</u>	
HAMBLY, JENNA						
		EPIC TRAVEL		518	125.40	10-2210-332-1
					<u>\$125.40</u>	
HEARTLAND BANK AND TRUST COI						

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		BOND INTEREST		518	2,731.25	30-5200-610-1
					<u>\$2,731.25</u>	
HEISER, ANGIE						
		HS-SUPPLIES		518	13.98	10-1113-410-2
		HS-SUPPLIES TPT		518	179.79	10-1113-410-2
					<u>\$193.77</u>	
HENNEPIN FOOD MART						
		HENN-CAFE FOOD		518	9.16	10-2560-410-4-421000
		HENN-CAFE FOOD		518	19.06	10-2560-410-4-421000
		CROSS CAT DIR SUPPLY		518	25.89	10-1220-411-1
					<u>\$54.11</u>	
HENNEPIN WATER DISTRICT						
		ELEM-WATER		518	77.20	20-2542-322-4
		ELEM-WATER		518	178.71	20-2542-322-4
					<u>\$255.91</u>	
HILLMANN PEDIATRIC THERAPY						
		PHYS IMP-CONTRACT SERVIC MARCH		518	8,729.34	10-1204-319-1
					<u>\$8,729.34</u>	
HINCKLEY SPRING WATER CO						
		BOARD SUPPLIES		518	12.75	10-2310-410-6
					<u>\$12.75</u>	
HUMAN RELATIONS MEDIA						
		JR HI MEDIA-PERIODICALS		518	343.89	10-2220-440-3
					<u>\$343.89</u>	
IAASE						
		CROSS CAT DIR DUES/FEES		518	180.00	10-1220-640-1
					<u>\$180.00</u>	
IESA						
		JH ATHL DUES/FEES MEMBERSHIP		518	845.00	10-1501-640-3
					<u>\$845.00</u>	
IL ASSO OF SCHOOL BOARDS						
		BOARD DUES/FEES BOARDBOOK/PRESSPL		518	3,900.00	10-2310-640-6
		BOARD DUES/FEES ANNUAL DUES		518	4,645.00	10-2310-640-6
					<u>\$8,545.00</u>	
IMPACT NETWORKING, LLC						
		LEASE FD TECH CAP OUT COPIER		518	3,960.00	10-1110-540-1
					<u>\$3,960.00</u>	
JOHN DEERE FINANCIAL						
		HIGH SCHOOL-BLDG SUPPLIE		518	192.88	20-2542-410-2
					<u>\$192.88</u>	
JONES SCHOOL SUPPLY COMPANY						
		ED FOUNDATIONS SUPPLIES CIVIL WARE P		518	55.95	10-2310-411-6
					<u>\$55.95</u>	
JUNIOR HIGH IMPREST						
		JR HI-DUES/FEES		518	10.00	10-1112-640-3
		JH ATHL DUES/FEES		518	195.00	10-1501-640-3

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		JH ATHL OFFICIALS		518	125.00	10-1501-319-3
		BOARD SUPPLIES		518	682.26	10-2310-410-6
					<u>\$1,012.26</u>	
KAPLAN EARLY LEARNING CO						
		PFA INST SUP 1-6		518	593.25	10-1125-410-1
					<u>\$593.25</u>	
KELLY SAUDER RUPIPE						
		H S- GROUNDS CAP OUTLAY MOWER		518	9,525.00	20-2543-540-2
					<u>\$9,525.00</u>	
KINETIC LEASING INC.						
		LEASE FD TECH SUPPLY CHROMEBOOKS		518	4,026.00	10-1112-410-1
					<u>\$4,026.00</u>	
KOHL WHOLESALE						
		ELEM BREAKFAST		518	62.39	10-2560-411-4
		HENN-CAFE FOOD		518	107.57	10-2560-410-4-421000
		HENN ELEM-CAFE MISC SUPP		518	78.01	10-2560-490-4-421000
		HS BREAKFAST		518	177.14	10-2560-411-2
		HIGH SCHOOL- FOOD		518	756.14	10-2560-410-2-421000
		H S-CAFE MISC SUPPLIES		518	60.42	10-2560-490-2-421000
		JH BREAKFAST		518	1,086.54	10-2560-411-3
		JR HI-CAFE FOOD		518	1,500.88	10-2560-410-3-421000
		JR HI-CAFE MISC SUPPLIES		518	219.47	10-2560-490-3-421000
		PRIM BREAKFAST		518	177.15	10-2560-411-5
		PRIMARY CAFE FOOD		518	756.12	10-2560-410-5-421000
		PRIMARY MISC SUPPLY		518	60.43	10-2560-490-5-421000
					<u>\$5,042.26</u>	
KS STATE BANK						
		TORT SUPPLIES BL POINT		518	3,320.00	80-2365-410-7
					<u>\$3,320.00</u>	
LEARNING TECHNIQUES, LTD						
		IDEA BLOCK GRANT TRAVEL		518	1,030.00	10-1110-332-38-462000
		IDEA BLOCK GRANT TRAVEL		518	600.00	10-1110-332-38-462000
					<u>\$1,630.00</u>	
LEASE						
		EPIC TRAVEL KJ		518	45.00	10-2210-332-1
					<u>\$45.00</u>	
LEQUIA, BRANDI M.						
		F/C SCIENCE SUPPLY		518	339.84	10-1113-412-2
					<u>\$339.84</u>	
LIGHTED WAY ASSOCIATION I						
		LIGHTEDWAY/PEORIA		518	15,616.20	10-1912-670-1
					<u>\$15,616.20</u>	
LOUIS, WENDY						
		F/C SCIENCE SUPPLY		518	7.25	10-1113-412-2
					<u>\$7.25</u>	
MACGILL						

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		NURSE-SUPPLIES		518	99.50	10-2134-410-1
					<u>\$99.50</u>	
MARK KARLOSKY CONSULTING						
		TECH R/M		518	314.50	10-2226-323-1
		LEASE FD TECH SUPPLY FIREWALL		518	1,225.84	10-1112-410-1
		LEASE FD TECH SUPPLY		518	219.00	10-1112-410-1
		TECH R/M FIREWALL		518	223.25	10-2226-323-1
					<u>\$1,982.59</u>	
MAXCOM						
		TECH R/M RADIO NETWORK		518	65.00	10-2226-323-1
					<u>\$65.00</u>	
MCNABB TELEPHONE COMPANY						
		SUPT-TELEPHONE		518	350.94	20-2542-340-1
		H S - TELEPHONE SERVICE		518	350.94	20-2542-340-2
		JR HI-TELEPHONE SERVICE		518	350.94	20-2542-340-3
		ELEM-TELEPHONE		518	350.94	20-2542-340-4
		PRIMARY-TELEPHONE SERV		518	350.94	20-2542-340-5
					<u>\$1,754.70</u>	
MCNELIS, SUSAN						
		SUPT OFFICE-POSTAGE		518	21.00	10-2320-341-1
		SUPT OFFICE-POSTAGE		518	16.55	10-2320-341-1
					<u>\$37.55</u>	
MEDIACOM						
		LEASE FD-NBS/MEDIACOM		518	291.93	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		518	335.90	10-2190-323-1
					<u>\$627.83</u>	
MENARDS PERU						
		HIGH SCHOOL-BLDG SUPPLIE		518	17.94	20-2542-410-2
		PRIMARY BLDG SUPPLY		518	51.94	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		518	185.17	20-2542-410-2
					<u>\$255.05</u>	
NCPERS GROUP LIFE INS.						
		NCPERS INSURANCE		96	56.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
		NCPERS INSURANCE		96	72.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
					<u>\$144.00</u>	
NCS PEARSON						
		IDEA BLOCK GRANT TRAVEL AIMSPLUS		518	84.50	10-1110-332-38-462000
					<u>\$84.50</u>	
NORTH CENTRAL BANK/MASTERC/						
		HS-SUPPLIES		518	92.40	10-1113-410-2
		VOC AG SUPPLIES		518	750.68	10-1401-410-2
					<u>\$843.08</u>	
ORKIN EXTERMINATING CO IN						
		ALL SCHOOL SERVICES		518	87.35	20-2542-321-1

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name		Override	Batch #	Amount	State Account Number
P.O. Number	Description				
	ALL SCHOOL SERVICES		518	73.73	20-2542-321-1
	ALL SCHOOL SERVICES		518	91.36	20-2542-321-1
	ALL SCHOOL SERVICES		518	91.66	20-2542-321-1
				<u>\$344.10</u>	
PCCU (NEC)					
	NEC-ADMIN/10 MONTH		99	153.32	10-481
	NEC 24/20		99	1,053.55	10-481
	NEC 24/20		99	1,239.34	10-481
	NEC-ADMIN/10 MONTH		99	153.32	10-481
	DED NEC		99	16.17	10-481
				<u>\$2,615.70</u>	
PENSERV PLAN SERVICES INC					
	PENSERV PLAN SERVICES		97	2,884.00	10-481
	PENSERV PLAN SERVICES		97	50.00	20-481
	PENSERV PLAN SERVICES		97	3,084.00	10-481
	PENSERV PLAN SERVICES		97	50.00	20-481
				<u>\$6,068.00</u>	
PRAIRIE FARMS PEORIA DIVISION					
	HIGH SCHOOL - FOOD / MILK		518	294.00	10-2560-410-2-421000
	PRIMARY CAFE FOOD		518	294.00	10-2560-410-5-421000
	HENN-CAFE FOOD/MILK		518	96.00	10-2560-410-4-421000
	JR HI-CAFE FOOD/MILK		518	226.00	10-2560-410-4-421000
				<u>\$910.00</u>	
PUT CO PCEA/IEA DUES					
	NON-CERT DUES		96	530.72	10-481
	NON-CERT DUES		96	59.07	20-481
	IEA CERT DUES		96	2,379.13	10-481
	IEA CERT DUES		96	2,379.13	10-481
	NON-CERT DUES		96	59.07	20-481
	NON-CERT DUES		96	530.72	10-481
				<u>\$5,937.84</u>	
PUT CO SCHOOL (FED TRS)					
	TITLE I FED TRS		518	533.00	10-1250-210-36-430000
	TITLE I FED TRS		518	591.58	10-1250-210-36-430000
				<u>\$1,124.58</u>	
PUT CO SCHOOL (TRS HEALTH)					
	THIS ADMIN/10 MONTH		99	571.03	10-481
	THIS P24/T20		99	3,923.42	10-481
	THIS P24/T20		99	4,615.50	10-481
	THIS ADMIN/10 MONTH		99	571.03	10-481
	DED THIS		99	60.23	10-481
				<u>\$9,741.21</u>	
PUT CO SCHOOL (TRS)					
	TRS ADMI/10 MONTH		99	2,614.58	10-481
	TRS P24/T20		99	17,964.43	10-481
	TRS P24/T20		99	21,133.32	10-481
	TRS ADMI/10 MONTH		99	2,614.58	10-481

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name					
P.O. Number	Description	Override	Batch #	Amount	State Account Number
	DED TRS		99	275.76	10-481
				<u>\$44,602.67</u>	
PUT CO SCHOOLS (IMRF)					
	IM IMRF		98	37.56	10-481
	IM IMRF		98	1,948.65	10-481
	IM IMRF		98	640.78	20-481
	IMRFBRD SHARE		98	5,283.23	50-481
	IMRFBRD SHARE		98	1,704.45	50-481
	IMRF VOL CONTRIBUTIONS		98	82.90	10-481
	IMRF VOL CONTRIBUTIONS		98	158.86	20-481
	IM IMRF		98	640.77	20-481
	IMRFBRD SHARE		98	1,704.45	50-481
	IM IMRF		98	2,200.46	10-481
	IMRFBRD SHARE		98	5,953.19	50-481
	IMRF VOL CONTRIBUTIONS		98	82.90	10-481
	IM IMRF		98	59.11	40-481
	IMRFBRD SHARE		98	157.24	50-481
	IM IMRF		98	37.56	10-481
	IMRF VOL CONTRIBUTIONS		98	158.86	20-481
				<u>\$20,850.97</u>	
PUTNAM CO COMM UNIT (IL)					
	IL State Tax		99	9,891.35	10-481
	IL State Tax		99	613.02	20-481
	IL State Tax		99	11,888.53	10-481
	IL State Tax		99	694.94	20-481
	IL State Tax		99	62.10	40-481
				<u>\$23,149.94</u>	
PUTNAM CO SD FIT					
	Federal Tax 2020		99	18,950.44	10-481
	Federal Tax 2020		99	1,291.96	20-481
	Federal Tax 2020		99	25,010.01	10-481
	Federal Tax 2020		99	1,375.99	20-481
	Federal Tax 2020		99	26.29	40-481
				<u>\$46,654.69</u>	
PUTNAM CO SD MEDICARE					
	MEDICARE (CERT)		99	2,431.45	10-481
	MEDICARE (BRD PD)		99	2,431.45	50-481
	MEDICARE (CERT)		99	2,932.64	10-481
	MEDICARE (BRD PD)		99	2,932.64	50-481
				<u>\$10,728.18</u>	
PUTNAM COUNTY SD FICA					
	MATCHING FICA		99	3,178.59	50-481
	MATCHING FICA		99	1,027.34	50-481
	FICA 2020		99	3,178.59	10-481
	FICA 2020		99	1,027.34	20-481
	FICA 2020		99	1,167.46	20-481
	MATCHING FICA		99	1,167.46	50-481

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		FICA 2020		99	3,877.85	10-481
		MATCHING FICA		99	3,877.85	50-481
		FICA 2020		99	100.49	40-481
		MATCHING FICA		99	100.49	50-481
					<u>\$18,703.46</u>	
REGIONAL OFFICE OF EDUCATION						
		TUITION-PUBLIC 3RD QTR		518	1,638.72	10-4210-600-1
					<u>\$1,638.72</u>	
ROBBINS SCHWARTZ						
		LEGAL FEES 866037/866038		518	1,105.00	80-2369-318-1
					<u>\$1,105.00</u>	
SHAW MEDIA/LASALLE PUBLISHING						
		INFO SERV-ADVERTISING SPORTS		518	535.00	10-2630-350-1
					<u>\$535.00</u>	
SHERWIN-WILLIAMS						
		PRIMARY BLDG SUPPLY		518	307.29	20-2542-410-5
		JR HI-BUILDING SUPPLIES GYM PAINT		518	1,446.57	20-2542-410-3
					<u>\$1,753.86</u>	
SPECIALIZED DATA SYSTEMS						
		DATA PROCESS SOFTWARE		518	4,695.00	10-2660-470-1
		DATA PROCESS SOFTWARE ANNUAL HOST		518	4,800.00	10-2660-470-1
					<u>\$9,495.00</u>	
SPECIALTY CLOSURES INC						
		H S-BUILDING CAP OUTLAY HS BACKBOAR		518	3,110.00	20-2542-540-2
		H S-BUILDING CAP OUTLAY BB WENCHES H		518	7,900.00	20-2542-540-2
					<u>\$11,010.00</u>	
STATE DISBURSEMENT UNIT						
		CHILD SUPPORT		97	451.83	10-481
		CHILD SUPPORT		97	451.83	10-481
					<u>\$903.66</u>	
SUBSCRIPTION SERVICES						
		HS MEDIA BOOKS		518	550.91	10-2220-411-2
					<u>\$550.91</u>	
SUPERINTENDENT IMPREST						
		BOARD DUES/FEES FARNSWORTH		518	90.00	10-2310-640-6
					<u>\$90.00</u>	
TERRY, LEE ANN						
		HEARING IMP SERVICES		518	3,815.00	10-1207-311-1
					<u>\$3,815.00</u>	
THRUSH SANITATION						
		H S ATHLETIC-SUPPLIES		518	47.50	10-1501-410-2
					<u>\$47.50</u>	
TODAY'S CLASSROOM LLC						
		MEDICAID		518	427.70	10-1220-411-11-499100
					<u>\$427.70</u>	
TONIS FLOWER AND GIFT SHOP						

Bills Payable List

Printed: 5/15/2020 10:38 AM
 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2020 to 5/31/2020

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		BOARD SUPPLIES		518	25.00	10-2310-410-6
					<u>\$25.00</u>	
TRINITY CATHOLIC SCHOOL						
		LIGHTEDWAY/PEORIA WL		518	16.50	10-1912-670-1
		LIGHTEDWAY/PEORIA CG		518	30.25	10-1912-670-1
		LIGHTEDWAY/PEORIA BB		518	27.50	10-1912-670-1
		LIGHTEDWAY/PEORIA AB		518	27.50	10-1912-670-1
					<u>\$101.75</u>	
US GAMES						
		PRIMARY-SUPPLIES		518	214.09	10-1111-410-5
					<u>\$214.09</u>	
VILLAGE OF GRANVILLE						
		PRIMARY- WATER		518	102.95	20-2542-322-5
		PRIMARY- WATER		518	640.75	20-2542-322-5
					<u>\$743.70</u>	
WASHINGTON NATIONAL INS CO						
		WASHINGTON NATL INS.		96	812.97	10-481
		WASHINGTON NATL INS.		96	125.05	20-481
		WASHINGTON NATL INS.		96	858.77	10-481
		WASHINGTON NATL INS.		96	125.05	20-481
					<u>\$1,921.84</u>	
WASTE MANAGEMENT						
		ALL SCHOOL SERVICES		518	254.74	20-2542-321-1
					<u>\$254.74</u>	
WEST SIDE MASONRY						
		ELEMENTARY-BLDG REPAIR BLDG REPAIR		518	8,800.00	20-2542-323-4
					<u>\$8,800.00</u>	
				Report Total	<u><u>\$471,533.60</u></u>	

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 10				
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
10-110-1	CASH IN BANKS	660,504.69	216,857.76	877,362.45
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-121-1	REGULAR INVESTMENT ED	4,253,766.56	(147,110.88)	4,106,655.68
10-131	PAYROLL CASH	0.00	0.00	0.00
10-199-1	EMPLOYEE COMPUTERS	0.00	0.00	0.00
10-122-1	FARNSWORTH INVESTMENT	0.00	0.00	0.00
	Total	\$4,928,071.25	\$69,746.88	\$4,997,818.13
10-457-1	Delete This Account	0.00	0.00	0.00
10-498-1	TEACHER RET 2.2	0.00	0.00	0.00
10-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
10-496-1	LOHMANS CAFE. PLAN	0.00	0.00	0.00
10-495-1	LIFE INS PAYABLE	0.00	0.00	0.00
10-493-1	MEDICARE INS. PAYABLE	0.00	0.00	0.00
10-490-1	Delete This Account	0.00	0.00	0.00
10-481-1	TEACHER RET. PAYABLE	0.00	0.00	0.00
10-460-1	DISABILITY INS. PAYABLE	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-456-1	Delete This Account	0.00	0.00	0.00
10-455-1	Delete This Account	0.00	0.00	0.00
10-459-1	Delete This Account	0.00	0.00	0.00
10-454-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	(21.24)	0.00	(21.24)
10-434-1	LOANS FROM WKG CASH FND	0.00	0.00	0.00
10-453-1	Delete This Account	0.00	0.00	0.00
	Total	(\$21.24)	\$0.00	(\$21.24)
10-706-1	NET PROFIT/LOSS	(687,216.46)	(69,746.88)	(756,963.34)
10-730-1	FUND BALANCE	(4,240,833.55)	0.00	(4,240,833.55)
	Total	(\$4,928,050.01)	(\$69,746.88)	(\$4,997,796.89)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 20				
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
20-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
20-184-1	LAND FUND INVESTMENT	0.00	0.00	0.00
20-183-1	TREE FUND INVESTMENTS	3,648.98	0.00	3,648.98
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	13,914.20	11,297.20	25,211.40
20-121-1	REGULAR INVESTMENT O/M	732,564.55	(79,809.66)	652,754.89
	Total	\$750,127.73	(\$68,512.46)	\$681,615.27
20-454-1	Delete This Account	0.00	0.00	0.00
20-456-1	Delete This Account	0.00	0.00	0.00
20-457-1	Delete This Account	0.00	0.00	0.00
20-458-1	Delete This Account	0.00	0.00	0.00
20-459-1	Delete This Account	0.00	0.00	0.00
20-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
20-453-1	Delete This Account	0.00	0.00	0.00
20-481-1	ANNUITIES PAYABLE	6.79	0.00	6.79
20-451	Delete This Account	0.00	0.00	0.00
20-431-1	ACCOUNTS PAYABLE	(6.79)	0.00	(6.79)
20-452-1	Delete This Account	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
20-730-1	FUND BALANCE	(199,919.61)	0.00	(199,919.61)
20-706-1	NET PROFIT/LOSS	(550,208.12)	68,512.46	(481,695.66)
	Total	(\$750,127.73)	\$68,512.46	(\$681,615.27)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 30				
AP-Accrual-30	AP-Accrual for Fund 30	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
30-110-1	CASH IN BANKS	342.66	0.00	342.66
30-121-1	REGULAR INVESTMENT B/I	12,533.76	10.93	12,544.69
	Total	\$12,876.42	\$10.93	\$12,887.35
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-730-1	FUND BALANCE	(120,218.23)	0.00	(120,218.23)
30-706-1	NET PROFIT/LOSS	107,341.81	(10.93)	107,330.88
	Total	(\$12,876.42)	(\$10.93)	(\$12,887.35)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 40				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
Total		\$0.00	\$0.00	\$0.00
40-110-1	CASH IN BANKS	8,569.99	7,268.47	15,838.46
40-121-1	REGULAR INVESTMENT TRANS	434,793.44	(69,884.04)	364,909.40
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
Total		\$443,363.43	(\$62,615.57)	\$380,747.86
40-453-1	Delete This Account	0.00	0.00	0.00
40-411-1	LOANS FROM W/C	0.00	0.00	0.00
40-452-1	Delete This Account	0.00	0.00	0.00
40-454-1	Delete This Account	0.00	0.00	0.00
40-456-1	Delete This Account	0.00	0.00	0.00
40-457-1	Delete This Account	0.00	0.00	0.00
40-481-1	EMPLOYEE INCENTIVE	0.00	0.00	0.00
40-451-1	Delete This Account	0.00	0.00	0.00
40-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
Total		\$0.00	\$0.00	\$0.00
40-706-1	NET PROFIT/LOSS	44,897.28	62,615.57	107,512.85
40-730-1	FUND BALANCE	(488,260.71)	0.00	(488,260.71)
Total		(\$443,363.43)	\$62,615.57	(\$380,747.86)
Total		\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 50				
AP-Accrual-50	AP-Accrual for Fund 50	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-110-1	CASH IN BANKS	92,334.50	4,827.96	97,162.46
50-121-1	REGULAR INVESTMENT IMRF	465,250.40	(34,327.88)	430,922.52
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$557,584.90	(\$29,499.92)	\$528,084.98
50-481-1	MEDICARE EMPLOYEE (10)	0.00	0.00	0.00
50-492-1	MEDICARE INS PAYABLE	0.00	0.00	0.00
50-457-1	Delete This Account	0.00	0.00	0.00
50-454-1	Delete This Account	0.00	0.00	0.00
50-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
50-493-1	MEDICARE BOARD SHARE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-730-1	FUND BALANCE	(411,563.65)	0.00	(411,563.65)
50-706-1	NET PROFIT/LOSS	(146,021.25)	29,499.92	(116,521.33)
	Total	(\$557,584.90)	\$29,499.92	(\$528,084.98)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 60				
AP-Accrual-60	AP-Accrual for Fund 60	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-185-1	LONG TERM INVEST C/P	0.00	0.00	0.00
60-121-1	REG INVESTMENTS-CAP PROJ	0.00	0.00	0.00
60-110-1	CASH IN BANK-CAP PROJ	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-411-1	LOAN FROM W/C	0.00	0.00	0.00
60-431-1	A/P CAP PROJECTS	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
60-730-1	FUND BALANCE	0.00	0.00	0.00
60-706-1	NET PROFIT/LOSS	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 70				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-121-1	REGULAR INVESTMENT WC	539,224.14	123.14	539,347.28
70-185-1	INVESTMENT LONG TERM WC	1,734,660.56	3,313.88	1,737,974.44
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	149,380.55	0.00	149,380.55
	Total	\$2,423,265.25	\$3,437.02	\$2,426,702.27
70-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
70-411-1	LOANS TO LIFE SAFETY	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-730-1	FUND BALANCE	(2,566,124.32)	0.00	(2,566,124.32)
70-706-1	NET PROFIT/LOSS	142,859.07	(3,437.02)	139,422.05
	Total	(\$2,423,265.25)	(\$3,437.02)	(\$2,426,702.27)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 80				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	297,664.33	68.49	297,732.82
80-110-1	TORT-CASH IN BANKS	71,729.51	(17,331.84)	54,397.67
	Total	\$369,393.84	(\$17,263.35)	\$352,130.49
80-481	NON-CERT DUES	0.00	0.00	0.00
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-730-1	FUND BALANCE	(134,917.08)	0.00	(134,917.08)
80-706-1	NET PROFIT/LOSS	(234,476.76)	17,263.35	(217,213.41)
	Total	(\$369,393.84)	\$17,263.35	(\$352,130.49)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 5/8/2020 10:56 AM
PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 90				
AP-Accrual-90	AP-Accrual for Fund 90	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
90-185-1	LONG TERM L/S	0.00	0.00	0.00
90-121-1	REGULAR INVESTMENT L/S	107,268.87	46.56	107,315.43
90-110-1	CASH IN BANK-LIFE SAFETY	137,230.30	0.00	137,230.30
	Total	\$244,499.17	\$46.56	\$244,545.73
90-411-1	LOAN DUE TO EDUCATION	0.00	0.00	0.00
90-481-1	IL WITHHOLDING TAX PAY	0.00	0.00	0.00
90-457-1	Delete This Account	0.00	0.00	0.00
90-452-1	Delete This Account	0.00	0.00	0.00
90-412-1	LOAN DUE TO WORKING CASH	0.00	0.00	0.00
90-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
90-706-1	NET PROFIT/LOSS	(63,319.28)	(46.56)	(63,365.84)
90-730-1	FUND BALANCE	(181,179.89)	0.00	(181,179.89)
	Total	(\$244,499.17)	(\$46.56)	(\$244,545.73)
	Total	\$0.00	\$0.00	\$0.00

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	57,394.94	531,487.12	28,350.54	744,658.00	184,820.34	75.18	
200	Employee Benefits	14,772.61	136,588.16	6,349.25	164,000.00	21,062.59	87.16	
300	Purchased Services	1,100.32	44,361.66	648.11	64,759.00	19,749.23	69.50	
400	Supplies And Materials	85.90	25,167.06	0.00	27,300.00	2,132.94	92.19	
500	Capital Outlay	0.00	17,684.32	3,960.00	49,500.00	27,855.68	43.73	
1110	Elementary	73,353.77	755,288.32	39,307.90	1,050,217.00	255,620.78	75.66	** Function
100	Salaries	37,441.07	388,259.53	18,244.92	525,000.00	118,495.55	77.43	
200	Employee Benefits	9,661.53	92,390.82	4,830.77	145,000.00	47,778.41	67.05	
300	Purchased Services	563.61	6,564.67	563.61	15,000.00	7,871.72	47.52	
400	Supplies And Materials	0.00	26,625.71	214.09	27,300.00	460.20	98.31	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	47,666.21	513,840.73	23,853.39	713,800.00	176,105.88	75.33	** Function
100	Salaries	52,892.58	521,996.22	25,637.52	670,000.00	122,366.26	81.74	
200	Employee Benefits	14,740.29	133,669.73	7,354.25	176,000.00	34,976.02	80.13	
300	Purchased Services	615.81	6,710.89	563.61	16,000.00	8,725.50	45.47	
400	Supplies And Materials	6,365.93	144,102.37	5,251.84	205,100.00	55,745.79	72.82	
500	Capital Outlay	0.00	831.26	0.00	1,500.00	668.74	55.42	
600	Other Objects	0.00	395.00	10.00	1,000.00	595.00	40.50	
1112	Junior High	74,614.61	807,705.47	38,817.22	1,069,600.00	223,077.31	79.14	** Function
100	Salaries	63,080.82	640,366.94	31,222.85	906,137.00	234,547.21	74.12	
200	Employee Benefits	18,407.53	177,367.63	9,273.65	272,000.00	85,358.72	68.62	
300	Purchased Services	615.81	7,232.35	563.61	18,500.00	10,704.04	42.14	
400	Supplies And Materials	6,010.67	82,832.69	7,268.12	107,850.00	17,749.19	83.54	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
1113	High School	88,114.83	907,799.61	48,328.23	1,306,987.00	350,859.16	73.16	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	10,458.75	95,992.74	5,094.38	125,000.00	23,912.88	80.87	
200	Employee Benefits	2,657.86	22,728.89	1,328.94	30,000.00	5,942.17	80.19	
300	Purchased Services	0.00	1,517.40	0.00	2,750.00	1,232.60	55.18	
400	Supplies And Materials	482.37	2,886.53	0.00	5,620.00	2,733.47	51.36	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	40.00	934.50	0.00	1,200.00	265.50	77.88	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1115 MUSIC
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1115	MUSIC	13,638.98	124,060.06	6,423.32	164,570.00	34,086.62	79.29	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,874.67	114,967.95	5,657.95	140,700.00	20,074.10	85.73	
200	Employee Benefits	2,324.30	20,890.48	1,162.15	26,000.00	3,947.37	84.82	
300	Purchased Services	0.00	1,258.07	0.00	400.00	(858.07)	314.52	
400	Supplies And Materials	299.60	5,396.78	1,690.00	6,600.00	(486.78)	107.38	
500	Capital Outlay	1,247.90	1,247.90	0.00	0.00	(1,247.90)	0.00	
1125	Pre-K Programs	15,746.47	143,761.18	8,510.10	173,700.00	21,428.72	87.66	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	500.00	500.00	0.00	
300	Purchased Services	0.00	58,176.40	8,729.34	95,000.00	28,094.26	70.43	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	0.00	58,176.40	8,729.34	100,500.00	33,594.26	66.57	** Function
300	Purchased Services	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
1206	Visually Impaired (Vi)	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
300	Purchased Services	5,364.08	46,757.96	3,818.48	55,600.00	5,023.56	90.96	
400	Supplies And Materials	0.00	3,450.85	0.00	3,500.00	49.15	98.60	
1207	Hard Of Hearing (Hh)	5,364.08	50,208.81	3,818.48	59,100.00	5,072.71	91.42	** Function
100	Salaries	12,162.18	71,418.18	2,265.47	62,500.00	(11,183.65)	117.89	
200	Employee Benefits	1,243.53	11,075.74	621.77	14,500.00	2,802.49	80.67	
300	Purchased Services	0.00	12,787.90	0.00	2,200.00	(10,587.90)	581.27	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	13,405.71	95,281.82	2,887.24	79,850.00	(18,319.06)	122.94	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1219 Pre Kind EARLY CHILDHOOD
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	62,306.82	639,000.31	27,797.25	884,500.00	217,702.44	75.39	
200	Employee Benefits	13,946.81	133,909.73	6,903.59	220,000.00	79,186.68	64.01	
300	Purchased Services	0.00	2,444.94	0.00	6,000.00	3,555.06	40.75	
400	Supplies And Materials	295.32	15,929.28	56.95	43,100.00	27,113.77	37.09	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	150.00	389.00	0.00	1,000.00	611.00	38.90	
1220	Cross-Categorical (Cc)	76,698.95	791,673.26	34,757.79	1,154,600.00	328,168.95	71.58	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	4,206.75	46,313.85	2,058.38	59,000.00	10,627.77	81.99	
200	Employee Benefits	1,199.88	11,817.80	599.94	20,500.00	8,082.26	60.57	
300	Purchased Services	0.00	67.28	0.00	500.00	432.72	13.46	
400	Supplies And Materials	0.00	0.00	0.00	800.00	800.00	0.00	
1225	Special Education Programs Pre-K	5,406.63	58,198.93	2,658.32	80,800.00	19,942.75	75.32	** Function
100	Salaries	7,300.00	55,399.98	3,650.01	37,100.00	(21,949.99)	159.16	
200	Employee Benefits	2,973.54	16,319.77	2,049.06	9,550.00	(8,818.83)	192.34	
300	Purchased Services	0.00	618.80	0.00	5,950.00	5,331.20	10.40	
400	Supplies And Materials	0.00	67,468.76	0.00	67,410.00	(58.76)	100.09	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	10,273.54	139,807.31	5,699.07	120,010.00	(25,496.38)	121.25	** Function
100	Salaries	7,082.57	71,838.20	6,661.39	116,018.00	37,518.41	67.66	
200	Employee Benefits	2,152.00	19,405.73	1,566.45	27,500.00	6,527.82	76.26	
300	Purchased Services	0.00	460.09	0.00	2,000.00	1,539.91	23.00	
400	Supplies And Materials	20.48	2,292.81	0.00	11,050.00	8,757.19	20.75	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	500.00	500.00	0.00	
1401	VOCATIONAL AG	9,255.05	93,996.83	8,227.84	157,068.00	54,843.33	65.08	** Function

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1402 INDUSTRIAL ARTS
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,558.67	25,226.78	1,234.34	30,300.00	3,838.88	87.33	
200	Employee Benefits	930.95	8,509.70	465.48	10,700.00	1,724.82	83.88	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	327.55	0.00	500.00	172.45	65.51	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	3,489.62	34,064.03	1,699.82	42,100.00	6,336.15	84.95	** Function
100	Salaries	1,895.58	18,755.64	947.79	24,000.00	4,296.57	82.10	
200	Employee Benefits	287.32	2,287.95	143.66	2,500.00	68.39	97.26	
300	Purchased Services	0.00	209.38	0.00	1,000.00	790.62	20.94	
400	Supplies And Materials	0.00	113.99	0.00	300.00	186.01	38.00	
1459	CO-OP PROGRAM	2,182.90	21,366.96	1,091.45	27,800.00	5,341.59	80.79	** Function
100	Salaries	5,434.73	90,444.47	2,507.37	129,300.00	36,348.16	71.89	
200	Employee Benefits	555.81	7,777.72	271.83	11,400.00	3,350.45	70.61	
300	Purchased Services	110.00	23,178.58	125.00	34,600.00	11,296.42	67.35	
400	Supplies And Materials	653.59	15,267.32	47.50	17,700.00	2,385.18	86.52	
500	Capital Outlay	0.00	16,037.20	0.00	16,200.00	162.80	99.00	
600	Other Objects	0.00	9,171.40	1,040.00	13,000.00	2,788.60	78.55	
1501	ATHLETICS	6,754.13	161,876.69	3,991.70	222,200.00	56,331.61	74.65	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,392.32	24,208.10	1,196.26	36,000.00	10,595.64	70.57	
200	Employee Benefits	353.29	2,823.53	176.63	3,400.00	399.84	88.24	
300	Purchased Services	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
400	Supplies And Materials	808.17	5,352.72	0.00	6,300.00	947.28	84.96	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 1000 Instruction
Function 1540 EXTRA CURRICULAR
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	300.00	300.00	0.00	
1540	EXTRA CURRICULAR	3,553.78	32,384.35	1,372.89	47,000.00	13,242.76	71.82	** Function
100	Salaries	0.00	0.00	0.00	15,000.00	15,000.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	250.00	250.00	0.00	
1600	Summer School	0.00	0.00	0.00	16,250.00	16,250.00	0.00	** Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,743.33	17,556.68	871.67	26,500.00	8,071.65	69.54	
200	Employee Benefits	266.97	2,176.37	133.48	3,350.00	1,040.15	68.95	
300	Purchased Services	0.00	3,583.88	0.00	7,000.00	3,416.12	51.20	
400	Supplies And Materials	0.00	819.33	0.00	2,000.00	1,180.67	40.97	
1700	Drivers Education Program	2,010.30	24,136.26	1,005.15	38,850.00	13,708.59	64.71	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	32,701.03	152,831.38	101.75	400,000.00	247,066.87	38.23	
1912	Special Education Programs K-12 - Private Tuition	32,701.03	152,831.38	101.75	400,000.00	247,066.87	38.23	** Function
1000	Instruction	484,230.59	4,966,458.40	241,281.00	7,035,002.00	1,827,262.60	74.03	* Function
100	Salaries	9,730.43	97,629.62	4,865.23	119,800.00	17,305.15	85.55	
200	Employee Benefits	3,001.08	27,492.76	1,500.54	32,500.00	3,506.70	89.21	
300	Purchased Services	73.08	1,120.43	0.00	800.00	(320.43)	140.05	
400	Supplies And Materials	0.00	325.51	0.00	1,170.00	844.49	27.82	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	400.00	400.00	0.00	
2110	Attendance/Soc Wrk Serv	12,804.59	126,568.32	6,365.77	154,670.00	21,735.91	85.95	** Function
100	Salaries	3,857.81	38,299.38	1,928.91	49,000.00	8,771.71	82.10	
200	Employee Benefits	1,141.48	10,245.68	570.74	12,900.00	2,083.58	83.85	
300	Purchased Services	0.00	0.00	0.00	1,650.00	1,650.00	0.00	
400	Supplies And Materials	0.00	162.10	0.00	450.00	287.90	36.02	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 2000 Support Services
Function 2120 Guidance Services
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	100.00	100.00	0.00	
2120	Guidance Services	4,999.29	48,707.16	2,499.65	64,100.00	12,893.19	79.89	** Function
100	Salaries	3,673.39	37,002.79	1,836.70	50,000.00	11,160.51	77.68	
200	Employee Benefits	536.10	5,358.60	268.05	6,800.00	1,173.35	82.74	
300	Purchased Services	0.00	413.69	0.00	1,200.00	786.31	34.47	
400	Supplies And Materials	0.00	424.10	99.50	1,350.00	826.40	38.79	
2134	Nurse Services	4,209.49	43,199.18	2,204.25	59,350.00	13,946.57	76.50	** Function
100	Salaries	1,405.88	14,106.21	702.94	17,800.00	2,990.85	83.20	
200	Employee Benefits	411.60	4,076.29	205.80	3,500.00	(782.09)	122.35	
300	Purchased Services	0.00	67.28	0.00	14,650.00	14,582.72	0.46	
400	Supplies And Materials	0.00	1,441.68	0.00	1,500.00	58.32	96.11	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2140	Psychological Services	1,817.48	19,691.46	908.74	37,450.00	16,849.80	55.01	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2150	Function 2150	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	335.90	7,673.65	291.93	9,800.00	1,834.42	81.28	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2190	Other Support Svs Pupils	335.90	7,673.65	291.93	9,800.00	1,834.42	81.28	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 2000 Support Services
Function 2210 EPIC
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	1,361.68	26,519.85	406.27	48,000.00	21,073.88	56.10	
200	Employee Benefits	162.37	5,156.43	59.98	5,800.00	583.59	89.94	
300	Purchased Services	0.00	28,428.93	125.40	56,500.00	27,945.67	50.54	
400	Supplies And Materials	0.00	5,630.18	0.00	15,000.00	9,369.82	37.53	
2210	EPIC	1,524.05	65,735.39	591.65	125,300.00	58,972.96	52.93	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assurance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,787.68	118,445.32	5,893.86	145,700.00	21,360.82	85.34	
200	Employee Benefits	2,000.52	17,894.72	1,000.26	23,500.00	4,605.02	80.40	
300	Purchased Services	0.00	591.26	31.67	1,900.00	1,277.07	32.79	
400	Supplies And Materials	135.54	10,243.62	944.80	14,765.00	3,576.58	75.78	
500	Capital Outlay	0.00	0.00	0.00	13,000.00	13,000.00	0.00	
2220	MEDIA PROGRAM	13,923.74	147,174.92	7,870.59	198,865.00	43,819.49	77.97	** Function
100	Salaries	7,813.99	78,055.24	3,907.00	92,000.00	10,037.76	89.09	
200	Employee Benefits	559.58	6,152.58	279.79	7,000.00	567.63	91.89	
300	Purchased Services	211.70	12,291.45	379.50	13,500.00	829.05	93.86	
400	Supplies And Materials	0.00	0.00	0.00	2,700.00	2,700.00	0.00	
2226	TECHNOLOGY	8,585.27	96,499.27	4,566.29	115,200.00	14,134.44	87.73	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	269.41	2,687.87	134.71	7,000.00	4,177.42	40.32	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 2000 Support Services
Function 2310 Brd Ed Services
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	618.00	37,375.50	0.00	54,950.00	17,574.50	68.02	
400	Supplies And Materials	486.05	26,377.98	792.18	59,000.00	31,829.84	46.05	
500	Capital Outlay	0.00	28,751.00	0.00	28,751.00	0.00	100.00	
600	Other Objects	(35.52)	14,838.57	3,965.00	20,000.00	1,196.43	94.02	
2310	Brd Ed Services	1,337.94	110,030.92	4,891.89	169,701.00	54,778.19	67.72	** Function
100	Salaries	8,235.52	82,121.25	4,117.76	103,500.00	17,260.99	83.32	
200	Employee Benefits	3,210.26	32,073.00	1,605.13	40,400.00	6,721.87	83.36	
300	Purchased Services	622.21	7,639.92	1,323.53	17,000.00	8,036.55	52.73	
400	Supplies And Materials	3,385.89	9,054.64	0.00	4,000.00	(5,054.64)	226.37	
500	Capital Outlay	0.00	8,590.00	0.00	2,000.00	(6,590.00)	429.50	
600	Other Objects	40.00	1,574.79	0.00	2,000.00	425.21	78.74	
2320	Executive Adm. Serv	15,493.88	141,053.60	7,046.42	168,900.00	20,799.98	87.69	** Function
100	Salaries	0.00	6,927.36	0.00	0.00	(6,927.36)	0.00	
200	Employee Benefits	0.00	1,558.54	0.00	0.00	(1,558.54)	0.00	
2330	Service Area Administrative Services	0.00	8,485.90	0.00	0.00	(8,485.90)	0.00	** Function
100	Salaries	44,319.05	446,563.59	21,952.01	559,000.00	90,484.40	83.81	
200	Employee Benefits	13,004.78	131,048.20	6,488.75	164,000.00	26,463.05	83.86	
300	Purchased Services	22.04	3,400.43	0.00	7,000.00	3,599.57	48.58	
400	Supplies And Materials	1,150.42	7,801.95	0.00	12,420.00	4,618.05	62.82	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	350.00	3,402.00	0.00	4,700.00	1,298.00	72.38	
2410	Office Of Principal Serv	58,846.29	592,216.17	28,440.76	748,620.00	127,963.07	82.91	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	121.65	0.00	0.00	(121.65)	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	121.65	0.00	0.00	(121.65)	0.00	** Function
100	Salaries	10,044.94	100,449.61	2,173.01	118,000.00	15,377.38	86.97	
200	Employee Benefits	10.82	108.60	2.75	150.00	38.65	74.23	
300	Purchased Services	84.67	120.94	0.00	1,000.00	879.06	12.09	
400	Supplies And Materials	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,500.00	1,500.00	0.00	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Education Fund 10

Function 2000 Support Services
Function 2520 Fiscal Services
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2520	Fiscal Services	10,140.43	100,679.15	2,175.76	137,650.00	34,795.09	74.72	** Function
100	Salaries	14,235.13	140,005.49	6,850.92	175,000.00	28,143.59	83.92	
200	Employee Benefits	2,771.54	27,710.44	1,385.68	34,225.00	5,128.88	85.01	
300	Purchased Services	0.00	59.16	0.00	2,800.00	2,740.84	2.11	
400	Supplies And Materials	13,925.23	165,874.81	910.00	225,500.00	58,715.19	73.96	
500	Capital Outlay	0.00	9,463.20	0.00	19,000.00	9,536.80	49.81	
600	Other Objects	0.00	60.00	0.00	1,100.00	1,040.00	5.45	
2560	Food Services	30,931.90	343,173.10	9,146.60	457,625.00	105,305.30	76.99	** Function
300	Purchased Services	137.50	3,392.35	0.00	7,000.00	3,607.65	48.46	
2630	Information Services	137.50	3,392.35	0.00	7,000.00	3,607.65	48.46	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2640	Function 2640	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	0.00	2,485.00	9,495.00	14,600.00	2,620.00	82.05	
2660	DATA PROCESSING	0.00	2,485.00	9,495.00	19,600.00	7,620.00	61.12	** Function
2000	Support Services	165,087.75	1,856,887.19	86,495.30	2,474,831.00	531,448.51	78.53	* Function
600	Other Objects	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
4120	Payments Sp Ed Programs	0.00	0.00	0.00	5,000.00	5,000.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4140	Payments for CTE Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	931.00	0.00	5,000.00	4,069.00	18.62	
4190	Other Pymnts Gov In State	0.00	931.00	0.00	5,000.00	4,069.00	18.62	** Function
600	Other Objects	0.00	2,765.34	1,638.72	15,500.00	11,095.94	28.41	
4210	Payments for Regular Programs - Tuition	0.00	2,765.34	1,638.72	15,500.00	11,095.94	28.41	** Function
600	Other Objects	0.00	0.00	0.00	40,000.00	40,000.00	0.00	
4220	Payments for Special Education Programs - Tuition	0.00	0.00	0.00	40,000.00	40,000.00	0.00	** Function
600	Other Objects	0.00	61,875.00	0.00	65,000.00	3,125.00	95.19	
4240	Payments for CTE Programs - Tuition	0.00	61,875.00	0.00	65,000.00	3,125.00	95.19	** Function
300	Purchased Services	14,830.10	122,145.67	0.00	149,000.00	26,854.33	81.98	
4320	Payments Special Education Programs Transfers	14,830.10	122,145.67	0.00	149,000.00	26,854.33	81.98	** Function

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 10 of 23
Report as of: 4/30/2020

Education Fund 10

Function 4000 Nonprogrammed Charges
Function 4320 Payments Special Education Programs Transfers
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
4000	Nonprogrammed Charges	14,830.10	187,717.01	1,638.72	279,500.00	90,144.27	67.75	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8130	Prmt Trns From Ed Fund	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund	664,148.44	7,011,062.60	329,415.02	9,799,333.00	2,458,855.38	74.91	Fund

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Oper, Build, & Maint Fund 20

Function 2000 Support Services
Function 2530 Function 2530
Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	23,454.80	267,022.69	11,391.43	397,000.00	118,585.88	70.13	
200	Employee Benefits	3,614.38	42,770.78	1,807.19	53,600.00	9,022.03	83.17	
300	Purchased Services	12,662.32	252,967.54	5,821.42	318,300.00	59,511.04	81.30	
400	Supplies And Materials	23,406.03	246,783.03	14,730.55	347,200.00	85,686.42	75.32	
500	Capital Outlay	0.00	67,741.00	3,110.00	79,000.00	8,149.00	89.68	
2542	Care & Upkeep Bldg Serv	63,137.53	877,285.04	36,860.59	1,195,100.00	280,954.37	76.49	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	2,760.95	21,475.44	1,500.00	42,000.00	19,024.56	54.70	
400	Supplies And Materials	4,836.78	7,512.73	0.00	13,000.00	5,487.27	57.79	
500	Capital Outlay	0.00	69,113.00	0.00	337,600.00	268,487.00	20.47	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	7,597.73	98,101.17	1,500.00	392,650.00	293,048.83	25.37	** Function
2000	Support Services	70,735.26	975,386.21	38,360.59	1,587,750.00	574,003.20	63.85	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
8800	Function 8800	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
20	Oper, Build, & Maint Fund	70,735.26	975,386.21	38,360.59	1,587,750.00	574,003.20	63.85	Fund

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 12 of 23
Report as of: 4/30/2020

Debt Service Fund or Fund Group 30

Function 5000 Debt Services
Function 5140 State Aid Anticipation Certificates
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
5140	State Aid Anticipation Certificates	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	5,225.00	0.00	7,956.25	2,731.25	65.67	
5200	Debt Service - Interest on Long-Term Debt	0.00	5,225.00	0.00	7,956.25	2,731.25	65.67	** Function
600	Other Objects	0.00	105,000.00	0.00	105,000.00	0.00	100.00	
5320	General Obligation Bonds	0.00	105,000.00	0.00	105,000.00	0.00	100.00	** Function
600	Other Objects	0.00	500.00	0.00	500.00	0.00	100.00	
5400	Debt Service Other - Short Term Debt Principal	0.00	500.00	0.00	500.00	0.00	100.00	** Function
5000	Debt Services	0.00	110,725.00	0.00	113,456.25	2,731.25	97.59	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group	0.00	110,725.00	0.00	113,456.25	2,731.25	97.59	Fund

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 13 of 23
Report as of: 4/30/2020

Transportation Fund 40

Function 2000 Support Services
Function 2550 Pupil Transportation Ser
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	3,694.50	33,873.47	327.55	45,000.00	10,798.98	76.00	
200	Employee Benefits	107.75	1,271.32	41.36	2,700.00	1,387.32	48.62	
300	Purchased Services	58,094.44	704,955.19	0.00	988,430.00	283,474.81	71.32	
400	Supplies And Materials	1,102.80	13,123.38	830.47	23,000.00	9,046.15	60.67	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	62,999.49	753,223.36	1,199.38	1,059,130.00	304,707.26	71.23	** Function
2000	Support Services	62,999.49	753,223.36	1,199.38	1,059,130.00	304,707.26	71.23	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund	62,999.49	753,223.36	1,199.38	1,059,130.00	304,707.26	71.23	Fund

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50

Function 1000 Instruction
Function 1110 Elementary
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	3,205.86	23,701.25	1,608.79	32,950.00	7,639.96	76.81	
1110	Elementary	3,205.86	23,701.25	1,608.79	32,950.00	7,639.96	76.81	** Function
200	Employee Benefits	518.25	5,367.83	250.46	6,500.00	881.71	86.44	
1111	Primary	518.25	5,367.83	250.46	6,500.00	881.71	86.44	** Function
200	Employee Benefits	815.61	7,395.66	342.91	9,500.00	1,761.43	81.46	
1112	Junior High	815.61	7,395.66	342.91	9,500.00	1,761.43	81.46	** Function
200	Employee Benefits	1,310.12	13,533.99	664.74	18,400.00	4,201.27	77.17	
1113	High School	1,310.12	13,533.99	664.74	18,400.00	4,201.27	77.17	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	147.46	1,357.91	71.76	2,000.00	570.33	71.48	
1115	MUSIC	147.46	1,357.91	71.76	2,000.00	570.33	71.48	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1120	Middle-Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	806.88	7,692.58	394.82	9,800.00	1,712.60	82.52	
1125	Pre-K Programs	806.88	7,692.58	394.82	9,800.00	1,712.60	82.52	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1130	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	75.00	75.00	0.00	
1204	Physically Hndcap Homebound	0.00	0.00	0.00	75.00	75.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	174.25	1,118.98	31.80	1,000.00	(150.78)	115.08	
1210	Speech & Lang.Impaired	174.25	1,118.98	31.80	1,000.00	(150.78)	115.08	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	4,283.37	45,062.41	1,952.64	67,600.00	20,584.95	69.55	
1220	Cross-Categorical (Cc)	4,283.37	45,062.41	1,952.64	67,600.00	20,584.95	69.55	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50

Function 1000 Instruction
Function 1225 Special Education Programs Pre-K
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	55.75	1,263.18	27.22	775.00	(515.40)	166.50	
1225	Special Education Programs Pre-K	55.75	1,263.18	27.22	775.00	(515.40)	166.50	** Function
200	Employee Benefits	98.12	756.96	49.06	700.00	(106.02)	115.15	
1250	Remedial and Supplemental Programs K-12	98.12	756.96	49.06	700.00	(106.02)	115.15	** Function
200	Employee Benefits	99.18	1,007.21	94.65	1,600.00	498.14	68.87	
1401	VOCATIONAL AG	99.18	1,007.21	94.65	1,600.00	498.14	68.87	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	39.62	348.26	16.75	500.00	134.99	73.00	
1407	BUSINESS ED	39.62	348.26	16.75	500.00	134.99	73.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1415	IVCC TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	25.72	254.44	12.86	300.00	32.70	89.10	
1459	CO-OP PROGRAM	25.72	254.44	12.86	300.00	32.70	89.10	** Function
200	Employee Benefits	343.16	4,307.18	149.90	5,850.00	1,392.92	76.19	
1501	ATHLETICS	343.16	4,307.18	149.90	5,850.00	1,392.92	76.19	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	43.58	436.61	21.85	600.00	141.54	76.41	
1540	EXTRA CURRICULAR	43.58	436.61	21.85	600.00	141.54	76.41	** Function
200	Employee Benefits	0.00	0.00	0.00	450.00	450.00	0.00	
1600	Summer School	0.00	0.00	0.00	450.00	450.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	25.28	254.57	12.64	150.00	(117.21)	178.14	
1700	Drivers Education Program	25.28	254.57	12.64	150.00	(117.21)	178.14	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	11,992.21	113,859.02	5,702.85	158,750.00	39,188.13	75.31	* Function
200	Employee Benefits	357.66	3,541.12	178.82	4,900.00	1,180.06	75.92	
2110	Attendance/Soc Wrk Serv	357.66	3,541.12	178.82	4,900.00	1,180.06	75.92	** Function
200	Employee Benefits	53.98	535.78	26.99	775.00	212.23	72.62	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

I.M.R.F./Soc. Sec. Fund 50

Function 2000 Support Services
Function 2120 Guidance Services
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	53.98	535.78	26.99	775.00	212.23	72.62	** Function
200	Employee Benefits	699.18	6,772.61	349.59	8,600.00	1,477.80	82.82	
2134	Nurse Services	699.18	6,772.61	349.59	8,600.00	1,477.80	82.82	** Function
200	Employee Benefits	247.42	2,378.97	123.72	3,300.00	797.31	75.84	
2140	Psychological Services	247.42	2,378.97	123.72	3,300.00	797.31	75.84	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2150	Function 2150	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	18.63	669.55	5.77	1,700.00	1,024.68	39.72	
2210	EPIC	18.63	669.55	5.77	1,700.00	1,024.68	39.72	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,223.59	11,775.41	611.74	15,350.00	2,962.85	80.70	
2220	MEDIA PROGRAM	1,223.59	11,775.41	611.74	15,350.00	2,962.85	80.70	** Function
200	Employee Benefits	1,522.03	14,599.21	761.02	17,300.00	1,939.77	88.79	
2226	TECHNOLOGY	1,522.03	14,599.21	761.02	17,300.00	1,939.77	88.79	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	47.40	453.22	23.70	1,025.00	548.08	46.53	
2310	Brd Ed Services	47.40	453.22	23.70	1,025.00	548.08	46.53	** Function
200	Employee Benefits	119.06	1,187.25	59.53	1,900.00	653.22	65.62	
2320	Executive Adm. Serv	119.06	1,187.25	59.53	1,900.00	653.22	65.62	** Function
200	Employee Benefits	0.00	100.16	0.00	0.00	(100.16)	0.00	
2330	Service Area Administrative Services	0.00	100.16	0.00	0.00	(100.16)	0.00	** Function
200	Employee Benefits	1,325.90	12,710.28	663.15	12,600.00	(773.43)	106.14	
2365	Risk Management and Claims Services Payments	1,325.90	12,710.28	663.15	12,600.00	(773.43)	106.14	** Function
200	Employee Benefits	2,438.29	24,088.98	1,206.28	32,700.00	7,404.74	77.36	
2410	Office Of Principal Serv	2,438.29	24,088.98	1,206.28	32,700.00	7,404.74	77.36	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,879.98	18,084.34	406.40	22,700.00	4,209.26	81.46	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 17 of 23
Report as of: 4/30/2020

I.M.R.F./Soc. Sec. Fund 50

Function 2000 Support Services
Function 2520 Fiscal Services
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2520	Fiscal Services	1,879.98	18,084.34	406.40	22,700.00	4,209.26	81.46	** Function
200	Employee Benefits	4,422.23	45,155.63	2,185.42	62,300.00	14,958.95	75.99	
2542	Care & Upkeep Bldg Serv	4,422.23	45,155.63	2,185.42	62,300.00	14,958.95	75.99	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2543	Care Upkeep Grnds Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	575.72	4,771.57	4.74	6,300.00	1,523.69	75.81	
2550	Pupil Transportation Ser	575.72	4,771.57	4.74	6,300.00	1,523.69	75.81	** Function
200	Employee Benefits	2,693.81	25,305.79	1,315.34	34,175.00	7,553.87	77.90	
2560	Food Services	2,693.81	25,305.79	1,315.34	34,175.00	7,553.87	77.90	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2640	Function 2640	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	17,624.88	172,129.87	7,922.21	225,625.00	45,572.92	79.80	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
3696	Safe To Learn	0.00	0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
50	I.M.R.F./Soc. Sec. Fund	29,617.09	285,988.89	13,625.06	384,375.00	84,761.05	77.95	Fund

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 18 of 23
Report as of: 4/30/2020

Capital Projects Fund or Fund Group 60

Function 2000 Support Services

Function 2530 Function 2530

Object 500 Capital Outlay

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8150	Pmnt Trnf From S&C	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
60	Capital Projects Fund or Fund Group	0.00	0.00	0.00	0.00	0.00	0.00	Fund

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 19 of 23
Report as of: 4/30/2020

Working Cash Fund 70

Function 8000 Other Financing Uses
Function 8110 Permnt Trns Wrk Csh Abol
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number	
600	Other Objects	0.00	250,000.00	0.00	250,000.00	0.00	100.00		
8110	Permnt Trns Wrk Csh Abol	0.00	250,000.00	0.00	250,000.00	0.00	100.00	**	Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00		
8120	Prmnt Trnf Int From Wrkcs	0.00	0.00	0.00	0.00	0.00	0.00	**	Function
8000	Other Financing Uses	0.00	250,000.00	0.00	250,000.00	0.00	100.00	*	Function
70	Working Cash Fund	0.00	250,000.00	0.00	250,000.00	0.00	100.00		Fund

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 20 of 23
Report as of: 4/30/2020

Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1110	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1111	Primary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1112	Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1113	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1115	MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1210	Speech & Lang.Impaired	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1225	Special Education Programs Pre-K	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	40.00	1,410.00	0.00	0.00	(1,410.00)	0.00	
1360	Special Interest	40.00	1,410.00	0.00	0.00	(1,410.00)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1401	VOCATIONAL AG	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 21 of 23
Report as of: 4/30/2020

Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1459 CO-OP PROGRAM
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1459	CO-OP PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1700	Drivers Education Program	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	40.00	1,410.00	0.00	0.00	(1,410.00)	0.00	* Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2134	Nurse Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	27,526.00	0.00	40,000.00	12,474.00	68.82	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	27,526.00	0.00	40,000.00	12,474.00	68.82	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	60,242.82	0.00	3,000.00	(57,242.82)	2,008.09	
2363	Unemployment Insurance Act Payments	0.00	60,242.82	0.00	3,000.00	(57,242.82)	2,008.09	** Function
300	Purchased Services	0.00	2,001.00	0.00	76,000.00	73,999.00	2.63	
2364	Insurance Payments (regular or self-insurance)	0.00	2,001.00	0.00	76,000.00	73,999.00	2.63	** Function
100	Salaries	12,918.41	127,733.44	6,459.21	178,000.00	43,807.35	75.39	
200	Employee Benefits	923.43	8,020.04	461.73	9,000.00	518.23	94.24	
300	Purchased Services	0.00	14,560.00	0.00	15,000.00	440.00	97.07	
400	Supplies And Materials	3,320.00	34,381.50	3,320.00	40,000.00	2,298.50	94.25	
500	Capital Outlay	0.00	15,920.00	0.00	20,000.00	4,080.00	79.60	
2365	Risk Management and Claims Services Payments	17,161.84	200,614.98	10,240.94	262,000.00	51,144.08	80.48	** Function
300	Purchased Services	0.00	14,106.73	0.00	20,000.00	5,893.27	70.53	
2367	Educational, Inspectional, Sup Serv due to loss	0.00	14,106.73	0.00	20,000.00	5,893.27	70.53	** Function
300	Purchased Services	130.00	3,122.50	1,105.00	65,000.00	60,772.50	6.50	
2369	Legal Services	130.00	3,122.50	1,105.00	65,000.00	60,772.50	6.50	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2410	Office Of Principal Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2540	Function 2540	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 22 of 23
Report as of: 4/30/2020

Tort Immunity and Judgment Fund 80

Function 2000 Support Services
Function 2542 Care & Upkeep Bldg Serv
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2542	Care & Upkeep Bldg Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2560	Food Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	17,291.84	307,614.03	11,345.94	466,000.00	147,040.03	68.45	* Function
80	Tort Immunity and Judgment Fund	17,331.84	309,024.03	11,345.94	466,000.00	145,630.03	68.75	Fund

Expenditure Report

Printed: 5/8/2020 11:05 AM
PUTNAM COUNTY CUSD #535

Page 23 of 23
Report as of: 4/30/2020

Fire Prevention/Life Safety 90

Function 2000 Support Services
Function 2548 L/S Capital Outlay
Object 300 Purchased Services

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	5,150.25	0.00	7,000.00	1,849.75	73.58	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2548	L/S Capital Outlay	0.00	5,150.25	0.00	7,000.00	1,849.75	73.58	** Function
2000	Support Services	0.00	5,150.25	0.00	7,000.00	1,849.75	73.58	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges	0.00	0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety	0.00	5,150.25	0.00	7,000.00	1,849.75	73.58	Fund
Report Total:		844,832.12	9,700,560.34	393,945.99	13,667,044.25	3,572,537.92	73.86	

Fund Balance Report

Printed: 5/8/2020 11:03 AM

PUTNAM COUNTY CUSD #535

Fund	Description	<u>Month to Date</u>		<u>Year to Date</u>		YTD Change	<u>Fund Balance</u>	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	664,148.44	733,895.32	7,011,062.60	7,768,025.94	756,963.34	4,240,833.55	4,997,796.89
20	Oper, Build, & Maint Fund	70,735.26	2,222.80	975,386.21	1,457,081.87	481,695.66	199,919.61	681,615.27
30	Debt Service Fund or Fund Group	0.00	10.93	110,725.00	3,394.12	(107,330.88)	120,218.23	12,887.35
40	Transportation Fund	62,999.49	383.92	753,223.36	645,710.51	(107,512.85)	488,260.71	380,747.86
50	I.M.R.F./Soc. Sec. Fund	29,617.09	117.17	285,988.89	402,510.22	116,521.33	411,563.65	528,084.98
70	Working Cash Fund	0.00	3,437.02	250,000.00	110,577.95	(139,422.05)	2,566,124.32	2,426,702.27
80	Tort Immunity and Judgment Fund	17,331.84	68.49	309,024.03	526,237.44	217,213.41	134,917.08	352,130.49
90	Fire Prevention/Life Safety	0.00	46.56	5,150.25	68,516.09	63,365.84	181,179.89	244,545.73
		<u>\$844,832.12</u>	<u>\$740,182.21</u>	<u>\$9,700,560.34</u>	<u>\$10,982,054.14</u>	<u>\$1,281,493.80</u>	<u>\$8,343,017.04</u>	<u>\$9,624,510.84</u>

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Education Fund 10								
Function		1000	Instruction					
Function		1112	Junior High					
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
<u>Junior High</u>								
1112 Junior High		FIRST PRIOR YEAR LEVY	0.00	3,648,699.91	3,658,405.00	9,705.09	99.73	10-1112
			0.00	3,648,699.91	3,658,405.00	9,705.09	99.73	** Function
<u>Middle-Junior High</u>								
1120 Middle-Junior High		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	10-1122
			0.00	0.00	0.00	0.00	0.00	** Function
<u>High School</u>								
1130 High School		FIRST PRIOR YR LEASE	0.00	67,074.57	67,263.00	188.43	99.72	10-1130
			0.00	67,074.57	67,263.00	188.43	99.72	** Function
<u>Accelerated Reading Program</u>								
1140 Accelerated Reading Program		SP ED PRIOR YEAR LEVY	0.00	53,666.27	53,811.00	144.73	99.73	10-1141
			0.00	53,666.27	53,811.00	144.73	99.73	** Function
<u>Speech & Lang.Impaired</u>								
1210 Speech & Lang.Impaired		MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00	10-1210
			0.00	0.00	0.00	0.00	0.00	** Function
<u>Special Education Programs Pre-K</u>								
1225 Special Education Programs Pre-K		CORP PERS PROP REPLC TAX	616,870.44	1,734,341.00	2,933,037.00	1,198,696.00	59.13	10-1230
			616,870.44	1,734,341.00	2,933,037.00	1,198,696.00	59.13	** Function
<u>Remedial and Supplemental Programs Pre-K</u>								
1275 Remedial and Supplemental Programs Pre-K		WETLANDS	0.00	0.00	0.00	0.00	0.00	10-1290
			0.00	0.00	0.00	0.00	0.00	** Function
<u>Adult Education</u>								
1310 Adult Education		PUPIL TUITION OTHER LEA	0.00	259,184.28	352,493.00	93,308.72	73.53	10-1312
			0.00	0.00	0.00	0.00	0.00	10-1313
			0.00	259,184.28	352,493.00	93,308.72	73.53	** Function
<u>Upgrdg In Current Occuptn</u>								
1340 Upgrdg In Current Occuptn		PUPIL TUI-SP ED OTHER LEA	0.00	21,025.40	65,959.00	44,933.60	31.88	10-1342
			0.00	21,025.40	65,959.00	44,933.60	31.88	** Function
<u>Music</u>								
		TAX INTEREST	0.00	0.00	0.00	0.00	0.00	10-1510
		ED-INT ON INVESTMENTS	1,197.83	52,202.02	38,000.00	(14,202.02)	137.37	10-1511
		INTEREST-SWANEY BONDS	0.00	0.00	0.00	0.00	0.00	10-1512
		INTEREST-FARNSWORTH	0.00	0.00	100.00	100.00	0.00	10-1513

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 2 of 16
Report as of: 4/30/2020

Education Fund 10							
Function	1000	Instruction					
Function	1502	Music					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number	
1502 Music	1,197.83	52,202.02	38,100.00	(14,102.02)	137.01	**	Function
<u>Summer School</u>							
STUDENT LUNCH	0.00	94,858.11	120,000.00	25,141.89	79.05	10-1611	
STUDENT BREAKFAST	93.10	11,547.75	16,000.00	4,452.25	72.17	10-1612	
MILK SALES (OTHER)	0.00	3,186.00	4,000.00	814.00	79.65	10-1614	
ADULT LUNCHES/BREAKFAST	0.00	3,716.00	5,000.00	1,284.00	74.32	10-1620	
1600 Summer School	93.10	113,307.86	145,000.00	31,692.14	78.14	**	Function
<u>Gifted Programs</u>							
HEAD START LUNCHES	0.00	0.00	0.00	0.00	0.00	10-1690	
1650 Gifted Programs	0.00	0.00	0.00	0.00	0.00	**	Function
<u>Vocational Ed Handicapped</u>							
H S ATHLETIC ADMISSIONS	0.00	12,486.00	15,000.00	2,514.00	83.24	10-1711-2	
JR HI-ATHLETIC ADMISSION	0.00	6,613.00	5,000.00	(1,613.00)	132.26	10-1711-4	
ELEM ATHLETIC ADMISSIONS	0.00	0.00	0.00	0.00	0.00	10-1711-4	
H S / JR HI TOURNEY REV	0.00	0.00	3,000.00	3,000.00	0.00	10-1714	
ADMISSION - OTHERS	0.00	2,284.00	8,000.00	5,716.00	28.55	10-1719	
1710 Vocational Ed Handicapped	0.00	21,383.00	31,000.00	9,617.00	68.98	**	Function
<u>Vctnl Ed Lmt Eng Profcncy</u>							
ACTIVITY FEES HS	0.00	12,615.00	18,000.00	5,385.00	70.08	10-1720	
ACTIVITY FEES JR H	0.00	3,385.00	4,500.00	1,115.00	75.22	10-1720	
1720 Vctnl Ed Lmt Eng Profcncy	0.00	16,000.00	22,500.00	6,500.00	71.11	**	Function
<u>Vctnl Ed Acd /Econ Disadv</u>							
OTHER DISTRICT REVENUE	0.00	125.00	1,000.00	875.00	12.50	10-1790	
JH PE RESALE	0.00	393.00	5,500.00	5,107.00	7.15	10-1790-1-3	
H S PE RESALE	0.00	2,373.00	4,000.00	1,627.00	59.33	10-1790-2	
	0.00	0.00	0.00	0.00	0.00	10-1791	
MUSIC RESALE	0.00	0.00	200.00	200.00	0.00	10-1792	
1730 Vctnl Ed Acd /Econ Disadv	0.00	2,891.00	10,700.00	7,809.00	27.02	**	Function
<u>Bilingual Programs</u>							
PRIM-TEXTBOOK RENTAL	0.00	5,730.72	7,000.00	1,269.28	81.87	10-1811	
H S- TEXTBOOK RENTAL	0.00	18,230.00	22,500.00	4,270.00	81.02	10-1811	
JR HI-TEXTBOOK RENTAL	0.00	7,435.00	10,000.00	2,565.00	74.35	10-1811	
ELEM-TEXTBOOK RENTAL	0.00	4,950.00	7,000.00	2,050.00	70.71	10-1811-4	
INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00	10-1819	
1800 Bilingual Programs	0.00	36,345.72	46,500.00	10,154.28	78.16	**	Function
<u>Gifted Programs - Private Tuition</u>							

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 3 of 16
Report as of: 4/30/2020

Education Fund 10							
Function	1000	Instruction					
Function	1920	Gifted Programs - Private Tuition					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number	
				Revenue			
		0.00	20,179.70	35,000.00	14,820.30	57.66	10-1920
		0.00	0.00	0.00	0.00	0.00	10-1920
1920 Gifted Programs - Private Tuition	0.00	20,179.70	35,000.00	14,820.30	57.66	**	Function
<u>Truants Alternative/Optional Education Programs</u>							
		0.00	0.00	0.00	0.00	0.00	10-1940
		0.00	0.00	0.00	0.00	0.00	10-1941
		0.00	0.00	9,500.00	9,500.00	0.00	10-1941
		0.00	0.00	0.00	0.00	0.00	10-1942
		0.00	6,689.25	0.00	(6,689.25)	0.00	10-1950
		0.00	860.00	3,000.00	2,140.00	28.67	10-1970
	2,574.70	40,847.01	75,000.00	34,152.99	54.46		10-1999
	0.00	0.00	0.00	0.00	0.00	0.00	10-1999
	0.00	0.00	0.00	0.00	0.00	0.00	10-1999-1
1922 Truants Alternative/Optional Education Programs	2,574.70	48,396.26	87,500.00	39,103.74	55.31	**	Function
1000 Instruction	620,736.07	6,094,696.99	7,547,268.00	1,452,571.01	80.75	*	Function
<u>Support Services</u>							
<u>Comp Arts</u>							
		0.00	0.00	0.00	0.00	0.00	10-2200
2196 Comp Arts	0.00	0.00	0.00	0.00	0.00	**	Function
<u>Assessment/Testing</u>							
		0.00	0.00	0.00	0.00	0.00	10-2230
2230 Assessment/Testing	0.00	0.00	0.00	0.00	0.00	**	Function
2000 Support Services	0.00	0.00	0.00	0.00	0.00	*	Function
<u>Community Services</u>							
<u>Other Support Services</u>							
	81,837.44	736,536.97	900,212.00	163,675.03	81.82		10-3001
	0.00	0.00	0.00	0.00	0.00		10-3002
2900 Other Support Services	81,837.44	736,536.97	900,212.00	163,675.03	81.82	**	Function
<u>Direction Of Community Sv</u>							
		0.00	54,256.38	133,917.00	79,660.62	40.51	10-3100
		0.00	0.00	54,000.00	54,000.00	0.00	10-3105
		0.00	0.00	115,000.00	115,000.00	0.00	10-3110
		0.00	4,095.33	31,207.00	27,111.67	13.12	10-3120
		0.00	0.00	960.00	960.00	0.00	10-3145
3100 Direction Of Community Sv	0.00	58,351.71	335,084.00	276,732.29	17.41	**	Function
<u>Community Recreation Srv</u>							

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 4 of 16
Report as of: 4/30/2020

Education Fund 10							
Function	3000	Community Services					
Function	3200	Community Recreation Srv					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number	
				Revenue			
		CTEI GRANT-SRAVTE	0.00	21,899.00	21,899.00	0.00	100.00 10-3200
		VOC AG STATE GRTS	0.00	0.00	14,518.00	14,518.00	0.00 10-3215
		VOC AG SUPPLEMENTAL	5,806.00	5,806.00	4,650.00	(1,156.00)	124.86 10-3235
		FCAE GRANT	0.00	0.00	0.00	0.00	0.00 10-3299
3200 Community Recreation Srv	5,806.00	27,705.00	41,067.00	13,362.00	67.46	**	Function
Civic Services							
		TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00 10-3305
		IL FREE LUNCH/BRKFST AIDE	0.00	1,821.26	3,500.00	1,678.74	52.04 10-3360
		IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00 10-3360
		DRIVERS ED REIMBURSEMENT	2,622.95	8,474.76	15,000.00	6,525.24	56.50 10-3370-1
3300 Civic Services	2,622.95	10,296.02	18,500.00	8,203.98	55.65	**	Function
Welfare Activities Serv							
		SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00 10-3610
		SCHOOL IMP BLOCK GRANT	0.00	0.00	0.00	0.00	0.00 10-3640
		LEARNING IMP GRANT	0.00	0.00	0.00	0.00	0.00 10-3641
		NATL BOARD CERTIFIC	0.00	0.00	0.00	0.00	0.00 10-3651-1
		SAFE TO LEARN GRANT	0.00	0.00	0.00	0.00	0.00 10-3695
3600 Welfare Activities Serv	0.00	0.00	0.00	0.00	0.00	**	Function
Nonpublic School Pupils							
		PRESCHOOL FOR ALL GRANT	0.00	157,407.00	175,579.00	18,172.00	89.65 10-3705
		READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00 10-3715
			0.00	0.00	0.00	0.00	0.00 10-3725
			0.00	0.00	0.00	0.00	0.00 10-3735
		ADA BLOCK GRANT	0.00	0.00	0.00	0.00	0.00 10-3775
			0.00	0.00	0.00	0.00	0.00 10-3792
			0.00	0.00	0.00	0.00	0.00 10-3794
3700 Nonpublic School Pupils	0.00	157,407.00	175,579.00	18,172.00	89.65	**	Function
Home/School Services							
			0.00	0.00	0.00	0.00	0.00 10-3800
3800 Home/School Services	0.00	0.00	0.00	0.00	0.00	**	Function
Other Community Services							
		LIBRARY GRNT/OTHER STATE REV	750.00	750.00	5,000.00	4,250.00	15.00 10-3999
		RESPRO GRANT	0.00	0.00	0.00	0.00	0.00 10-3999
3900 Other Community Services	750.00	750.00	5,000.00	4,250.00	15.00	**	Function
3000 Community Services	91,016.39	991,046.70	1,475,442.00	484,395.30	67.17	*	Function
Nonprogrammed Charges							

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 5 of 16
Report as of: 4/30/2020

Education Fund 10							
Function	4000	Nonprogrammed Charges					
Function	3900	Other Community Services					
Description		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
<u>Other Community Services</u>							
	TITLE V INVO(CHAR CTS	0.00	0.00	0.00	0.00	0.00	10-4100
3900	Other Community Services	0.00	0.00	0.00	0.00	0.00	** Function
<u>Payments Reg Programs</u>							
		0.00	0.00	0.00	0.00	0.00	10-4110
4110	Payments Reg Programs	0.00	0.00	0.00	0.00	0.00	** Function
<u>Payments for Regular Programs - Tuition</u>							
	FEDERAL LUNCH AID	0.00	118,110.03	175,000.00	56,889.97	67.49	10-4210
4210	Payments for Regular Programs - Tuition	0.00	118,110.03	175,000.00	56,889.97	67.49	** Function
<u>Payments for Special Education Programs - Tuition</u>							
	FED BREAKFAST AID	0.00	27,697.87	36,000.00	8,302.13	76.94	10-4220
4220	Payments for Special Education Programs - Tuition	0.00	27,697.87	36,000.00	8,302.13	76.94	** Function
<u>Payments to Other Govt Unitis (In-Sate) Transfers</u>							
	TITLE I GRANT	0.00	139,428.00	119,248.00	(20,180.00)	116.92	10-4300
4300	Payments to Other Govt Unitis (In-Sate) Transfers	0.00	139,428.00	119,248.00	(20,180.00)	116.92	** Function
<u>Payments to Other Govt Units - Out of State</u>							
	TITLE IV A ESSA GRANT	0.00	0.00	0.00	0.00	0.00	10-4400
4400	Payments to Other Govt Units - Out of State	0.00	0.00	0.00	0.00	0.00	** Function
<u>Payments Other Govt Units Out of State Transfers</u>							
	IDEA INCENTIVE PRE K	0.00	122,186.25	0.00	(122,186.25)	0.00	10-4620
	IDEA DISCRETIONARY	0.00	0.00	0.00	0.00	0.00	10-4620
	IDEA BLOCK GRT	0.00	200,833.61	175,176.00	(25,657.61)	114.65	10-4620
	DEMONSTR PROJ/LEASE	0.00	0.00	0.00	0.00	0.00	10-4620-1
	EXCESS (ROOM/BOARD)	0.00	0.00	115,000.00	115,000.00	0.00	10-4625-1
	STEP PROGRAM	450.00	4,431.00	17,696.00	13,265.00	25.04	10-4770-1
	CARL PERKINS	0.00	4,062.40	8,405.00	4,342.60	48.33	10-4770-1-40
	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	10-4850
	ARRA TITLE I	0.00	0.00	0.00	0.00	0.00	10-4854
	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	10-4857-1
	ARRA GSA	0.00	0.00	0.00	0.00	0.00	10-4870-1
	ARRA ED JOBS FUND	0.00	0.00	0.00	0.00	0.00	10-4880-1
		0.00	0.00	0.00	0.00	0.00	10-4900
	TITLE II TEACHER QUALITY	0.00	1,486.00	0.00	(1,486.00)	0.00	10-4935
		0.00	0.00	0.00	0.00	0.00	10-4945
	TITLE IID-TECH ENHANC	0.00	0.00	0.00	0.00	0.00	10-4971
	MEDICAID-ADMIN OUTREACH	0.00	24,216.65	25,000.00	783.35	96.87	10-4991-1
	MEDICAID-FEE FOR SERV	21,692.86	39,830.44	25,000.00	(14,830.44)	159.32	10-4992-1-11

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 6 of 16
Report as of: 4/30/2020

Education Fund 10							
Function	4000	Nonprogrammed Charges					
Function	4430	Payments Other Govt Units Out of State Transfers					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
	0.00	0.00	0.00	0.00	0.00	10-4998-1	
4430 Payments Other Govt Units Out of State Transfers	22,142.86	397,046.35	366,277.00	(30,769.35)	108.40	**	Function
4000 Nonprogrammed Charges	22,142.86	682,282.25	696,525.00	14,242.75	97.96	*	Function
Provision For Contingences							
<u>Provision For Contingences</u>							
		TRANS OF WC TECH THRUST	0.00	0.00	0.00	0.00	10-7110
		PERM TRANSFER WC	0.00	0.00	0.00	0.00	10-7110
		TRANSFER OF WC	0.00	0.00	0.00	0.00	10-7110-1
6000 Provision For Contingences	0.00	0.00	0.00	0.00	0.00	**	Function
<u>Perm Trnf from W/C</u>							
		TRANS WC INTEREST	0.00	0.00	0.00	0.00	10-7120
		ACCURED INT B&I	0.00	0.00	0.00	0.00	10-7230
7120 Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	**	Function
6000 Provision For Contingences	0.00	0.00	0.00	0.00	0.00	*	Function
10 Education Fund	733,895.32	7,768,025.94	9,719,235.00	1,951,209.06	79.92		Fund

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 7 of 16
Report as of: 4/30/2020

Oper, Build, & Maint Fund 20								
Function	1000	Instruction						
Function	1112	Junior High						
	Description		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YEAR LEVY	0.00	670,715.20	672,504.00	1,788.80	99.73	20-1112
1112	Junior High		0.00	670,715.20	672,504.00	1,788.80	99.73	** Function
Middle-Junior High								
		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	20-1122
1120	Middle-Junior High		0.00	0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K								
		CORP PERS PROP REPL TAX	0.00	500,000.00	500,000.00	0.00	100.00	20-1230
1225	Special Education Programs Pre-K		0.00	500,000.00	500,000.00	0.00	100.00	** Function
Music								
		BLD-INT	190.34	3,905.29	5,000.00	1,094.71	78.11	20-1511
		INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00	20-1515
1502	Music		190.34	3,905.29	5,050.00	1,144.71	77.33	** Function
Pre-K Programs - Private Tuition								
		HOUSE RENT	0.00	0.00	0.00	0.00	0.00	20-1910
1910	Pre-K Programs - Private Tuition		0.00	0.00	0.00	0.00	0.00	** Function
Regular K-12 Programs - Private Tuition								
		FACILITY/GROUND RENT	0.00	0.00	1,000.00	1,000.00	0.00	20-1911
1911	Regular K-12 Programs - Private Tuition		0.00	0.00	1,000.00	1,000.00	0.00	** Function
Gifted Programs - Private Tuition								
		DONATIONS	0.00	0.00	500.00	500.00	0.00	20-1920
1920	Gifted Programs - Private Tuition		0.00	0.00	500.00	500.00	0.00	** Function
Truants Alternative/Optional Education Programs								
		REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00	20-1950
		TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00	20-1950
		OTHER LOCAL REVENUE	2,032.46	32,461.38	18,000.00	(14,461.38)	180.34	20-1999
1922	Truants Alternative/Optional Education Programs		2,032.46	32,461.38	19,000.00	(13,461.38)	170.85	** Function
1000	Instruction		2,222.80	1,207,081.87	1,198,054.00	(9,027.87)	100.75	* Function
Support Services								
Truants Alternative/Optional Education Programs								
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-2100
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services		0.00	0.00	0.00	0.00	0.00	* Function

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 8 of 16
Report as of: 4/30/2020

Oper, Build, & Maint Fund 20								
Function		3000	Community Services					
Function		3900	Other Community Services					
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Community Services								
<u>Other Community Services</u>								
INFRA IMPROVE-PLAN/CONST			0.00	0.00	0.00	0.00	0.00	20-3920-1
SCHL INFRASTRUCT/MAINT PROJ			0.00	0.00	0.00	0.00	0.00	20-3925-1-1
OTHER STATE REVENUE			0.00	0.00	0.00	0.00	0.00	20-3999
3900	Other Community Services		0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services		0.00	0.00	0.00	0.00	0.00	* Function
Nonprogrammed Charges								
<u>Payments Other Govt Units Out of State Transfers</u>								
			0.00	0.00	0.00	0.00	0.00	20-4900
			0.00	0.00	0.00	0.00	0.00	20-4980
4430	Payments Other Govt Units Out of State Transfers		0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges		0.00	0.00	0.00	0.00	0.00	* Function
Provision For Contingences								
<u>Provision For Contingences</u>								
6000	Provision For Contingences		0.00	250,000.00	250,000.00	0.00	100.00	20-7110
			0.00	250,000.00	250,000.00	0.00	100.00	** Function
<u>Perm Trnf from W/C</u>								
PERM TRANSFER FROM W/C			0.00	0.00	0.00	0.00	0.00	20-7130-1
SALE/COMP FIXED ASSETS			0.00	0.00	0.00	0.00	0.00	20-7400
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	250,000.00	250,000.00	0.00	100.00	* Function
20	Oper, Build, & Maint Fund		2,222.80	1,457,081.87	1,448,054.00	(9,027.87)	100.62	Fund

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Debt Service Fund or Fund Group 30								
Function		1000	Instruction					
Function		1112	Junior High					
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YEAR LEVY	0.00	2,483.26	2,487.00	3.74	99.85	30-1112
1112	Junior High		0.00	2,483.26	2,487.00	3.74	99.85	** Function
Music								
		B/I-INT INVESTMENTS	10.93	910.86	1,000.00	89.14	91.09	30-1511
1502	Music		10.93	910.86	1,000.00	89.14	91.09	** Function
1000	Instruction		10.93	3,394.12	3,487.00	92.88	97.34	* Function
Provision For Contingences								
Provision For Contingences								
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	30-7110-1
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	** Function
Perm Trnrf from W/C								
		ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7120	Perm Trnrf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group		10.93	3,394.12	3,487.00	92.88	97.34	Fund

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 10 of 16
Report as of: 4/30/2020

Transportation Fund 40							
Function	1000	Instruction					
Function	1112	Junior High					
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget State Account Number
Instruction							
<u>Junior High</u>							
		FIRST PRIOR YR LEVY TRAN	0.00	168,495.21	269,010.00	100,514.79	62.64 40-1112
1112	Junior High		0.00	168,495.21	269,010.00	100,514.79	62.64 ** Function
<u>Middle-Junior High</u>							
		1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00 40-1122
1120	Middle-Junior High		0.00	0.00	0.00	0.00	0.00 ** Function
<u>Special Education Programs Pre-K</u>							
		CORP REPLACEMNT PROP TAX	0.00	100,000.00	100,000.00	0.00	100.00 40-1230
1225	Special Education Programs Pre-K		0.00	100,000.00	100,000.00	0.00	100.00 ** Function
<u>Home Ec Occupations</u>							
		ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00 40-1441
1421	Home Ec Occupations		0.00	0.00	0.00	0.00	0.00 ** Function
<u>Music</u>							
		TRANSP-INT	115.96	103,816.51	2,000.00	(101,816.51)	5,190.83 40-1511
1502	Music		115.96	103,816.51	2,000.00	(101,816.51)	5,190.83 ** Function
<u>Truants Alternative/Optional Education Programs</u>							
		REFUND TRANSP	0.00	0.00	0.00	0.00	0.00 40-1950
		OTHER LOCAL REVENUE	267.96	12,670.09	48,000.00	35,329.91	26.40 40-1999
1922	Truants Alternative/Optional Education Programs		267.96	12,670.09	48,000.00	35,329.91	26.40 ** Function
1000	Instruction		383.92	384,981.81	419,010.00	34,028.19	91.88 * Function
Community Services							
<u>Custody/Child Care Serv</u>							
		REG TRANSPORTATION AID	0.00	155,717.60	330,805.00	175,087.40	47.07 40-3500
		VOC TRANSPORTATION AID	0.00	0.00	42,000.00	42,000.00	0.00 40-3505
		SP ED TRANSPORTATION AID	0.00	105,011.10	200,312.00	95,300.90	52.42 40-3510
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00 40-3511
3500	Custody/Child Care Serv		0.00	260,728.70	573,117.00	312,388.30	45.49 ** Function
<u>Nonpublic School Pupils</u>							
		ECE TRANSPORTATION	0.00	0.00	85,783.00	85,783.00	0.00 40-3705
3700	Nonpublic School Pupils		0.00	0.00	85,783.00	85,783.00	0.00 ** Function
3000	Community Services		0.00	260,728.70	658,900.00	398,171.30	39.57 * Function
Nonprogrammed Charges							
<u>Payments Other Govt Units Out of State Transfers</u>							

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 11 of 16
Report as of: 4/30/2020

Transportation Fund 40							
Function	4000	Nonprogrammed Charges					
Function	4430	Payments Other Govt Units Out of State Transfers					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857	
4430 Payments Other Govt Units Out of State Transfers	0.00	0.00	0.00	0.00	0.00	**	Function
4000 Nonprogrammed Charges	0.00	0.00	0.00	0.00	0.00	*	Function
Provision For Contingences							
Provision For Contingences							
PERM TRANSFER W/C	0.00	0.00	0.00	0.00	0.00	40-7110-1	
6000 Provision For Contingences	0.00	0.00	0.00	0.00	0.00	**	Function
Perm Trnf from W/C							
PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1	
7120 Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	**	Function
6000 Provision For Contingences	0.00	0.00	0.00	0.00	0.00	*	Function
40 Transportation Fund	383.92	645,710.51	1,077,910.00	432,199.49	59.90	Fund	

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 12 of 16
Report as of: 4/30/2020

I.M.R.F./Soc. Sec. Fund 50								
Function		1000	Instruction					
Function		1112	Junior High					
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
			0.00	99,720.22	99,986.00	265.78	99.73	50-1112
			0.00	139,597.30	139,983.00	385.70	99.72	50-1112
1112	Junior High	FIRST PRIOR YR LEVY-IMRF						
			0.00	239,317.52	239,969.00	651.48	99.73	** Function
MUSIC								
			0.00	0.00	0.00	0.00	0.00	50-1115
1115	MUSIC	MEDICARE-FIRST PRIOR YR						
			0.00	0.00	0.00	0.00	0.00	** Function
Accelerated Reading Program								
			0.00	0.00	0.00	0.00	0.00	50-1150
1140	Accelerated Reading Program	FIRST PRIOR YR-S S						
			0.00	0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K								
			0.00	160,400.00	160,400.00	0.00	100.00	50-1230
1225	Special Education Programs Pre-K	CORP PERS PROP REPL TAX						
			0.00	160,400.00	160,400.00	0.00	100.00	** Function
Music								
			117.17	2,792.70	1,000.00	(1,792.70)	279.27	50-1511
1502	Music	IMRF-INT						
			117.17	2,792.70	1,000.00	(1,792.70)	279.27	** Function
Truants Alternative/Optional Education Programs								
			0.00	0.00	0.00	0.00	0.00	50-1999
1922	Truants Alternative/Optional Education Programs	OTHER LOCAL REVENUE						
			0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction		117.17	402,510.22	401,369.00	(1,141.22)	100.28	* Function
50	I.M.R.F./Soc. Sec. Fund		117.17	402,510.22	401,369.00	(1,141.22)	100.28	Fund

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 13 of 16
Report as of: 4/30/2020

Capital Projects Fund or Fund Group 60								
Function		1000	Instruction					
Function		1112	Junior High					
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1112
1112	Junior High		0.00	0.00	0.00	0.00	0.00	** Function
Music								
		INTEREST-CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1511
1502	Music		0.00	0.00	0.00	0.00	0.00	** Function
Truants Alternative/Optional Education Programs								
		REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	60-1950
		OTHER LOCAL REV CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction		0.00	0.00	0.00	0.00	0.00	* Function
Community Services								
Other Community Services								
		INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	60-3920
3900	Other Community Services		0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services		0.00	0.00	0.00	0.00	0.00	* Function
Provision For Contingencs								
Perm Trnf from W/C								
		IEMA/CDB TRANSFER	0.00	0.00	0.00	0.00	0.00	60-7800
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs		0.00	0.00	0.00	0.00	0.00	* Function
60	Capital Projects Fund or Fund Group		0.00	0.00	0.00	0.00	0.00	Fund

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 14 of 16
Report as of: 4/30/2020

Working Cash Fund 70								
Function		1000	Instruction					
Function		1112	Junior High					
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
FIRST PRIOR YR WRKG CASH			0.00	42,125.77	67,263.00	25,137.23	62.63	70-1112
1112	Junior High		0.00	42,125.77	67,263.00	25,137.23	62.63	** Function
Music								
WC-INT			3,437.02	68,452.18	10,000.00	(58,452.18)	684.52	70-1511
1502	Music		3,437.02	68,452.18	10,000.00	(58,452.18)	684.52	** Function
1000	Instruction		3,437.02	110,577.95	77,263.00	(33,314.95)	143.12	* Function
Provision For Contingences								
Perm Trnf from W/C								
PRINCIPAL ON BONDS SOLD			0.00	0.00	0.00	0.00	0.00	70-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund		3,437.02	110,577.95	77,263.00	(33,314.95)	143.12	Fund

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 15 of 16
Report as of: 4/30/2020

Tort Immunity and Judgment Fund 80							
Function	1000	Instruction					
Function	1112	Junior High					
Description		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction							
<u>Junior High</u>							
1112	Junior High	FIRST PRIOR YEAR LEVY	0.00	523,500.41	524,900.00	1,399.59	99.73 80-1112
			0.00	523,500.41	524,900.00	1,399.59	** Function
<u>Special Education Programs Pre-K</u>							
1225	Special Education Programs Pre-K	CORP PERS PROP REPLCMNT TAX	0.00	0.00	0.00	0.00	80-1230-1
			0.00	0.00	0.00	0.00	** Function
<u>Music</u>							
1502	Music	TORT-INTEREST	68.49	2,737.03	800.00	(1,937.03)	342.13 80-1511
			68.49	2,737.03	800.00	(1,937.03)	** Function
<u>Truants Alternative/Optional Education Programs</u>							
		REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	80-1950
		OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	80-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	** Function
1000	Instruction		68.49	526,237.44	525,700.00	(537.44)	* Function
80	Tort Immunity and Judgment Fund		68.49	526,237.44	525,700.00	(537.44)	100.10 Fund

Revenue Ledger

Printed: 5/8/2020 11:04 AM
PUTNAM COUNTY CUSD #535

Page 16 of 16
Report as of: 4/30/2020

Fire Prevention/Life Safety 90								
Function		1000	Instruction					
Function		1112	Junior High					
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
FIRST PRIOR YEAR LEVY L/			0.00	66,935.60	67,263.00	327.40	99.51	90-1112
1112	Junior High		0.00	66,935.60	67,263.00	327.40	99.51	** Function
Special Education Programs Pre-K								
L/S CORP REPL TAX			0.00	0.00	0.00	0.00	0.00	90-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00	** Function
Music								
LS-INT ON INVESTMENTS			46.56	1,580.49	500.00	(1,080.49)	316.10	90-1511
1502	Music		46.56	1,580.49	500.00	(1,080.49)	316.10	** Function
Truants Alternative/Optional Education Programs								
OTHER REVENUE			0.00	0.00	0.00	0.00	0.00	90-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction		46.56	68,516.09	67,763.00	(753.09)	101.11	* Function
Provision For Contingences								
Perm Trnf from W/C								
TRANSFER FROM W/C			0.00	0.00	0.00	0.00	0.00	90-7120
SALE OF BONDS			0.00	0.00	0.00	0.00	0.00	90-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety		46.56	68,516.09	67,763.00	(753.09)	101.11	Fund
Report Total:			740,182.21	10,982,054.14	13,320,781.00	2,338,726.86	82.44	

PCPS Activity Fund April

Beginning Balance	\$9692.74
Deposits	\$0
Expenditures	\$108.85
Ending Balance	\$9583.89

Deposits

Expenditures

CK#			
1054	4/26/20	Ronda Cross Snacks	\$48.98
1055	4/26/20	Hinckley Springs Water	\$59.87

PCPS Imprest April

Beginning Balance	\$1620.00
Deposits	\$0
Expenditures	\$0
Ending Balance	\$1620.00

Deposits

Expenditures

CK#

ACCT#

Total request for reimbursement *\$0*

PCES Activity Fund April 2020

Beginning Balance April 01, 2020	\$21665.40
Deposits April 2020	\$1014.51
Expenditures April 2020	\$1064.47
Ending Balance April 30, 2020	\$21615.44

Deposits

4/29/20	Scholastic Book Fair Sales	\$1014.51

Expenditure

4/29/20 – Check#1432	S&S Worldwide	\$49.96
	Student of the Week Treats	
4/29/20 – Check#1433	Scholastic Book Fair	\$1014.51
	Book Sales	

Total Expenditures	\$1064.47

PCES Imprest Fund Report April 2020

Beginning Balance April 01, 2020	\$1500.00
Balance April 30, 2020	\$1500.00
Request for reimbursement	\$0.00
Attain Maximum Balance	\$1,500.00

Deposits

Expenditures

Total Expenditures	\$0.00

Request for reimbursement	\$0.00

Putnam County Junior High School
Imprest Fund
April, 2020
Account #010-146

Beginning Balance	\$ 2,690.00
Replenishment Request	<u>110.00</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>1,012.26</u>
Balance	\$ 1,787.74
Replenishment Request	<u>\$ 1,012.26</u>
Attain Maximum Balance	\$ 2,800.00

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Account #</u>	<u>Reason</u>	<u>Amount</u>
6294	04/21	PCCUSD#535		bussing for field trip	682.26
6295	04/22	Mary Husser		reimburse track fee	50.00
6296	04/09	IESA	10-1501-640-3	Section gate	195.00
6297	04/22	Cherie Sandberg		reimburse track fee	25.00
6298	04/22	Erin Moutray		reimburse track fee	25.00
6299	04/22	Alexis Chambers		reimburse track fee	25.00
6300	04/23	RCYRBA		Fee for Rebecca Caudill	10.00

expenditures	1, 012.25
Replenishment request	1, 012.25

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
PCJH Cheerleading
April, 2020
Account #138-258

Beginning Balance	\$	1,082.41
Transfers In		<u>00.00</u>
Subtotal		1,082.41
Less Expenditures		<u>00.00</u>
Balance		1,082.41

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>

Michael Olson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
PCJH Girls Athletic Fund
April, 2020
Account #010-707

Beginning Balance	\$ 20,106.98
Transfers In	<u>00.00</u>
Subtotal	20,106.98
Less Expenditures	<u>00.00</u>
Balance	20,106.98

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>

Michael Olson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
Puma Crew
April 2020
Account #010-561

Beginning Balance	\$2,457.07
Transfers In	<u>0</u>
Subtotal	\$2,457.07
Less Expenditures	<u>341.13</u>
Balance	\$ 2,115.94

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
674	4/21	Imprest	Bus for Movie	341.13

Emily Whitney, Advisor

Putnam County Junior High School
PCJH Staff Soda
April, 2020
Account #010-650

Beginning Balance	\$ 4,809.35
Transfers In	<u>941.00</u>
Subtotal	5,750.35
Less Expenditures	<u>100.00</u>
Plus Voided check #1631	682.26
Balance	6,332.61

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1632	04/29	Nathan Husser	8 th grade fund raiser	100.00

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
Student Council
April, 2020
Account #138-096

Beginning Balance	\$ 2,085.62
Transfers In	<u>\$ 2,218.58</u>
Subtotal	\$ 4,304.20
Less Expenditures	<u>\$ 0000.00</u>
Balance	\$ 4,304.20

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>

Mike Olson, Principal

Kristin Erickson, Sponsor

Putnam County Junior High School
PCJH Activity Fund
April, 2020

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 1,082.41	00.00	00.00	\$ 1,082.41
PCJH Girls Athletic 010-707	20,106.98	00.00	00.00	20,106.98
PCJH Puma Crew 010-561	2,457.07	00.00	341.13	2,115.94
Staff Soda 010-650	4,809.35	1,623.26	100.00	6,332.61
PCJH Student Council 138-096	2,085.62	2,218.58	00.00	4,304.20

Michael Olson, Principal

Sandra A. Troglio, Secretary

IMPREST REPORT
PUTNAM COUNTY HIGH SCHOOL
Apr-20
Clayton Theisinger, Principal

Balance April 30, 2020	\$6,204.69
replenishment requested	\$0.00

Maximum Balance	\$6,204.69

Balance as of March 31, 2020	\$5,820.69

Replenishment Requested

Reimbursed checks for cancelled events.

10-1501-640-2	check # 10701	\$100.00
10-1501-640-2	check # 10702	\$100.00
10-1501-640-2	check # 10661	\$174.00
	total	\$384.00

Putnam County High School
General Ledger Report
Financial Report
April Report

From Date: 4/1/2020
To Date: 4/30/2020

From Acct: 100
To Account: 604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000100	Office	\$7,260.81	\$104.95	\$0.00	\$0.00	\$7,365.76	\$0.00	\$7,365.76
000102	Office Adjustment	\$0.03	\$0.00	\$0.00	\$0.00	\$0.03	\$0.00	\$0.03
000105	Adult Education	\$37.48	\$0.00	\$0.00	\$0.00	\$37.48	\$0.00	\$37.48
000106	AP Class	\$1,757.00	\$0.00	\$0.00	\$0.00	\$1,757.00	\$0.00	\$1,757.00
000110	Condolence	\$200.71	\$0.00	\$0.00	\$0.00	\$200.71	\$0.00	\$200.71
000115	PACC	\$43.53	\$0.00	\$0.00	\$0.00	\$43.53	\$0.00	\$43.53
000120	Baseball	\$6,804.14	\$0.00	\$0.00	\$0.00	\$6,804.14	\$0.00	\$6,804.14
000125	Girl's Softball	\$175.16	\$0.00	(\$117.50)	\$0.00	\$57.66	\$0.00	\$57.66
000130	PC Enterprises	\$413.59	\$128.00	\$0.00	\$0.00	\$541.59	\$0.00	\$541.59
000135	Golf	\$642.62	\$0.00	\$0.00	\$0.00	\$642.62	\$0.00	\$642.62
000137	Girls Golf	\$228.69	\$0.00	\$0.00	\$0.00	\$228.69	\$0.00	\$228.69
000140	Scholastic Bowl	\$335.86	\$0.00	\$0.00	\$0.00	\$335.86	\$0.00	\$335.86
000150	Interact Club	\$1,503.00	\$0.00	\$0.00	\$0.00	\$1,503.00	\$0.00	\$1,503.00
000155	Art	\$554.90	\$0.00	\$0.00	\$0.00	\$554.90	\$0.00	\$554.90
000200	Athletic	\$32.48	\$0.00	\$0.00	\$0.00	\$32.48	\$0.00	\$32.48
000210	Cable Club	\$1,514.67	\$0.00	\$0.00	\$0.00	\$1,514.67	\$0.00	\$1,514.67
000220	Track	\$2,770.58	\$0.00	\$0.00	\$0.00	\$2,770.58	\$0.00	\$2,770.58
000300	Journalism	\$2,686.22	\$120.00	\$0.00	\$0.00	\$2,806.22	\$0.00	\$2,806.22
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$1,232.02	\$0.00	\$0.00	\$0.00	\$1,232.02	\$0.00	\$1,232.02
000325	Boy's Basketball	\$1,457.88	\$0.00	\$0.00	\$0.00	\$1,457.88	\$0.00	\$1,457.88
000330	Student Council	\$2,107.70	\$37.00	\$0.00	\$0.00	\$2,144.70	\$0.00	\$2,144.70
000335	FCA	\$300.00	\$0.00	(\$274.00)	\$0.00	\$26.00	\$0.00	\$26.00
000340	N.H.S.	\$2,465.44	\$80.00	(\$1,738.60)	\$0.00	\$806.84	\$0.00	\$806.84
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$416.22	\$3.99	\$0.00	\$0.00	\$420.21	\$0.00	\$420.21
000360	FFA	\$3,231.08	\$328.80	\$0.00	\$0.00	\$3,559.88	\$0.00	\$3,559.88
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$4,171.48	\$0.00	\$0.00	\$0.00	\$4,171.48	\$0.00	\$4,171.48
000380	Panteras	\$1,228.08	\$0.00	\$0.00	\$0.00	\$1,228.08	\$0.00	\$1,228.08
000390	Media Club	\$1,147.62	\$0.00	\$0.00	\$0.00	\$1,147.62	\$0.00	\$1,147.62
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$15,124.02	\$0.00	\$0.00	\$0.00	\$15,124.02	\$0.00	\$15,124.02
000405	PC Graduation Rollover	\$6,071.85	\$0.00	\$0.00	\$2,037.86	\$8,109.71	\$0.00	\$8,109.71
000410	Thespians	\$1,338.52	\$0.00	(\$695.72)	\$0.00	\$642.80	\$0.00	\$642.80

Putnam County High School
General Ledger Report
Financial Report
April Report

From Date: 4/1/2020
To Date: 4/30/2020

From Acct: 100
To Account: 604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000420	Science Club	\$481.46	\$0.00	\$0.00	\$0.00	\$481.46	\$0.00	\$481.46
000425	Wrestling	\$119.50	\$0.00	\$0.00	\$0.00	\$119.50	\$0.00	\$119.50
000430	Music (Band)	\$291.21	\$0.00	\$0.00	\$0.00	\$291.21	\$0.00	\$291.21
000440	Music (Chorus)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000500	Class of 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000513	ITP Music	\$262.58	\$76.25	\$0.00	\$0.00	\$338.83	\$0.00	\$338.83
000515	ITP Class	\$2,047.41	\$0.00	(\$277.25)	\$0.00	\$1,770.16	\$0.00	\$1,770.16
000520	TP Coffee Shop	\$1,559.68	\$46.00	\$0.00	\$0.00	\$1,605.68	\$0.00	\$1,605.68
000525	Unified PE	\$395.35	\$0.00	\$0.00	\$0.00	\$395.35	\$0.00	\$395.35
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$3,712.28	\$0.00	\$0.00	\$0.00	\$3,712.28	\$0.00	\$3,712.28
000545	Concession Stand	\$7,084.17	\$0.00	\$0.00	\$0.00	\$7,084.17	\$0.00	\$7,084.17
000560	Class of 2010	(\$0.03)	\$0.00	\$0.00	\$0.03	\$0.00	\$0.00	\$0.00
000595	Class of 2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000600	Class of 2019	\$2,037.89	\$0.00	\$0.00	(\$2,037.89)	\$0.00	\$0.00	\$0.00
000602	Class of 2020	\$3,608.95	\$0.00	\$0.00	\$0.00	\$3,608.95	\$0.00	\$3,608.95
000603	Class of 2021	\$687.17	\$0.00	(\$176.30)	\$0.00	\$510.87	\$0.00	\$510.87
000604	Class of 2022	\$1,962.61	\$0.00	\$0.00	\$0.00	\$1,962.61	\$0.00	\$1,962.61
Group Total		\$92,299.02	\$924.99	(\$3,279.37)	\$0.00	\$89,944.64	\$0.00	\$89,944.64
Activity Accounts Grand Total		\$92,299.02	\$924.99	(\$3,279.37)	\$0.00	\$89,944.64	\$0.00	\$89,944.64

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: _____ Date: __/__/__

Principal: _____ Date: __/__/__

SUPERINTENDENT IMPREST
APRIL 2020

BANK BALANCE	\$ 1,786.88
REPLENISHMENT REQUEST – FEBRUARY	\$ 213.12
IMPREST BALANCE	\$ 2,000.00
REPLENISHMENT AMOUNT REQUESTED	\$ 90.00
BALANCE	\$ 1,910.00
 Check # 3156 5/11/20 FARNSWORTH 1 ST PLACE 10-2310-640-6	 \$ 50.00
 Check # 3157 FARNSWORTH 2 ND PLACE 10-2310-640-6	 \$ 20.00
 Check # 3158 FARNSWORTH 3 RD PLACE 10-2310-640-6	 \$ 20.00
 TOTAL REIMBURSEMENT	 \$ 90.00

CPPRT Reliant School Districts
 COVID-19 Effect
 May 5, 2020

District Name	Total Non-DS Revs	CPPRT Received	% of Revs	CPPRT Estimate	CPPRT Received	Net Loss	CPPRT (-25%)	Net Loss	Total Loss
	FY2019	FY2019	FY2019	FY2020	FY2020*	FY2020	FY2021	FY2021	FY20/FY21
Hollis Cons SD 328	\$1,766,683	\$850,984	48.2%	\$896,334	\$846,552	\$49,782	\$634,914	\$211,638	\$261,420
Monticello CUSD 25	\$18,807,358	\$7,213,925	38.4%	\$7,598,359	\$7,176,346	\$422,013	\$5,382,260	\$1,794,087	\$2,216,099
Pawnee CUSD 11	\$5,635,055	\$2,147,749	38.1%	\$2,262,206	\$2,136,563	\$125,643	\$1,602,422	\$534,141	\$659,784
Venice CUSD 3	\$3,152,298	\$1,167,521	37.0%	\$1,229,739	\$1,161,439	\$68,300	\$871,079	\$290,360	\$358,660
Rockdale SD 84	\$3,913,732	\$1,245,782	31.8%	\$1,312,169	\$1,239,291	\$72,878	\$929,468	\$309,823	\$382,701
Meredosia-Chambersburg CUSD 11	\$3,319,079	\$950,045	28.6%	\$1,000,676	\$945,098	\$55,578	\$708,824	\$236,275	\$291,852
Putnam County CUSD 535	\$11,281,646	\$2,900,850	25.7%	\$3,055,437	\$2,885,738	\$169,699	\$2,164,304	\$721,435	\$891,133
Erie CUSD 1	\$16,034,191	\$3,772,968	23.5%	\$3,974,030	\$3,753,312	\$220,718	\$2,814,984	\$938,328	\$1,159,046
Joppa-Maple Grove UD 38	\$3,235,156	\$759,780	23.5%	\$800,270	\$755,823	\$44,447	\$566,867	\$188,956	\$233,403
Patoka CUSD 100	\$3,109,289	\$718,901	23.1%	\$1,000,676	\$945,098	\$55,578	\$708,824	\$236,275	\$291,852
Red Bud CUSD 132	\$13,042,868	\$2,401,915	18.4%	\$2,529,916	\$2,389,404	\$140,512	\$1,792,053	\$597,351	\$737,863
Rutland CCSD 230	\$1,367,259	\$250,096	18.3%	\$263,425	\$248,794	\$14,631	\$186,596	\$62,199	\$76,829
Canton Union SD 56	\$21,849,516	\$3,859,418	17.7%	\$4,068,088	\$3,842,146	\$225,942	\$2,881,610	\$960,537	\$1,186,478
Tuscola CUSD 301	\$10,112,638	\$1,741,142	17.2%	\$1,833,927	\$1,732,071	\$101,856	\$1,299,053	\$433,018	\$534,874
Havana CUSD 126	\$10,476,942	\$1,762,611	16.8%	\$1,856,543	\$1,753,431	\$103,112	\$1,315,073	\$438,358	\$541,470
VIT CUSD 2	\$3,551,359	\$563,029	15.9%	\$593,035	\$560,098	\$32,937	\$420,073	\$140,024	\$172,962
East Alton-Wood River CHSD 14	\$7,229,000	\$1,140,714	15.8%	\$1,193,977	\$1,127,664	\$66,313	\$845,748	\$281,916	\$348,229
Laraway CCSD 70C	\$12,637,629	\$1,960,215	15.5%	\$2,064,676	\$1,950,004	\$114,672	\$1,462,503	\$487,501	\$602,173
Pinkneyville CCSD 204	\$1,509,774	\$228,516	15.1%	\$232,834	\$219,902	\$12,932	\$164,927	\$54,976	\$67,907
Ford Heights SD 169	\$9,774,239	\$1,455,938	14.9%	\$1,533,522	\$1,448,350	\$85,172	\$1,086,263	\$362,088	\$447,259
Trico CUSD 176	\$9,851,410	\$1,452,628	14.7%	\$1,530,040	\$1,445,062	\$84,978	\$1,083,796	\$361,265	\$446,244
Limestone CHSD 310	\$13,952,562	\$1,999,298	14.3%	\$2,105,841	\$1,988,883	\$116,958	\$1,491,662	\$497,221	\$614,179
Pekin CSD 303	\$24,557,414	\$3,517,469	14.3%	\$3,704,914	\$3,499,143	\$205,771	\$2,624,357	\$874,786	\$1,080,557
Illini Bluffs CUSD 327	\$9,692,964	\$1,357,332	14.0%	\$1,429,655	\$1,350,252	\$79,403	\$1,012,689	\$337,563	\$416,966
Central Stickney ESD 110	\$6,274,509	\$818,882	13.1%	\$862,519	\$814,615	\$47,904	\$610,961	\$203,654	\$251,558
Wood River-Hartford ESD 15	\$7,917,235	\$947,462	12.0%	\$1,096,827	\$1,035,909	\$60,918	\$776,932	\$258,977	\$319,895
Hutsonville CUSD 1	\$4,222,281	\$436,695	10.3%	\$459,966	\$434,419	\$25,547	\$325,815	\$108,605	\$134,151

This table shows twenty-seven Illinois school districts that are reliant on CPPRT revenues. Reliant is defined as receiving greater than 10% of total non-debt service revenues coming from CPPRT revenues. CPPRT was running ahead of estimates as of the end of March 2020. In April, Illinois saw a 26% decrease in CPPRT receipts for the month when compared to the most recent five-year April average. This is likely due to decreased corporate profits due to business closures and businesses taking advantage of the allowed 90-day delay in income tax estimate payments. The economic situation in Illinois will continue to be effected by the COVID-19 situation into FY2021. For purposes of **illustration only**, the table uses a 25% decrease in CPPRT revenues for FY2021. The table shows the combined negative revenue effect for FY2020/FY2021 on the included school districts. The estimated effect on CPPRT for FY2021 has yet to be calculated by the IDOR.

* Estimated total FY2020 revenues based on May distributions (5/6/2020)

CPPRT Data is gathered from: <https://www2.illinois.gov/rev/localgovernments/replacementtaxestimate/Pages/replacement20.aspx>
 School Financial Data is gathered from: <https://www.isbe.net/Pages/School-Finance-Historical-Reports.aspx>
 Senators/Representatives have not been recently updated.

State Funding Update 5/18/20

The state still owes in the following categories

Special Education	\$ 30,998.92
Transportation	\$125,770.08
Early Childhood	\$ 67,350.00
Ag Grant	\$ 4,356.00
IL Free Lunch	\$ 187.92
<u>Driver's Ed</u>	<u>\$ 2,622.95</u>
	\$231,285.87

We did receive an MCAT payment that reduced the amount owed in half. There is speculation that we may not receive the last MCAT payment this year due to the financial disruption across the state.

School Board

Board Member Compensation; Expenses ¹

Board Member Compensation Prohibited ²

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 ³

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.

Regulation of School District Expenses ⁴

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution.⁵ No later than approval of the annual budget and when necessary,⁶ the Superintendent will

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); ~~and the Local Government Travel Expense Control Act (ECA).~~ 50 ILCS 150/10, ~~added by P.A. 99-604, eff. 1-1-17~~ (regulation of travel expenses); ~~and the Grant Accountability and Transparency Act, 30 ILCS 708/130 (regulation of travel expenses under grants).~~ ~~The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter, see the third paragraph of f/n 3, below.~~

² The legal limit for board secretary compensation is \$500. ~~(105 ILCS 5/10-14).~~

³ 50 ILCS 150/15, ~~added by P.A. 99-604, eff. 1-1-17.~~ 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a roll call vote.

Although the School Code has always required a roll call vote on public expenditures, ~~on and after 60 days after the effective date of the ECA requires,~~ a roll call vote ~~will also be required~~ for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount* (MARA) set by the board in its resolution to regulate expenses, ~~and or~~
2. Board member (50 ILCS 150/15, ~~added by P.A. 99-604, eff. 1-1-17).~~

~~A majority of school law firms agree that the "on or after 60 days" date discussed in the paragraph above is 3-2-17. Some school law firms will use the date 3-1-17. There is also a policy component deadline "[o]n and after 180 days after the effective date of [the ECA]." That date is 6-30-17. Many school law firms opine that, as a practical matter, boards should complete both the MARA and policy requirements of the ECA by late Feb. 2017 and no later than 3-1-17. Consult the board attorney about these dates. See f/n 13, below, for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.~~

⁴ 50 ILCS 150/10, ~~added by P.A. 99-604, eff. 1-1-17~~ requires boards to regulate the reimbursement of expenses by *resolution or ordinance*. Unlike like the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies*. ~~(105 ILCS 5/10-20.5).~~ Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board. ~~(105 ILCS 5/10-20).~~ Therefore, to effectuate the intent of the ECA's requirement to *regulate* expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to *regulate* expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, *Board Member Compensation; Expenses*, and 5:60, *Expenses* (105 ILCS 5/10-20)(see f/n 5, below);
2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to regulate expenses (see f/n 7, below).

recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.⁷ The recommended amount should be based upon the District's budget and other financial considerations.⁸

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,⁹ (2) anyone's personal expenses,¹⁰ or (3) entertainment expenses.¹¹ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ Id. For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*. Consult the board attorney about how often the board should adopt or revisit its resolution (see f/ns 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see f/n 6, below.

⁶ 50 ILCS 150/10, ~~added by P.A. 99-604, eff. 1-1-17~~ allows boards to determine this timeline locally.

While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy's implementation and its duties under the ECA and policy 2:240, *Board Policy Development*.

This sample policy uses "No later than approval of the annual budget" to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). -The words *and when necessary* allow for flexibility in situations discussed in f/n 13, below (*emergency and/or an extraordinary circumstance*).

Consider consulting the board's auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each fiscal year"
2. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each school year"
3. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each calendar year" or
4. Deleting "~~No later than approval of the annual budget~~" and replacing it with "When presenting the proposed budget"

⁷ For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
 - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
 - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
2. The MARA should be based upon a district's financial resources and other considerations important to the local district.

⁸ The ECA does not define MARA or how to determine it (see the first sentence of f/n 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it categorize ~~4~~ by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor's recommendation, the community's preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, *Resolution to Regulate Expense Reimbursements*, to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in f/n 13, below.

⁹ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

¹⁰ Optional. *Personal expenses* are not defined in 50 ILCS 150/25, ~~added by P.A. 99-604, eff. 1-1-17~~ or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

¹¹ 50 ILCS 150/25, ~~added by P.A. 99-604, eff. 1-1-17~~.

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. ¹²

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it 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. ¹³

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:¹⁴

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;¹⁵
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. 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. A Board member must return to the District any portion of an

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹² *Id.*

¹³ 50 ILCS 150/10 and 15, added by P.A. 99-604, eff. 1-1-17. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board's resolution, and (b) an *emergency* or an *extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

Emergency or an *extraordinary circumstance* is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent "did not plan well" or "an organization's conference fees went up more than expected this year after the board adopted its resolution," may open the board to public relations and other legal challenges. See *Laukhuf v. Board of Education*, 2003 WL 23936148 (Ill.Cir. 2003)(addressing what constitutes an *emergency* in the context of the Open Meetings Act (OMA)(5 ILCS 120/), which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

¹⁴ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see f/n 20, below.

¹⁵ Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center." ~~The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.~~

expense advancement not used.¹⁶ 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).¹⁷ 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 expenses¹⁸ by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards ¹⁹

Credit and procurement cards shall not be issued to Board members.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

¹⁷ Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by amending and adding to the sentence as follows:

~~“and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list.”~~

See also f/n 8 in policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

¹⁸ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: “an *estimate* if expenses have not been incurred ...” **or** “a *receipt* ... if the expenses have already been incurred.” suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁹ Optional. Consult the board attorney about issuing credit and procurement cards to board members. See f/n 1 of policy 4:55, *Use of Credit and Procurement Cards*.

If in consultation with the board attorney credit and procurement cards will be issued to board members, delete “~~Credit and procurement cards shall not be issued to Board members~~” and insert “Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.”

Standardized Expense Form(s) Required 20

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. ²¹
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. Travel. The least expensive method of travel will be used, providing 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.](#)²² Copies of airline tickets [and baggage receipts](#) must be attached to the expense form.
 - 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. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, [ride sharing](#) or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁰ 50 ILCS 150/20, ~~added by P.A. 99-604, eff. 1-1-17~~. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The **PRESS** materials on expenses marry the School Code's advancement voucher requirement into the ECA's requirement for a standardized estimated expense form. For an example, see 2:125-E2, *Board Member Estimated Expense Approval Form*, and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/ [\(including for grant-related travel, see f/n 24, below\)](#),
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

²¹ [50 ILCS 150/20\(2\) ~~Id.~~ at \(2\)](#) and (3).

²² [Optional. This language reflects the standard for expenses permitted for federal and State grants. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and ~~and baggage receipts~~ from the next sentence.](#)

amount set by the Board.²³ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members 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 Grants ²⁴

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)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²³ Alternatively, a board could set a daily limit on meal costs, such as:

Board members will be reimbursed for meal costs and tips up to \$_____ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

But see also f/n 8, above and ensure this amount is consistent with the MARA set by the board resolution.

²⁴ Required by 30 ILCS 708/130. See policy 5:60, *Expenses*, and its f/ns 22-36 for details. 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.

School Board

Board Attorney 1

The School Board may ~~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.~~ ² The Board Attorney serves on a retainer or other fee arrangement as determined in advance. The Board Attorney will provide services as described in the agreement for legal services or as memorialized by an engagement letter. ³ The District will only pay for legal services that are provided in accordance with the agreement for legal services, as memorialized by an engagement letter, or that 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. ⁴ 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 footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

¹ The attorney's selection and duties are totally within the board's discretion – bidding is not required. 105 ILCS 5/10-20.21.

² ~~This is a restatement of~~ Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct, at www.illinoiscourts.gov/supremecourt/rules/art_viii/default_new.asp. address concurrent conflicts of interest. Board presidents, superintendents, and board attorneys should be prepared to ask potential board attorneys whether they will have the ability to declare that representation of the board and district will be to the exclusion of all other clients having potential conflicts with the board and district's interests. See exhibit 2:160-E, Checklist for Selecting a Board Attorney.

³ There is no general format for an agreement for legal services or an engagement letter. To help monitor its legal fees, a board should require a written agreement or an engagement letter with the board attorney or law firm that details the services, fees, expenses, and billing format. See ~~Board~~ exhibit 2:160-E, *Checklist for Selecting a Board Attorney*.

Legal services can be spelled out in the policy but boards face the attendant risk of conflicting lists. However, a board desiring such a list can use the following:

The attorney will:

1. Serve as counselor to the Board and attend Board meetings when requested by the Superintendent or Board President;
2. Represent the District in any legal 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.

⁴ Depending on the fee arrangement, contacting the board attorney generates fees owed by the district. Thus, to avoid excessive attorney fees, the board should consider ~~needs to~~ limiting individuals who ~~are~~ is authorized to contact the board attorney ~~to avoid excessive attorney fees~~. Additional individuals may be added to this sentence as in the alternative below:

_____ The following people are authorized to confer with and/or seek the legal advice of the Board Attorney: Superintendent or designee, Business Manager, District Freedom of Information Officer, Complaint Manager(s), District treasurer, and the Board President.

Individual board members should refrain from discussing their board attorney's advice outside of a board meeting. Disclosing legal advice can waive the attorney-client privilege. Individual board members possess none of the board's powers and are not authorized to individually waive attorney-client privilege on behalf of the board as an entity.

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)

Draft

Operational Services

Payment Procedures ¹

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order.² Approval of all bills shall be given by a roll call vote, and the votes shall be recorded in the minutes.³ The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board. ⁴

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills.⁵ These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law. ⁶

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts),
4:80 (Accounting and Audits)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² 105 ILCS 5/8-16 and 5/10-20.19.

³ 105 ILCS 5/10-7.

⁴ Except for the payment of social security taxes and recurring bills, 105 ILCS 5/8-16 permits the treasurer to "pay out funds of the school district only upon an order of the board signed by the president and clerk or secretary or by a majority of the board." [105 ILCS 5/10-20.19](#) grants the treasurer authority to pay bills after receipt of "a certified copy of those portions of the board minutes, properly signed by the secretary and president, or a majority of the board." As minutes are not approved until the following meeting, a literal reading of this statute would result in late payments. The policy uses a pragmatic solution: the treasurer may pay bills upon receiving a board order or minutes, even if the minutes are unapproved, provided the order or minutes are signed by the president and secretary, or a majority of the board.

[The Local Government Prompt Payment Act \(50 ILCS 505/\) governs the timelines for a board's approval and payment of bills and potential penalties for late payment. Unless otherwise agreed to between the board and a vendor/contractor, bills must be approved or disapproved within 30 days after receipt of the bill or 30 days after the date on which the goods or services are received, whichever is later, and payment is due within 30 days after the date of approval. 50 ILCS 505/3, 505/4, and 505/6.](#)

⁵ 105 ILCS 5/8-16 and 5/10-20.19.

⁶ 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70.

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 5 - PERSONNEL**

General Personnel

5:10	Equal Employment Opportunity and Minority Recruitment
5:10-AP	Administrative Procedure - Workplace Accommodations for Nursing Mothers
5:20	Workplace Harassment Prohibited
5:20-AP	Administrative Resource - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
5:20-E	Exhibit - Resolution to Prohibit Sexual Harassment
5:30	Hiring Process and Criteria
5:30-AP1	Administrative Procedure - Interview Questions
5:30-AP2	Administrative Procedure - Investigations
5:35	Compliance with the Fair Labor Standards Act
5:35-AP1	Administrative Procedure - Fair Labor Standards Act Exemptions
5:35-AP2	Administrative Procedure - Employee Records Required by the Fair Labor Standards Act
5:35-AP3	Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
5:35-AP4	Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist
5:35-E	Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee
5:40	Communicable and Chronic Infectious Disease
5:40-AP	Administrative Procedure - Communicable and Chronic Infectious Disease
5:50	Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
5:60	Expenses
5:60-AP	<u>Administrative Procedure - Federal and State Grant Travel Expense Procedures</u>

5:60-E1	Exhibit - Employee Expense Reimbursement Form
5:60-E2	Exhibit - Employee Estimated Expense Approval Form
5:70	Religious Holidays
5:80	Court Duty
5:90	Abused and Neglected Child Reporting
5:90-AP	Administrative Procedure - Coordination with Children's Advocacy Center
5:100	Staff Development Program
5:100-AP	Administrative Procedure - Staff Development Program
5:110	Recognition for Service
5:120	Employee Ethics; Conduct; and Conflict of Interest
5:120-AP1	Administrative Procedure - Statement of Economic Interests for Employees
5:120-AP2	Administrative Procedure - Employee Conduct Standards
5:120-E	Exhibit - Code of Ethics for Illinois Educators
5:125	Personal Technology and Social Media; Usage and Conduct
5:125-E	Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media
5:130	Responsibilities Concerning Internal Information
5:130-AP	Administrative Procedure - Email Retention
5:140	Solicitations By or From Staff
5:150	Personnel Records
5:150-AP	Administrative Procedure - Personnel Records
5:160	OPEN
5:170	Copyright
5:170-AP1	Administrative Procedure - Copyright Compliance
5:170-AP2	Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works

- 5:170-AP3 Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment
- 5:170-AP4 Administrative Procedure - Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process
- 5:170-E1 Exhibit - Request to Reprint or Adapt Material
- 5:180 Temporary Illness or Temporary Incapacity
- 5:185 Family and Medical Leave
- 5:185-AP Administrative Procedure - Resource Guide for Family and Medical Leave

Professional Personnel

- 5:190 Teacher Qualifications
 - 5:190-E1 Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications
 - 5:190-E2 Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements
 - 5:190-E3 Exhibit - Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:210 Resignations
- 5:220 Substitute Teachers
 - 5:220-AP Administrative Procedure - Substitute Teachers
 - 5:220-E Exhibit - Unsatisfactory Performance Report for Substitute Teachers
- 5:230 Maintaining Student Discipline
- 5:240 Suspension
 - 5:240-AP Administrative Procedure - Suspensions
- 5:250 Leaves of Absence
 - 5:250-AP Administrative Procedure - School Visitation Leave
- 5:260 Student Teachers

Educational Support Personnel

- 5:270 Employment At-Will, Compensation, and Assignment
 - 5:270-E Exhibit - Notice of Employment
- 5:280 Duties and Qualifications
- 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
 - 5:285-AP Administrative Procedure - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:290 Employment Termination and Suspensions
- 5:300 Schedules and Employment Year
- 5:310 Compensatory Time-Off
 - 5:310-E Exhibit - Agreement to Receive Compensatory Time-Off
- 5:320 Evaluation
- 5:330 Sick Days, Vacation, Holidays, and Leaves

General Personnel

Compliance with the Fair Labor Standards Act 1

Job Classifications

The Superintendent will ensure that all job positions are identified as either “exempt” or “non-exempt” according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are “exempt” or “non-exempt.”² “Exempt” and “non-exempt” employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for District employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.³ Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours.⁴ “Overtime” is time worked in excess of 40 hours in a single workweek.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy’s content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

The Illinois Minimum Wage Law, 820 ILCS 105/4a, covers all school employees, although many are exempt from overtime requirements. The federal Fair Labor Standards Act (FLSA) (29 U.S.C. §201 et seq.) also covers school employees. The law offering the greatest benefits to employees will control specific issues. However, under both State and federal law, non-exempt employees who work over 40 hours in a single workweek are entitled to overtime pay of a rate not less than one and one-half times the employees’ regular rate of pay. 29 U.S.C. §207; 820 ILCS 105/4a.

School districts in several states are experiencing widespread action by non-exempt employees to recoup unpaid overtime wages. Many of these actions have been successful because the school district did not strictly comply with overtime requirements or recordkeeper’s requirements. See 29 C.F.R. Part 785 (Hours Worked) and 29 C.F.R. Part 516, (Records to Be Kept by Employers). The U.S. Dept. of Labor (DOL) frequently finds employees misclassified as independent contractors or exempt employees. School officials are strongly encouraged to seek assistance from their attorney when making decisions involving wage and hour issues.

² “Exempt” employees are exempt from overtime requirements. An exempt employee, according to Illinois law, is “any employee employed in a bona fide executive, administrative or professional capacity, ... , as defined by or covered by the Federal Fair Labor Standards Act of 1938 and the rules adopted under that Act, as both exist on March 30, 2003, but compensated at the amount of salary specified [in the current rules].” 820 ILCS 105/4a. By referring to the definitions in the former federal rules, the Illinois legislature rejected the DOL’s effort to expand the number of employees who are exempt from overtime requirements. To qualify for exemption in Illinois, employees generally must meet certain tests regarding their job duties and be paid on a “salary basis” at not less than \$684~~455~~ per week. 29 C.F.R. Part 541. To check compliance, districts should review their list of exempt employees with their attorneys.

³ Employers must identify the workweek, but may designate any seven-day period. **Boards should ascertain what is currently used as a workweek to avoid inadvertently adopting a policy containing a different designation.** The workweek in this sample policy allows supervisors to adjust employee schedules at the end of the week if an employee was required to work the weekend.

⁴ Setting the workweek at 40 hours avoids having to pay an employee additional “straight time” compensation for the extra hours up to 40.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval.⁵ All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Superintendent or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Superintendent. In lieu of overtime compensation, non-exempt employees may receive compensatory time-off, according to Board policy 5:310, *Compensatory Time-Off*.⁶

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status.⁷ Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel—Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel—Employment Termination and Suspensions*.

Implementation ⁸

The Superintendent or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:	820 ILCS 105/4a. Fair Labor Standards Act, 29 U.S.C. §201 <u>et seq.</u> , 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.
CROSS REF.:	5:240 (Suspension), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ This policy requires a supervisor's express approval as a best practice. However, employers will also be liable for work time when the employer knows or has reason to know work is continuing on or offsite. See 29 C.F.R. §785.11 and 5:35-AP3, *Compensable Work Time for Non-Exempt Employees Under the FLSA*. Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action.

⁶ Optional. The FLSA regulates the use of *comp-time*. 29 C.F.R. §§553.22-553.28. Before offering comp-time, a board must have a compensatory time-off policy or the topic must be covered in an applicable collective bargaining agreement. See 5:310, *Compensatory Time-Off* and 5:310-E, *Agreement to Receive Compensatory Time-Off*.

⁷ Docking an exempt employee's salary (e.g., for a disciplinary suspension) may result in the loss of the exemption unless the deduction was specifically authorized. Teachers, however, are not covered by this restriction.

⁸ The FLSA is administered by the Wage and Hour Division of the DOL. Its website contains compliance guidance, posters, and e-tools (www.dol.gov/WHd/flsa/index.htm).

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition 1

All District workplaces are drug- and alcohol-free workplaces. 2

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. The Right to Privacy in the Workplace Act (RPWA) allows employers to regulate employees' use of lawful products that impair an employee's ability to perform his or her assigned duties. 820 ILCS 55/5(b), amended by P.A. 101-27. The Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-35(a)(8), amended by P.A. 101-593, allows penalties issued by employers of law enforcement officers for consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances while on or off-duty to be collectively bargained; districts that employ school resource officers should consult their board attorneys about this provision of the CRTA.

The federal Drug-Free Workplace Act applies only to the specific programs receiving federal funds. 41 U.S.C. §8101 *et seq.* For ease of administration, this policy makes its requirements applicable to all employees to avoid confusion during implementation and to avoid complications when obtaining and maintaining federal funds. The ~~Cannabis Regulation and Tax Act (CRTA)~~, 410 ILCS 705/, added by P.A. 101-27 and amended by P.A. 101-593, legalized cannabis, but it remains a *Schedule I* (c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. 21 U.S.C.A. §812 (exempting hemp as defined at 7 U.S.C.A. §1639o). 41 U.S.C. §§8101, 8102 and 8103. While not law, in June 2019, the U.S. House of Representatives, in a voice vote, voted in favor of an amendment to H.R. 3055, which was introduced by Reps. Earl Blumenauer (D-OR), Tom McClintock (R-CA), and Eleanor Holmes Norton (D-D.C.), prohibiting the U.S. Dept. of Justice (DOJ) from interfering with a state's decision to implement laws governing the legalization of cannabis (recreational and medicinal). This marked the first time that either branch of the U.S. Congress has voted to protect state recreational cannabis laws from federal enforcement actions. If the amendment becomes law, it would block the DOJ from using funds to intervene in state and territory cannabis legalization laws. This policy continues to prohibit employees from using cannabis as allowed by the CRTA. See f/n 9, below.

The federal Safe and Drug-Free Schools and Communities Act provides funds, upon application, for drug and violence prevention programs; it does not contain policy mandates. Illinois also has a Drug Free Workplace Act (30 ILCS 580/) that applies to districts with 25 or more employees working under a state contract or a grant of \$5,000 or more.

2 Replace this sentence with the district's drug- and alcohol- free policy goal(s), if any.

With the passage of the CRTA, 410 ILCS 705/, added by P.A. 101-27 and amended by P.A. 101-593, each board and superintendent may wish to engage in a risk-management conversation about the district's drug- and alcohol- free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. Risk-level-tolerance decisions will depend upon many factors, including, but not limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for reasonable suspicion training on identification of symptoms of impairment and/or being under the influence, (3) drug testing, and (4) the community's expectations. Answers to the following questions might structure this risk-management conversation:

1. Does the board want to implement a reasonable suspicion program (or any other type of *just cause* provisions in an applicable collective bargaining agreement) to identify employees suspected of being impaired and/or under the influence to enhance its ability to discipline?

2. Does the board want the superintendent to secure training for designated district employees to educate them to identify symptoms of impairment or being under the influence of the substances prohibited in this policy?

3. How does the board want to address employees in positions of leadership, e.g., the superintendent and/or building principal(s), who are perpetually on call due to the nature of their positions and responsibilities (see f/n 3, below)?

4. How will the district manage its duty to educate students about the dangers of drugs and alcohol against the reality that employees are allowed to use lawful products off-duty and off the district's premises (820 ILCS 55/5(b), amended by P.A. 101-27)?

5. Will licensed educators be held to a higher standard than non-licensed employees due to their professional code of conduct expectations?

6. Will employees working directly with students be held to a higher standard than employees not working directly with students?

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being *on call*³ for the District: ⁴

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.⁵
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectable, regardless of when and/or where the use occurred.⁶
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 5/22-33.⁷ The District considers

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ An employee is *on call* when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. 820 ILCS 55/5, amended by P.A. 101-27. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc.

For boards that do not want this text, delete ~~or being on call~~.

⁴ To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the **Employee Substance Abuse Prevention Committee** (see 2:150-AP, *Superintendent Committees*).

⁵ These actions are prohibited by both federal (41 U.S.C.A. §§8101, 8102 and 8103) and State Workplace Acts. See f/n 12, below. These laws do not address *under the influence* but a board may add: “, or being impaired by or under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred.” This option is limited to *illegal* substances to avoid prohibiting employees from using lawfully prescribed controlled substances. See f/n 12. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. This policy's ~~third~~ paragraph addresses prescribed medications other than cannabis.

⁶ Optional; alcohol is not addressed in either the federal or State Drug-Free Workplace Acts. Contact the board attorney for advice concerning this provision and whenever the district wants to discipline or dismiss an employee using it. If a hearing is required before the district may discipline or discharge an employee under this provision, the district must put forth evidence that the employee violated it. A district would also have this burden if a grievance is filed under a *just cause* provision in a collective bargaining agreement. The Ill. Court of Appeals held that when the policy defines *under the influence* as any “mental, emotional, sensory or physical **impairment** due to the use of drugs or alcohol,” the school district must prove that the teacher showed signs of impairment even though she registered 0.056 blood-alcohol level on a Breathalyzer. *Kinsella v. Bd. of Ed. of the City of Chicago*, 27 N.E.3d 226 (Ill.App.1st, 2015).

⁷ “[R]egardless of when and/or where the use occurred” is intended to mean that an employer may reach an employee's conduct on or off-duty depending upon the facts of the disciplinary situation; however, the CRTA contains a specific requirement that law enforcement employers adopt a policy outlining penalties for discipline of law enforcement employees for their on or off-duty conduct involving consumption, possession, sale, purchase, or delivery of cannabis or cannabis-infused substances. *Id.* at 10-35(a)(8), amended by P.A. 101-593. See also f/ns 1, above, and 9, below. Consult the board attorney if the district employs a school resource officer(s) (SRO(s)) as opposed to contracting with a local law enforcement agency for SRO services.

410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370, ~~eff. 1-1-20~~. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), added by P.A. 101-27, includes disciplining employees – even those who are ~~a~~ *registered qualifying patients* – for violating ~~a~~ drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), added by P.A. 101-27). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)).

employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms⁸ listed in the Cannabis Regulation and Tax Act (CRTA). ⁹

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.

For purposes of this policy, *District premises*¹⁰ means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁸ Specific articulable symptoms listed in 410 ILCS 705/10-50(d), added by P.A. 101-27, include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), and scheduled to be repealed on 7-1-20.

⁹ 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. *Id.* at 10-50(d), added by P.A. 101-27. **See also f/n 7, above. Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.**

See also the Ill. Vehicle Code 625 ILCS 5/11-501.2(b-5) number one: when an individual's tetrahydrocannabinol concentration (THC) is five nanograms or more in whole blood or 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), a presumption under Illinois law exists that the individual is under the influence of cannabis. Under 625 ILCS 5/11-501.2(b-5) number two: when an individual's [THC] is less than five nanograms in whole blood or less than 10 nanograms or more in another bodily substance, e.g., saliva, urine, etc., as defined in 625 ILCS 5/11-501.2(a), the individual may still be considered impaired.

In addition to a zero-tolerance policy, the CRTA also allows civil, criminal, or other penalties for:

1. Engaging in tasks under the influence of cannabis when doing so would constitute negligence, professional malpractice, or professional misconduct (410 ILCS 705/10-35(a)(1));
2. Possessing cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(2)(A)-(B) unless permitted under the MCPA);
3. Using cannabis on a school bus or on school grounds (*Id.* at 10-35(a)(3)(A)-(B) unless permitted under the MCPA);
4. [Using cannabis] in a public place [while impaired or under the influence of cannabis](*Id.* at 10-35(a)(3)(F));
5. Knowingly being [impaired by or under the influences of cannabis] in close physical proximity to anyone under 21 years of age who is not a registered medical cannabis patient under the MCPA (*Id.* at 10-35(a)(3)(G));
6. Smoking [and/or *vaping* (see f/n 18, below for a definition of *vaping*)] it in any place where smoking is prohibited under the Smoke Free Illinois Act (*Id.* at 10-35(a)(4));
7. Using [cannabis] as an on-duty law enforcement officer, corrections officer, probation officer, or firefighter (*Id.* at 10-35(a)(8)), **or consuming, possessing, selling, purchasing, or delivering cannabis or a cannabis-infused substance(s) while on or off-duty [only if a policy has been adopted] *Id.* at 10-35(a)(8), amended by P.A. 101-593;** or
8. [Using cannabis while [b]]eing on duty as an individual holding a school bus permit or Commercial Driver's License (*Id.* at 10-35(a)(9)).

any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall: **11**

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 five 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. **12**

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following: **13**

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted. **14**
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations. **15**
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

10 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 and amended by P.A. 101-593, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), added by P.A. 101-27, defines *workplace* as the employer's premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee's job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer's written policy when it is consistent with this definition.

This policy's definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a).

11 Required by the State and federal Drug-Free Workplace Acts.

12 This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act, 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired or under the influence.

13 Numbers one through five in this paragraph are required by the State and federal Drug-Free Workplace Acts. 30 ILCS 580/3.

14 As an alternative, replace the phrase "in a place where other information for employees is posted" with the district's local method, e.g., staff intranet, Internet, etc.

15 Grants may be available from the Ill. State Board of Education for developing a drug-free awareness program. 105 ILCS 5/2-3.93. The drug-free awareness program requirement can be met by developing a brochure on drug abuse or by contacting local, State, or national anti-drug abuse organizations for materials. The materials should be distributed to employees along with a list of places employees may call for assistance.

5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, *Curriculum Content*, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence. **16**

E-Cigarette, Tobacco, and Cannabis Prohibition **17**

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,¹⁸ 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,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

16 Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2 and 23.4 (provided it can be funded by private grants or the federal government) require districts to educate students about the dangers of substance abuse.

17 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act, 410 ILCS 82/, and the CRTA, 410 ILCS 705/10-35(a)(4)(smoking anyplace where smoking is prohibited under the Smoke Free Illinois Act). Federal law prohibits smoking inside schools. 20 U.S.C. §6083(a).

The prohibition in 8:30, *Visitors to and Conduct on School Property*, referred to here, applies “on school property or at a school event.” Here, “at a school event” is clarified with the phrase “while ... performing work for the District” in order to align with this policy’s other prohibitions.

18 While 720 ILCS 675, amended by P.A. 101-2, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district’s obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2 (raising the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973.

E-Cigarettes may resemble cigarettes but contain a battery-operated heating element that turns a liquid into an aerosol (or vapor) that sometimes includes nicotine, flavorings, and other chemicals. The act of inhaling and exhaling the aerosol is known as *vaping*. See www.centeronaddiction.org/e-cigarettes/recreational-vaping/what-vaping. For ease of administration, this policy treats *vaping*, whether tobacco products or not, and smoking tobacco the same due to the outbreaks of lung disease associated with the use of e-cigarettes and vaping. Some e-cigarettes do not look like tobacco products; they are designed to resemble other objects, such as USB flash drives, to be more easily concealed. Like smoking tobacco, vaporization products may include nicotine, which is derived from and is the addictive drug in tobacco, and other potentially harmful chemicals. See *Tobacco/Nicotine and E-Cigs* at: www.drugabuse.gov/drugs-abuse/tobacconicotine-e-cigs. Unlike smoking tobacco, vaping does not produce smoke, but rather the aerosol, often mistaken for water vapor and consisting of fine particles. Many of these particles contain varying amounts of toxic chemicals, which have been linked to cancer and respiratory and heart disease. An outbreak of lung disease has been associated with e-cigarette use and vaping. See articles at:

www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease.html; and
www.cdc.gov/tobacco/basic_information/e-cigarettes/severe-lung-disease/health-departments/index.html.

vape pen, or similar product or device, and any components or parts that can be used to build the product or device. ¹⁹

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. ²⁰ In addition or alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. ²¹

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction. ²²

Disclaimer ²³

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, *Board Policy Development*.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁹ Optional. If a district does not want to include the statutory example that includes the term *vape pen*, which provides notice that vaping products are also prohibited through the term *e-cigarette*, replace ~~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~~ with “shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9).”

²⁰ An employee who currently uses *illegal* drugs is not protected under the Americans With Disabilities Act (ADA) when the district acts on the basis of such use. 42 U.S.C. §12114. Legal drug abusers and alcoholics may still be protected as *handicapped* under the Rehabilitation Act of 1973 (29 U.S.C. §706 et seq.) or the Ill. Human Rights Act (IHRA). 775 ILCS 5/1-101 et seq. and 56 Ill.Admin.Code §2500.20. The Rehabilitation Act, however, excludes from protection “an alcohol or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment ... would constitute a direct threat to the property or the safety of others.” 29 U.S.C. §706-(7)(B).

The ADA neither authorizes nor prohibits drug testing; it allows the results of such tests to be used as the basis for disciplinary action. ~~(42 U.S.C. §12114; 29 C.F.R. §1630.16 (c)).~~ Drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act. ~~(42 U.S.C. §2000e et seq.; and 29 U.S.C. §706 et seq.).~~ Drug tests may also be a subject of collective bargaining. See paragraph one of f/n 1, above. Consult the board attorney before implementing a drug testing program to enforce this policy.

²¹ Required by both the federal and State Drug-Free Workplace Acts.

²² Id.

²³ Optional best practice text.

- LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
30 ILCS 580/, Drug-Free Workplace Act.
105 ILCS 5/10-20.5b.
410 ILCS 82/, Smoke Free Illinois Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
820 ILCS 55/, Right to Privacy in the Workplace Act.
21 C.F.R. Parts 1100, 1140, and 1143.
23 Ill.Admin.Code §22.20.
- CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

General Personnel

Expenses 1

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.² Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,³ (2) anyone's personal expenses,⁴ or (3) entertainment expenses.⁵ 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.⁶ 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.⁷ 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: ⁸

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. 105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); 820 ILCS 115/9.5, added by P.A. 100-1094, ~~eff. 1-1-19~~ (regulation of employee expenditures under the Ill. Wage Payment and Collection Act)(WPCA); ~~and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604~~ (regulation of travel expenses); ~~and the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/130 (regulation of travel expenses under grants)~~. See ~~the third paragraph in f/n 13 of policy 2:125, Board Member Compensation; Expenses.~~

105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

The WPCA, 820 ILCS 115/9.5, added by P.A. 100-1094, ~~eff. 1-1-19~~, defines *necessary expenditures* as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

² 50 ILCS 150/10, ~~added by P.A. 99-604~~. See f/ns 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

³ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

⁴ Optional. *Personal expenses* are not defined in 50 ILCS 150/25, ~~added by P.A. 99-604~~ or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

⁵ 50 ILCS 150/25, ~~added by P.A. 99-604~~.

⁶ *Id.*

⁷ Optional. 820 ILCS 115/9.5, added by P.A. 100-1094, ~~eff. 1-1-19~~. The purpose of this sentence is to provide information to employees and the community about WPCA exclusions from reimbursable expenses.

⁸ 50 ILCS 150/20, ~~added by P.A. 99-604~~. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form*, and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n 12 below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

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. ⁹
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended. ¹⁰
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended. ¹¹

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,¹² provided they fall below the maximum allowed in the Board's expense regulations. ¹³

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.¹⁴ Any portion of an expense advancement not used must be returned to the District.¹⁵ 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

Additionally, while the WPCA (820 ILCS 115/9.5(a)) allows employees to submit a signed statement regarding any receipts when supporting documentation is nonexistent, missing, or lost, 820 ILCS 115/9.5(b) outlines that employers are not liable for expenditure amounts that exceed the specifications or guidelines the employer has established for necessary expenditures. The ECA requires districts to establish such specifications and guidelines. 50 ILCS 150/10 and 20, ~~added by P.A. 99-604~~ (regulation of travel expenses).

⁹ 50 ILCS 150/20(2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

¹⁰ *Id.* at (4).

¹¹ *Id.*

¹² 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 8 above, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

¹³ 50 ILCS 150/10 and 20, ~~added by P.A. 99-604~~. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

¹⁴ 50 ILCS 150/20, ~~added by P.A. 99-604~~.

¹⁵ This paragraph's provisions are required by 105 ILCS 5/10-22.32.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses¹⁶ 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) ¹⁷

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. ¹⁸

Registration ¹⁹

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:

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁶ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." **or** "a *receipt* ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements*, reflects the district's specific pre-approval requirements. For an example of a standardized *estimated expense* form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁷ 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation; Expenses*.

¹⁸ 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation; Expenses* for more discussion.

¹⁹ Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements*, for a sample resolution.

See f/n 4 and 8 in policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and clarify considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10, ~~added by P.A. 99-604~~).

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.²⁰](#) Copies of airline tickets [and baggage receipts](#) must be attached to the expense form.
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 mid-fare selections for the hotel/meeting facility or general area.²¹ 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

[²⁰ Optional. This language reflects the standard for expenses permitted for federal awards. 41 C.F.R. §301-12.2. If the board does not reimburse baggage fees, delete this sentence and \[and baggage receipts\]\(#\) from the next sentence.](#)

²¹ Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$_ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses*, and ensure this amount is consistent with the MARA set by the board resolution.

Additional Requirements for Travel Expenses Charged to Federal and State Grants ²²

All grant-related travel expenses must be pre-approved by the Superintendent or designee. ²³

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. ²⁴
2. Expenses must be permissible under the terms and conditions of the award.
3. Expenses must be reasonable and consistent with this policy. ²⁵
4. The Board does not reimburse actual expenses or pay a per diem allowance unless the employee is on official *travel status*²⁶ for more than 12 hours.²⁷ However, employees remain eligible for mileage reimbursement (minus regular commuting mileage/costs) and other transportation expenses if on travel status less than 12 hours. ²⁸
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. ²⁹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²² 30 ILCS 708/130. Boards are required to follow this subhead when they use grant money to reimburse employee travel expenses charged to federal pass-through grants and State grants covered by GATA. This policy is designed to be used in conjunction with 5:60-AP, *Federal and State Grant Travel Expense Procedures* to achieve compliance.

GATA adopts the uniform federal guidance for State grants, including for travel costs. 2 C.F.R. §200.474. Additionally, under GATA, boards may charge travel expenses to grants based on their own policy, provided the policy does not exceed federal travel regulations. 30 ILCS 708/130; 41 C.F.R. Chapters 300-304 (federal travel regulations). With regard to lodging, meals, and incidentals specifically, boards not only must keep costs at or below the federal standards, but they also cannot allow costs to exceed those normally allowed by the Governor's Travel Control Board (GTCB). 30 ILCS 708/130. The federal travel regulations and the rules of the GTCB are comprehensive. This policy addresses the most common areas of travel expenses and applies the strictest standard between the State and federal travel rules. To the extent this policy does not cover certain specific types of travel expenses, GATA provides that the GTCB Rules must be followed, provided they do not exceed federal travel regulations. The federal rules are laid out in detail in a Q&A format at: www.gsa.gov/policy-regulations/regulations/federal-travel-regulation-ftc. The GTCB Rules are at: www.ilga.gov/commission/jcar/admincode/080/08002800sections.html. Regardless of the federal and State rules, travel expenses must still comply with the MARA set by the Board, unless approved by the board in accordance with this policy.

In GATA and throughout the IASB Policy Reference Manual, the terms *award* and *grant* are used interchangeably. The federal regulations define and use the term *federal award* (2 C.F.R. §200.38), but awards are more commonly referred to as grants.

²³ 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, *Employee Estimated Expense Approval Form*, can be used as a form for pre-approval.

²⁴ 2 C.F.R. §§200.474, 200.474(b)(1).

²⁵ 2 C.F.R. §200.474(b)(2).

²⁶ *Travel status* is not specifically defined in the federal travel regulations or in the GTCB rules, however, the Governor's Travel Council Regulation Rules, which apply to State employees and members of State boards, provide that an employee is on *travel status* while away on official business. Travel status begins when an employee leaves his or her work location or, if reporting directly to a destination, from the employee's residence or other location. It ends when an employee returns to his or her work location or, if reporting directly from the original destination, to the employee's residence or other location at the completion of the authorized travel. 80 Ill.Admin.Code §3000.140.

²⁷ 41 C.F.R. §301-11.1.

²⁸ 41 C.F.R. §301-10.300-10.310 are the federal regulations that address mileage reimbursement and related expenses.

²⁹ 2 C.F.R. §200.474(a).

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. ³⁰
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.³¹ 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.³² 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.³³ 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. ³⁴
8. Employees must use the least expensive compact car available when using a rental car for travel, unless an exception is approved.³⁵ The Board does not reimburse employees for collision damage waiver or theft insurance. ³⁶
9. The Board will reimburse travel expenses not chargeable to an award from other District funds consistent with this policy.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³⁰ 2 C.F.R. §200.474(e).

³¹ To determine the lesser applicable amount, compare the State rates, available at: www2.illinois.gov/cms/employees/travel/pages/travelreimbursement.aspx, with the federal per diem rates, available at: www.gsa.gov/travel/plan-book/per-diem-rates.

³² 80 Ill.Admin.Code §2800.400; 41 C.F.R. §301-11.30.

³³ 41 C.F.R. §301-11.30. 300% is the maximum reimbursement amount permitted under federal travel expense regulations and may be adjusted down by the board. The board may not reimburse over the MARA even if the expense is under the 300% threshold, unless it meets the requirements of the ECA. See f/n 17, above. See 5:60-AP, *Federal and State Award Travel Expense Procedures*, for details on lodging requirements, including excessive lodging requests.

³⁴ 80 Ill.Admin.Code §2800.500.

³⁵ See 41 C.F.R. §301-10.450 for a list of authorized exceptions.

³⁶ 41 C.F.R. §301-10.451. Federal regulations prohibit reimbursement for collision damage waiver and theft insurance in part because the government has negotiated full insurance coverage into its agreements with rental companies. Similarly, the State has negotiated the cost of damage collision waivers into its preferred vendor agreement. Districts may wish to pursue similar arrangements for additional coverage. Employees will often have coverage for rental car damage through their own personal auto policies. The federal regulations permit employees on official business to be reimbursed for their out-of-pocket deductibles. *Id.*

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)

Draft

General Personnel

Personnel Records ¹

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
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*. ³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the applicable collective bargaining agreement."

² An employee has the right to view his or her personnel file contents, with a few exceptions. Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/. Thus, personnel files should contain only factual and accurate job-related information. In addition, the PRRA identifies records that may not be kept: a record of an employee's associations, political activities, publications, communications, or non-employment activities (820 ILCS 40/9, amended by P.A. 101-531) and records identifying an employee as the subject of an investigation by the Ill. Dept. of Children and Family Services (DCFS) if the investigation resulted in an unfounded report as specified in the Abused and Neglected Child Reporting Act (820 ILCS 40/13). See f/n 5.

³ Unless a specific exemption is available, personnel file information is available to anyone making a FOIA request. 5 ILCS 140/. Specific exemptions protect the following:

1. *Private information* meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person." 5 ILCS 140/7(1)(b); 5 ILCS 140/2(c)-5.
2. *Personal information* "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." 5 ILCS 140/7(1)(c).

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.⁴ 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. ⁵

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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

3. Information prohibited from being disclosed under the Illinois Educational Labor Relations Act (IELRA). 5 ILCS 140/7.5(o), added by P.A. 101-620 (final citation pending); 115 ILCS 5/3(d). The prohibitions in the IELRA overlap with some categories of private information identified in FOIA and include: (a) the employee's home address (including ZIP code and county); (b) the employee's date of birth; (c) the employee's home and personal phone number; (d) the employee's personal email address; (e) any information personally identifying employee membership or membership status in a labor organization or other voluntary association affiliated with a labor organization or a labor federation; and (f) e-mails or other communications between a labor organization and its members. Unless a specific exception in the IELRA applies, if a district receives a third party request for any of these six categories of information about an employee, the district must provide the union with a copy of the written request (or written summary of an oral request), as well as a copy of the district's response within five business days of sending the response. If the employee is not in a bargaining unit, then these notices must be given directly to the employee. 115 ILCS 5/3(d). **Note:** It is best practice to maintain union-related documents, such as grievances, separately from an employee's personnel file.

2-4. Information prohibited from being disclosed by the PRRA. 5 ILCS 140/7.5(q). The PRRA prohibits the disclosure of a performance evaluation under FOIA. 820 ILCS 40/11. The treatment of a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age and nature of the responsive record. If the responsive record is more than four years old and is not related to an incident or attempted incident of sexual abuse or severe physical abuse, the request must be denied unless the disclosure is permitted by the Act. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse or severe physical abuse, the request cannot be denied. 820 ILCS 40/8, amended by P.A. 101-531. If the responsive record is four years old or less (regardless of its nature), the district should provide the record and must notify the employee in written form or through email, if available. 820 ILCS 40/7 and 40/8, amended by P.A. 101-531.

The School Code prohibits the disclosure of school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws. 105 ILCS 5/24A-7.1.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub.L. 104-191) created national standards to protect individuals' medical records and other personal health information. If a district is a *covered entity* (i.e., offers a self-insured group health plan or flexible spending account), it must establish clear procedures to protect the employee's health information. 45 C.F.R. §164.502. Such districts should consult their attorneys and insurance provider for assistance.

⁴ The Employment Record Disclosure Act (745 ILCS 46/10) provides conditional immunity to employers responding to a reference request; it states: "Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure." This immunity statute does not, however, create an exemption to the requirements in the PRRA. The PRRA requires an employer to give an employee written notice before divulging a "disciplinary report, letter of reprimand, or other disciplinary action to a third party." 820 ILCS 40/7. An employment application may contain a waiver of this notice. *Id.*

⁵ 325 ILCS 5/4(d), amended by P.A. 101-564, ~~eff. 1-1-20~~, requires a superintendent, upon being asked for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. For more information, see 5:150-AP, *Personnel Records*.

LEGAL REF.: [325 ILCS 5/4, Abused and Neglected Child Reporting Act.](#)
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's Public Records), 7:340 (Student Records)

Draft

Professional Personnel

Resignations ¹

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.²

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006).

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² Districts may want to add a liquidated damages clause to individual teacher contracts in order to discourage teacher resignations in violation of this policy and law.

A teacher who resigns during the school term, without the board's permission, in order to accept another teaching assignment ~~may be referred by the board to the State Superintendent of Education, who shall convene an informal evidentiary hearing within 90 days after receipt of a resolution by the board. 105 ILCS 5/24-14, amended by P.A. 100-531, is A teacher found guilty of resigning during the school term to accept another teaching position without board consent, unprofessional conduct and liable to suspension of will have~~ his or her license ~~suspended for up to one calendar year. 105 ILCS 5/24-14~~^{Id.} In lieu of a hearing and finding, the teacher may agree to a lesser licensure sanction at the discretion of the State Superintendent. Id. See also Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006)(regional superintendent may suspend for one year the teaching certificate of a tenured or nontenured teacher who resigns to accept another position).

For further guidance, see Ill. State Board of Education non-regulatory guidance on the *Application of Section 24-14 of the Illinois School Code to Teacher Resignations* (10-28-19) at www.isbe.net/Documents/section-24-14-guidance.pdf.

Educational Support Personnel

Duties and Qualifications 1

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 2

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. 3

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; 4
2. As supervisors, chaperones, or sponsors for non-academic school activities; or 5

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² Educator licensure replaced the previous system of certification on 7-1-2013. All Illinois teaching, administrative, and school service personnel certificates were converted to a corresponding license. Except as provided in ISBE rules §§1.630(b)(2) and 25.510(a), all new applicants for a paraprofessional credential must hold an educator license with stipulations endorsed for a paraprofessional educator. 105 ILCS 5/21B-20(2)(J), amended by P.A.s 101-220 and 101-594; (23 Ill.Admin.Code §§1.630 and 25.510). See ISBE's explanation at: www.isbe.net/Pages/Educator-Licensure-Requirements.aspx.

A district may continue to use the term *teacher aide* to describe licensed personnel performing instructional support activities. In that situation, use the following alternative for the subhead and first paragraph:

Paraprofessionals and Licensed Teacher Aides

Paraprofessionals and licensed teacher aides provide supervised instructional support. Personnel performing instructional support activities must hold a current educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

If a district uses teacher aides to perform non-instructional support activities, *unlicensed teacher aides* may be inserted in the subhead for next section as follows: "Noncertificated and Unlicensed Personnel (Including Unlicensed Teacher Aides) Working with Students and Performing Non-Instructional Duties."

Paraprofessionals are not required to maintain discipline under 105 ILCS 5/24-24. 23 Ill.Admin.Code §1.280.

³ 105 ILCS 5/10-22.34; 23 Ill.Admin.Code §§1.630(c)(3) (other unlicensed personnel) and 25.620 (student teaching). This paragraph is optional and may be deleted if the board desires a streamlined policy.

⁴ 105 ILCS 5/10-22.34(a)(2).

⁵ 105 ILCS 5/10-22.34a; 23 Ill.Admin.Code §1.630(ac)(1).

3. For non-teaching duties not requiring instructional judgment or student evaluation.⁶

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.⁷

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership.⁸ 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.⁹ 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.¹⁰

Bus Drivers

All school bus drivers must have a valid school bus driver permit.¹¹ The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver,

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ 105 ILCS 5/10-22.34(a)(1); 23 Ill.Admin.Code §1.630(a).

⁷ 105 ILCS 5/10-22.34b, last paragraph. Noncertificated personnel may be used to provide specialized instruction in a field that an individual is particularly qualified by reason of specialized knowledge or skill.²³ Ill.Admin.Code §1.630(c)(3)(C). Districts that frequently use noncertificated individuals to provide such instruction may consider adding the following optional sentence:

When appropriate, the Superintendent may seek approval from the responsible Regional Superintendent for a noncertificated individual to provide specialized instruction, ~~that is~~ not otherwise readily available in the school environment, in the field that the individual is particularly qualified by reason of specialized knowledge or skill.

⁸ A district should consult the handbooks and by-laws of the appropriate associations, e.g., the Ill.~~inois~~ High School Association, the Southern Ill.~~inois~~ Junior High School Athletic Association, and the Ill.~~inois~~ Elementary School Association.

An optional sentence follows:

The coach for an extracurricular athletic activity sponsored or sanctioned by the Illinois High School Association (IHSA) at or above the ninth grade level must have completed the IHSA's educational program and competency testing on preventing abuse of performance-enhancing substances, provided the program is available.

⁹ Optional and may be amended. The first requirement identifies a basic competency, and the second two requirements are intended to ensure coaches are trained emergency responders. For AED training program requirements, see Automated External Defibrillator Act (410 ILCS 4/15) and Automated External Defibrillator Code (77 Ill.Admin.Code ~~Part §§~~525.300 and 525.400).

¹⁰ 225 ILCS 5/3 and 5/4.

¹¹ The regional superintendent is authorized to conduct school bus driver instruction courses and investigate whether persons hired to operate school buses have valid school bus driver permits. ~~(105 ILCS 5/3-14.23, amended by P.A. 100-863).~~

School bus driver permits are issued by the Ill. Secretary of State (~~SOS~~). ~~(625 ILCS 5/6-106.1, amended by P.A.s 100-513 and 101-458).~~ Districts must conduct a pre-employment interview with bus driver candidates, distribute bus driver applications and medical forms, and submit the applicant's fingerprint cards to the Ill. Dept. of State Police (~~ISP~~) for criminal background investigations. Districts must also certify in writing to the ~~Secretary of State~~~~SOS~~ that all pre-employment conditions were completed, including an Illinois-specific criminal background investigation through the ~~State Police~~~~ISP~~ and the submission of necessary fingerprints to the Federal Bureau of Investigation for criminal history information. ~~(Id.)~~ The applicant presents this certification to the ~~Secretary of State~~~~SOS~~ when submitting the school bus driver permit application. ~~(Id.)~~

A school bus driver operating a school bus at the time of an accident is deemed by the implied consent law to agree to submit to tests at the direction of a law enforcement officer of the driver's breath, blood, or urine to determine the presence of alcohol, or other drugs, in the person's system. ~~(625 ILCS 5/6-516).~~

Anyone driving a bus chartered to transport students to or from interscholastic athletic or interscholastic or school-sponsored activities must have a valid school bus driver permit; this does not apply to any driver employed by a public

that the bus driver permit holder has been called to active duty.¹² 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 200.59.13~~
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)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.
transportation provider when the bus is on a regularly scheduled route for transporting other fare-paying passengers. ~~(625 ILCS 5/6-104(d-5)).~~

¹² This sentence is optional, but the notification is required by 625 ILCS 5/6-106.1(h). *Active duty* is defined in the statute as active duty pursuant to an executive order of the U.S. President, an act of the Congress, or an order of the Governor. 625 ILCS 5/6-106.1(j). Upon notification, the ~~Secretary of State~~SOS will characterize the permit as inactive until a permit holder renews the permit pursuant to 625 ILCS 5/6-106.1(h).

~~¹³ The statute underlying these regulations (20 U.S.C. §6319) was repealed by the Every Student Succeeds Act, eff. 12-10-15.~~

Instruction

Accelerated Placement Program 1

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.² 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.³ 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.⁴ 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.⁵ Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner. ⁶

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); ⁷
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and ⁸
3. Assessment processes that include multiple valid, reliable indicators. ⁹

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires this subject matter be covered by policy and controls its content. 105 ILCS 5/14A, amended by P.A. 100-421, ~~eff. 7-1-18~~ (the Accelerated Placement Act (APA)); [23 Ill.Admin.Code Part 227. 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\(c\).](#)

² Optional. Ensure this statement matches the board's current educational philosophy and objectives. See sample policy 6:10, *Educational Philosophy and Objectives*.

³ 105 ILCS 5/14A-17, added by P.A. 100-421; [23 Ill.Admin.Code §227.5, eff. 7-1-18](#).

⁴ Id. For high school districts, delete “; and (c) early entrance to kindergarten or first grade” and insert the word “and” between (a) and (b).

Attorneys disagree whether the APA conflicts with 105 ILCS 5/10-20.12 (*School year – School age.*). The APA requires accelerated placement to include “early entrance to kindergarten ~~and early entrance to or~~ first grade.” [105 ILCS 5/14A-17](#). 105 ILCS 5/10-20.12 *permits* districts to offer early entrance to kindergarten or first grade “based upon an assessment of the student's readiness to attend school.” 105 ILCS 5/10-20.12 also states that students may enter first grade early when they: (1) are assessed for readiness; (2) have attended a non-public preschool and continued their education at that school through kindergarten; (3) were taught in kindergarten by an appropriately certified teacher; and (4) will attain the age of 6 years on or before December 31. Id. See sample policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. **Consult the board attorney for guidance.**

⁵ 105 ILCS 5/14A-32(a)(1), added by P.A. 100-421; [23 Ill.Admin.Code §227.5, eff. 7-1-18](#).

⁶ 105 ILCS 5/14A-25, amended by P.A. 100-421, ~~eff. 7-1-18~~.

⁷ 105 ILCS 5/14A-32(a)(2), added by P.A. 100-421, ~~eff. 7-1-18~~, requires that the accelerated placement policy include “a fair and equitable decision-making process that involves multiple persons and includes a student's parents or guardians” but does not specify what individuals are to be involved or limit those individuals to district employees. Amend this listing to align with the local board's preference.

⁸ 105 ILCS 5/14A-32(a)(3), added by P.A. 100-421, ~~eff. 7-1-18~~.

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.¹⁰ 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.¹¹

LEGAL REF.: 105 ILCS 5/14A.
[23 Ill.Admin.Code Part 227, Gifted Education.](#)

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)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ 105 ILCS 5/14A-32(a)(4), added by P.A. 100-421, ~~eff. 7-1-18~~.

¹⁰ Optional. 105 ILCS 5/14A-32(b)(1) permits, but does not require “procedures for annually informing the community at-large, including parents or guardians, about the accelerated placement program and the methods used for the identification of children eligible for accelerated placement.”

¹¹ Optional. 105 ILCS 5/14A does not require this but it is a recommended best practice and aligns with sample policy 7:10, *Equal Educational Opportunities*.

Instruction

Access to Electronic Networks ¹

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.² The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s). ³

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.⁴ Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response.⁵ Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law requires this subject matter be covered by policy. State or federal law controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This policy concerns an area in which the law is unsettled.

A policy on Internet safety is necessary to receive *E-rate* funds under the Elementary and Secondary Education Act, [Student Support and Academic Enrichment Grants](#) ~~Enhancing Education Through Technology~~ (20 U.S.C. §6751 ~~et seq~~ 7131.) and to qualify for universal service benefits under the Children's Internet Protection Act (47 U.S.C. §254(h) and (l)).

² This goal is repeated in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks*.

³ Topics for the implementation plan include integration of the Internet in the curriculum, staff training, and safety issues. The implementation plan can also include technical information regarding service providers, establishing Internet accounts, distributing passwords, software filters, menu creation, managing resources and storage capacity, and the number of dial-up lines or access points for users to connect to their accounts. Another topic is investigation of inappropriate use.

⁴ No system can guarantee to operate perfectly or to prevent access to inappropriate material; this policy statement attempts to absolve the district of any liability.

⁵ Required by 47 U.S.C. §254(h)(5)(B)(iii) and 47 C.F.R. §54.520(c)(i) only for districts that receive *E-rate* discounts for Internet access or plan to become participants in the *E-rate* discount program. All boards receiving an *E-rate* funding for Internet access must certify that they have updated their Internet safety policies. See, *FCC Report and Order 11-125* (August 11, 2011). This sentence is optional if the district only receives discounts for telecommunications, such as telephone service, unless the district plans to participate in the *E-rate* discount program.

The District's electronic network is part of the curriculum and is not a public forum for general use. ⁶

Acceptable Use ⁷

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right.⁸ Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol.⁹ Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. ¹⁰

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. *Hazelwood School District v. Kuhlmeier*, 408 U.S. 512 (1972). This policy allows such control by clearly stating that school-sponsored network information resources are not a "public forum" open for general student use but are, instead, part of the curriculum.

⁷ It is an unfair labor practice (ULP) under the Ill. Educational Labor Relations Act (IELRA) for an employer to discourage employees from becoming or remaining members of a union. 115 ILCS 5/14(a)(10), added by P.A. 101-620. In connection with that potential penalty, the IELRA 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. This policy aligns with IELRA requirements by clarifying the District's electronic network is not a public forum for general use by outside parties and by limiting use of the network to the purposes stated under the Acceptable Use subhead. However, districts are still prohibited under the First Amendment to the U.S. Constitution from suppressing messages based on viewpoint and may be subject to liability if they affirmatively block individual senders. See *Perry Educ. Ass'n v. Perry Local Educators' Ass'n*, 460 U.S. 37 (1983); *Columbia Univ. v. Trump*, 302 F.Supp.3d 541 (S.D.N.Y. 2018). Consult the board attorney if the board wants to amend this policy to prohibit access by specific parties and/or before taking steps to "block" any specific party from the district's email system based on the content of the party's message.

⁸ This paragraph provides general guidelines for acceptable use regardless of whether Internet use is supervised. The specific rules are provided in exhibits 6:235-AP1, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-AP1, E2, *Staff Authorization for Access to the District's Electronic Networks* (see also f/n 1). This paragraph's application to faculty may have collective bargaining implications.

⁹ The "privilege, not a right" dichotomy is borrowed from cases holding that a student's removal from a team does not require due process because such participation is a privilege rather than a right. The deprivation of a privilege typically does not trigger the Constitution's due process provision. *Clements v. Board of Education of Decatur Public School District*, No. 61, 478 N.E.2d 1209 (Ill.App.3d 531 (Ill.App.4th Dist. 1985)). Nevertheless, before access privileges are revoked, the user should be allowed to give an explanation.

¹⁰ If students are allowed only supervised access and are not required to sign the *Authorization for Access to the District's Electronic Networks*, the provisions from the *Authorization* should be used as administrative procedures for covering student Internet use. See 6:235-AP1, *Acceptable Use of the District's Electronic Networks*. This is an optional sentence:

The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for Internet use.

The Harassing and Obscene Communications Act criminalizes harassing and obscene electronic communication. (720 ILCS 5/26.5).

¹¹ The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. This provision attempts to avoid Fourth Amendment protection for communications and downloaded material by forewarning users that their material may be read or searched, thus negating any expectation of privacy.

Email and computer files are "public records" as defined in the Ill. Freedom of Information Act (FOIA) if they are, as in this policy, "under control" of the school board. (5 ILCS 140/2). They may be exempt from disclosure, however, when they contain information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy." (5 ILCS 140/7). Alternatively, a school board may believe that making email semi-private enhances its educational value. The following grants limited privacy to email communications and can be substituted for the sample policy's sentence preceding this footnote:

Internet Safety 11

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee.¹² The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.¹³ The Superintendent or designee shall include measures in this policy's implementation plan to address the following: ¹⁴

1. Ensure staff supervision of student access to online electronic networks, ¹⁵
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

School officials will not intentionally inspect the contents of email without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding email that is alleged to contain material in violation of this policy or the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*.

¹¹ See f/n 1.

¹² This sample policy language is broader than the requirements in federal law (20 U.S.C. §~~6777~~7131, 47 U.S.C. §254, and 47 C.F.R. §54.520(c)(i)). It does not distinguish between minors (children younger than 17) and non-minors. The terms, *minor*, *obscene*, *child pornography*, and *harmful to minors* have not changed, but are now explicitly referred to in the regulations at 47 C.F.R. §54.520(a). Federal law defines *harmful to minors* as:

...any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The Federal Communications Commission specifically declined to find that access to *Facebook* or *MySpace* are per se *harmful to minors*. School officials have discretion about whether or not to block access to these and similar sites. See supra f/n 3.

¹³ Permitted by 20 U.S.C. §~~6777~~7131(c). The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be eliminated if a board does not want the filtering device to be disabled.

¹⁴ In order to qualify for universal service benefits under the federal Children's Internet Protection Act (CIPA), the district's Internet safety policy must address the items listed in the sample policy. ~~(47 U.S.C. §254(l)).~~ The sample policy accomplishes this task by requiring these items be addressed in the policy's implementation plan or administrative procedure.

Note that federal law requires the school board to hold at least one hearing or meeting to address the *initial* adoption of the Internet safety policy. Later revisions of the existing policy need not follow the public notice rule of CIPA, though a board will still need to follow its policy regarding revisions and the mandates of ~~the III. Freedom of Information Act~~FOIA.

CIPA also requires this policy and its documentation to be retained for at least ~~five~~five years after the last day of service delivered in a particular funding year. This means the five year retention requirement begins on the last day of service delivered under E-rate, not from the day the policy was initially adopted. Consult the board attorney about this requirement and the best practices for your individual board.

¹⁵ Monitoring the online activities of *students* is broader than the requirement in federal law to monitor *minors*. The definition of minor for this purpose is "any individual who has not attained the age of 17 years." See 47 C.F.R. 54.520(a)(4)(i). The use of the word *students* is a best practice.

Authorization for Electronic Network Access 16

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. 17

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

- LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 5/26.5.
- CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools)
- ADMIN. PROC.: 6:235-AP1 (Administrative Procedure - Acceptable Use of the District's Electronic Networks), 6:235-AP1, E1 (Student Authorization for Access to the District's Electronic Networks), 6:235-AP1, E2 (Exhibit - Staff Authorization for Access to the District's Electronic Networks)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

16 The District's administrative procedure, 6:235-AP1, *Acceptable Use of the District's Electronic Networks*, ~~(6:235-AP1)~~, rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. This is consistent with the principle that detailed requirements are not appropriate for board policy; instead, they should be contained in separate district documents that are authorized by board policy. Keeping technical rules specifying acceptable use out of board policy will allow for greater flexibility, fewer changes to the policy manual, and adherence to the belief that board policy should be confined to governance issues and the provision of guidance on significant district issues.

17 The Superintendent's implementation plan should describe appropriate supervision for students on the Internet who are not required, or refuse, to sign the *Authorization*.

The use of personal electronic communication devices owned by students but used to gain Internet access that has been funded by *E-rate* is not addressed yet. The FCC has indicated that it does plan to address the issues associated with the application of CIPA requirements to this situation.

Instruction

Grading and Promotion 1

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians.² 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 Illinois State Board of Education (ISBE) – Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments.³ A student shall not be promoted based upon age or any other social reason not related to academic performance.⁴ The administration shall determine remedial assistance for a student who is not promoted.⁵

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.⁶ 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.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires districts to have a school board policy containing the reasons for which a grade may be changed and prohibiting social promotion. 105 ILCS 5/10-20.9a. State law controls this policy's content.

If a district uses weighted grades for classes by degree of difficulty, it must be reflected in the affected students' class ranking and permanent records. 105 ILCS 5/27-27.

² Absent a court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records, must be furnished to both parents by the district. 105 ILCS 5/10-21.8.

³ 105 ILCS 5/10-20.9a. Each board may determine its own promotion criteria and augment the statute's criteria.

Until July 1, 2014, 105 ILCS 5/2-3.64 contained the State assessment program; until it was repealed by P.A. 98-972.

105 ILCS 5/2-3.64a-5(b) requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selects standardized tests for the Partnership for Assessment of Readiness for College and Careers (PARCC) as the State assessment and accountability measure. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the Partnership for Assessment of Readiness for College and Careers (PARCC) test for the 2014-2015 through the 2017-2018 school years "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment." Starting in 2019, PARCC was no longer used by ISBE.

105 ILCS 5/2-3.64a-5(c), amended by P.A. 100-7, requires that the assessment administered by ISBE for the purpose of student application to or admissions consideration by institutions of higher education be administered on a school day during regular student attendance hours.

105 ILCS 5/2-3.64a-5(e), amended by P.A. 100-222, no longer requires that the scores attained by a student on an assessment that includes a college and career readiness determination be entered on the student's transcript; however, the scores must still be placed in the student's permanent record. See also 23 Ill.Admin.Code §375.10.

⁴ 105 ILCS 5/10-20.9a(b).

⁵ Id.

⁶ The specific reasons and procedure for changing a grade are at the local board's discretion; however, State law provides that no grade may be changed without notification to the teacher concerning the nature and reason for the change. 105 ILCS 5/10-20.9a(a). The person making the change must assume all responsibility and must initial the change. Id.

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)

Draft

Students

Attendance and Truancy 1

Compulsory School Attendance 2

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), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, or other reason as approved by the Superintendent or designee. 3

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires boards to adopt a policy covering some of the topics herein and controls this policy's content. 105 ILCS 5/26-13 requires a policy identifying supportive services and available resources for *truants* and *chronic truants* (defined in 105 ILCS 5/26-2a, amended by P.A. 100-918). 23 Ill.Admin.Code §1.290 requires the same plus that the policy contain a definition of *valid cause* for absence in accordance with 105 ILCS 5/26-2a and a description of diagnostic procedures to identify the cause(s) of unexcused student absenteeism.

² 105 ILCS 5/26-2, amended by P.A. 100-825, addresses enrolled students below or over set compulsory attendance ages. The law also requires any persons having custody or control of a child who is enrolled in grades kindergarten through 12 in the public school to cause the child to attend school.

105 ILCS 5/26-1 contains the compulsory school age exemptions. Each listed exception is specifically included in the statute, except the reference to *home school*. See 7:40, *Nonpublic School Students, Including Parochial and Home-Schooled Students*, regarding assigning students who enroll from a non-public school. See 6:150, *Home and Hospital Instruction*, regarding providing instruction to a pregnant student or other student who is medically unable to attend school.

³ These reasons are in 105 ILCS 5/26-2a, amended by P.A. 100-810, except that (1) "other reason as approved by the Superintendent," and (2) absences for students to vote authorized by 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1-20 were added. An Ill. State Board of Education (ISBE) rule requires that the absenteeism and truancy policy defines valid causes for absence. 23 Ill.Admin.Code §1.290.

For elementary districts, delete the following phrase from the second sentence of this paragraph: "voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15)." and delete 7:90, *Release During School Hours*, from the Cross References.

For high school and unit districts that do not wish to include the Voting subhead in policy 7:90, Release During School Hours, amend the second sentence of this paragraph as follows: "policy 7:90, Release During School Hours (the Election Code, 10 ILCS 5/7-42 and 5/17-15)." and delete 7:90, *Release During School Hours* from the Cross References.

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. ⁴
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. ⁵
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. ⁶
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. ⁷
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. ⁸

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 105 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/ (child labor laws); 56 Ill.Admin.Code Part 250 (child labor regulations).

⁵ 105 ILCS 5/26-1, ~~amended by P.A. 99-804~~. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

⁶ 105 ILCS 5/26-1, amended by P.A. 100-185. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period. *Id.*

⁷ This notification is required by 105 ILCS 5/26-3b.

⁸ 23 Ill.Admin.Code §1.290(b)(2).

~~105 ILCS 5/10-20.63, added by P.A. 100-163, requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. The General Assembly found this requirement necessary because "when students do not have access to affordable feminine hygiene products, they may miss multiple days of school every month." 105 ILCS 5/10-20.63(a)(3).~~

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.⁹ 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. ¹⁰
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. ¹¹
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. ¹²

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ 23 Ill.Admin.Code §1.290(b)(3). The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/10-20.25a (annual report by boards); and 105 ILCS 5/1A-4(E) (ISBE report).

105 ILCS 5/26-18, added by P.A. 100-156, requires ~~that, beginning 7-1-18,~~ districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). The review must include an analysis of chronic absence data from each attendance center. *Id.* Districts are also encouraged to: (1) provide a system of support to students at risk of reaching or exceeding chronic absence levels, i.e., those available through the Illinois Multi-tiered Systems of Support Network; and (2) make resources available to families, i.e., those available through ISBE's Family Engagement Framework, to support and engage students and their families. 105 ILCS 5/26-18(d). *Chronic absence* means "absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student." 105 ILCS 5/26-18(a). In contrast, a *chronic or habitual truant* is "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." 105 ILCS 5/26-2a.

¹⁰ 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, ~~eff. 1-1-19~~.

¹¹ Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

¹² 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services. 705 ILCS 405/3-33.5.

Counties may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 10 years of age, on the parent or custodian. 55 ILCS 5/5-1078.2. Municipalities may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 13 years of age, on the parent or custodian. 65 ILCS 5/11-5-9. Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act, ~~(105 ILCS 10/6(a)(6.5))~~. *Id.* **A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-AP1, *School Student Records*, for a sample procedure for release of such records to juvenile authorities.

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. ¹³
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. ¹⁴

[For high school and unit districts only]

13. A process for a 17-year-old resident to participate in the District's various programs and resources for truants.¹⁵ The student must provide documentation of his/her dropout status for the previous six 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, *Students 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. ¹⁶

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹³ 105 ILCS 5/26-12, amended by P.A. 100-825, prohibits punitive action "unless available supportive services and other school resources have been provided to the student." In addition, "a truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school." *Id.*

¹⁴ 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, see **Funding & Disbursements** subhead, p.2, at: [www.isbe.net/Documents/Superintendent Weekly Message/message_082807.pdf](http://www.isbe.net/Documents/Superintendent%20Weekly%20Message/message_082807.pdf), that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Dept. of Education's Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

¹⁵ A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive. 105 ILCS 5/26-14.

¹⁶ Optional, but provided in 105 ILCS 5/26-2(c)(3), amended by P.A. 100-825; ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

Instruction/Observance), [7:90 \(Release During School Hours\)](#), 7:190 (Student Behavior), 7:340 (Student Records)

Draft

Students

Release During School Hours ¹

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.

[*\[For high school and unit districts only\]*](#)

Voting ²

[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](#)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ This sample policy and its contents are discretionary with each school board. Sample PRESS policy 4:170, *Safety*, authorizes the Superintendent to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Planning for unforeseen early dismissals furthers a positive parent-school relationship and reduces the possibility of unsupervised children. According to this sample policy's introductory section, the school does not need prior parental consent before releasing students for an early dismissal even when it is unforeseen. The second section, however, requires the superintendent or designee to use *reasonable efforts* to announce an early dismissal. The *reasonable efforts* could be satisfied, for example, by a website posting, telephone chain notification, or recorded message on the school's telephone.

² [Optional. While 10 ILCS 5/7-42\(b\) and 5/17-15\(b\), amended by P.A. 101-624, eff. 6-1-20, do not require this information to be in policy, including it aligns with best practice \(ensuring compliance and aligning with good governance principles\).](#)

[Including it also serves several policy functions and purposes: ensuring legal compliance, directing or authorizing the superintendent or staff members, and/or providing information.](#)

[To implement this law, each board and superintendent may wish to engage in a conversation about balancing the students' right to be absent from school with the district's attendance and safety and security goals and its right to minimize disruption to the educational process and/or ensure orderly operation of a school. Factors affecting implementation will depend upon a board's local conditions and the community expectations that may include, but not be limited to: \(1\) the board attorney's recommendations, \(2\) the district's budget parameters, if any, for any increased security needs during the 15 days before and the day of the qualifying elections, \(3\) each individual building's unique needs, and \(4\) the community's expectations.](#)

[The superintendent and building principal may implement this policy differently in different buildings. Once the board and superintendent or designee determine implementation logistics, these should be communicated in student handbooks. A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Ill. Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook \(MSH\)*, at: \[www.ilprincipals.org/resources/model-student-handbook\]\(http://www.ilprincipals.org/resources/model-student-handbook\).](#)

[For high school and unit districts not wanting to include this subhead, delete it and the Legal Reference to it in this policy, delete it from the Cross References in policy 7:70, *Attendance and Truancy*, and follow the instructions listed in paragraph three of f/n 3 of policy 7:70, *Attendance and Truancy*.](#)

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)

Draft

Students

Student Rights and Responsibilities 1

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.² 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.³

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.⁴ *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.⁵

LEGAL REF.: 20 U.S.C. §7904.
105 ILCS 20/5.
Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² In 1969 the U.S. Supreme Court changed the relationship between schools and students by finding that students "do not shed their constitutional rights at the schoolhouse door." Tinker v. Des Moines Independent Sch. Dist., 89 S.Ct. 733 (1969).

³ Consult the board attorney to ensure the district's non-discrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX's sexual harassment umbrella. The U.S. Dept. of Education's guidance states that while acts of sexual violence are crimes, they may also be discrimination under Title IX. See *Dear Colleague Letter: Sexual Violence Background, Summary, and Fast Facts*, U.S. Dept. of Education Office for Civil Rights, 111 LRP 23852 (~~OCR-04/04/April 4, 2011~~), at www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html ~~www.ed.gov/about/offices/list/ocr/letters/colleague-201104.html~~.

⁴ This language is from 105 ILCS 20/5, ~~amended by P.A. 99-410~~. The statute provides these examples of religious-based meetings: prayer groups, B I B L E (Basic Instruction Before Leaving Earth) clubs, and *meet at the flagpole for prayer days*. **Districts with secondary schools should amend the Cross References by adding "7:330 (Student Use of Buildings - Equal Access)."**

In addition, federal law requires districts to certify that "no [district] policy... prevents, or otherwise denies participation in, constitutionally protected prayer in both public elementary and secondary schools," (~~20 U.S.C. §7904(b)~~). The State provides certification instructions and the U.S. Dept. of Education provides guidance on constitutionally protected prayer in public schools. (~~See Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools~~, www.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html). ~~Certification with the Ill. State Board of Education occurs through the signed assurances that a superintendent provides through the grant application process.~~

⁵ 105 ILCS 20/5.

Students

Student Fundraising Activities 1

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives: 2

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items. 3
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount. 4
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires this subject matter be covered by policy. 105 ILCS 5/10-20.19(3) requires districts to have rules governing: (1) "conditions under which school classes, clubs, and associations may collect or acquire funds," and (2) "the safekeeping of such funds for the educational, recreational, or cultural purposes they are designed to serve."

² Except for #2 ([see f/n 3, below](#)), all numbered directives are optional and may be deleted or amended. These directives are intended to comply with 105 ILCS 5/10-20.19(3) by stating the conditions under which funds may be collected and by providing for their safekeeping.

³ Selling popular food items to raise funds is restricted by federal and State rules. ISBE limits the sale of competitive food and beverages sold to students on the school campus of any school that participates in the School Breakfast Program or the National School Lunch Program (*participating schools*). ⁴23 Ill.Admin.Code §305.15(a). *Competitive foods* are all food and beverages that are offered by any person, organization, or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. ⁵7 C.F.R. §210.11(a)(2); 23 Ill.Admin.Code §305.5). ~~Beginning in the 2015-16 school year, participating schools with grades 8 and below have zero exempted fundraising days, and participating schools with grades 9-12 may have no more than nine~~ ⁶9 exempted fundraising days. ⁷23 Ill.Admin.Code §305.15 (b)(2)(A)-(B). *Exempted fundraising day* means a school day on which foods and/or beverages not meeting the "general nutrition standards for competitive foods" may be sold to students on the school campus. ⁸7 C.F.R. §210.11 (b)(4); 23 Ill.Admin.Code §305.5). See 4:120, *Food Services*; 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

⁴ Two alternatives follow:

Alternative 1:	4. Student safety must be paramount <u>and door-to-door solicitations are prohibited</u> .
Alternative 2:	4. Student safety must be paramount <u>and door-to-door solicitations are discouraged</u> .

8. Any fundraising efforts that solicit donor messages for incorporation into school property (e.g., tiles or bricks) or placement upon school property (e.g., posters or placards) must: 5
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are “solely the expression of the individual donors and not an endorsement by the District of any message’s content.”

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Activity Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

5 The issue of soliciting or receiving donor messages is an unsettled area of the law that is frequently litigated because of its many complex legal and practical issues. The U.S. Constitution’s Free Speech, Establishment, and Equal Protection Clauses may be triggered. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate on the basis of viewpoint. Requiring that donor messages go through a thorough review process prior to their permanent placement on any medium can avoid issues that may occur when messages are reviewed after placement and found to be unacceptable. For sample cases discussing the issue of a district’s exclusion of donor messages on school property, see Fleming v. Jefferson County Sch. Dist. R-1, 298 F.3d 918 (10th Cir. 2002), *cert. denied* (school’s restriction on the use of religious symbols on tiles that would become a part of the rebuilt school allowed because the messages were school-sponsored speech, and the restrictions had a reasonable relation to legitimate teaching concerns); DiLoreto v. Downey Unified Sch. Dist. Bd. of Educ., 196 F.3d 958 (9th Cir. 1999), *cert. denied* (school district’s refusal to post an advertisement featuring the text of the Ten Commandments on its baseball field upheld because the field was a nonpublic forum for a limited purpose); Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied* (school district disallowed religious symbols on Bible Club’s mural so it would not have to allow speech that would cause a disruption like white supremacists who wanted to display the swastika); and Kiesinger v. Mexico Acad.emy and Central Sch., 427 F.Supp. 2d 182 (N.D.N.Y. 2006)(school district’s removal of bricks inscribed with a donor’s religious messages from a walkway in front of a school was viewpoint discrimination because the district allowed messages about God generally, but not a specific religious viewpoint on God).

Community Relations

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

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,² 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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ These objectives are examples only and should be customized for each district. The District Safety Coordinator is identified as the responsible person for compiling information and preparing communications covering an emergency or crisis (4:170-AP1, *Comprehensive Safety and Crisis-Security Plan*). An alternative to the entire first subhead follows:

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 to keep the community informed and build support through open and authentic communications. The public relations program shall include, without limitation, media relations; internal communications; communications to the community; communications to students and parents/guardians; emergency communications in coordination with the District Safety Coordinator; the District website and social media platforms/channels; and other efforts to reach all audiences using suitable mediums.

² District social media accounts are likely either limited public forms or public forums. See Knight First Amendment Inst. at Columbia Univ. v. Trump, 302 F.Supp.3d 541 (S.D.N.Y. 2018) (holding that the @realDonaldTrump Twitter account is a public forum under the First Amendment; therefore, (a) it could not exclude plaintiffs based simply on their views because excluding them on that basis is a violation their First Amendment right to petition their government, and (b) by purging critics from the @realDonaldTrump account, the White House deprived those who remained in the public forum the opportunity to hear the critics). Consider that school districts are different than the President of the United States and must ensure other duties to students, e.g., safety and security, which may require excluding certain comments from the district's social media accounts.

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. ⁴

Community Engagement ⁵

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. ⁶

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. ~~The Board will:~~ ⁷
 - a. ~~Commit~~ to the determined purpose(s) and objective(s), and
 - b. ~~Provide~~ information about the expected nature of the public's involvement. ⁸
2. ~~The Superintendent or designee will:~~ ⁸
 - a. Identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).
 - b. ~~The Superintendent will: (1) a~~ At least annually, prepare a report ~~for the of each~~ community engagement initiative, and/or ~~(2)~~
 - c. ~~Prepare~~ a final report of ~~the each~~ community engagement initiative.

~~The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.~~

³ In alignment with the IASB "Foundational Principles of Effective Governance," the school board president is the board's spokesperson (see 2:110, *Qualifications, Term, and Duties of Board Officers*) and the superintendent is the district's spokesperson.

⁴ Examples of such programs include senior citizens' brunches, realtors' luncheons, and building tours.

⁵ This section is optional. A board that includes this subhead should complete the work necessary to develop and implement a community engagement initiative. See *Connecting with the Community: The Purpose and Process of Community Engagement as Part of Effective School Board Governance*, (*Connecting with the Community*) ~~available at~~ www.iasb.com/IASB/media/Documents/communityengagement.pdf ~~iasb.mys1cloud.com/communityengagement.pdf~~. This publication and other materials about community engagement are listed at: www.iasb.com/training/connecting.cfm.

The community engagement process differs from public relations (discussed in the **Public Relations** section, above) or public polling. Public relations push out information to the community. Public polling pulls information or opinions from the community. While most school districts understand how to push and pull information from their communities, the community engagement process is part of the two-way conversation for school boards that involves listening. Listening should not be limited only to the public comment period during board meetings. It is reaching out to the community and having conversations not only with parents but other community members, and then taking into consideration their thoughts and ideas as boards make their decisions. This method of listening must be purposeful for community engagement to work as intended.

⁶ Optional. This sentence applies the definition of community engagement to a board and its school district. See *Connecting with the Community*, pg. 9, ~~available at~~ www.iasb.com/IASB/media/Documents/communityengagement.pdf ~~iasb.mys1cloud.com/communityengagement.pdf~~.

An alternative introductory sentence that repeats the definition of community engagement follows: "For purposes of this policy, community engagement is the process that school boards use to actively involve diverse citizens in dialogue, deliberation and collaborative thinking around common interests for their public schools."

⁷ This action clarifies a board's reason(s) for engaging its community in an initiative and frames it to share with all participants in the process. ~~(Connecting with the Community, pg. 10).~~

⁸ See *Connecting with the Community* at pg. 10 for examples of resources that a superintendent could use to implement the board's purpose and objectives.

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)

Draft

Community Relations

Visitors to and Conduct on School Property ¹

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. ²

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. ³

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. ⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. Boards may make and enforce reasonable rules of conduct and sportsmanship for school events and deny future admission to school events to violators for up to one year provided a notice and hearing are given. 105 ILCS 5/24-24. See f/n 20 below.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² School-sponsored or school-sanctioned events or activities aligns with the text of 105 ILCS 5/27-23.7(a).

³ This paragraph is up to the local board's discretion. Many public school buildings were built before school security was the concern it is now. A first step in creating a secure environment is to manage access to school buildings. Along with limiting the entrances that may be used, school officials should post signs with instructions for visitors and a warning to trespassers. Signs may be as simple as "Visitors Must Report to Office" and "No Trespassing – Violators will be Prosecuted." Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). This sample policy identifies board members as visitors.

The following optional provisions must be modified according to local conditions:

Option 1: The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.

Option 2: The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

⁴ 105 ILCS 5/14-8.02(g-5). See administrative procedure 6:120-AP2, *Access to Classrooms and Personnel*, and exhibit 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.

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. ⁵
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. ⁶
4. Damage or threaten to damage another's property. ⁷
5. Damage or deface school property. ⁸
6. Violate any Illinois law,⁹ or town or county ordinance.
7. Smoke or otherwise use tobacco products. ¹⁰
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug. ¹¹
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. ¹²

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ See e.g., 720 ILCS 5/12-2 (aggravated assault); 5/12-3.05(c) ~~and (d)(3) (crimes aggravated battery on school public property; aggravated battery); 5/12-3.05(d)(3) (a sports official or coach or aggravated battery against a school employee); 5/12-2(b)(9) (aggravated assault against a sports official or coach);~~ 5/12-9 (threats to public officials); 5/24-1.2 (discharge of a firearm).

⁶ With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and/or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds. 430 ILCS 66/65(a), ~~amended by P.A. 99-29~~. The following optional provision adds that exception, which is a restatement of 430 ILCS 66/65(b), ~~amended by P.A. 99-29~~, to the text in number 3:

An individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to: (a) carry a concealed firearm within a vehicle into a parking area controlled by a school or the District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area, and/or (b) carry a concealed firearm in the immediate area surrounding his or her vehicle in a parking area controlled by a school or the District for the limited purpose of storing or retrieving a firearm within the vehicle's trunk.

Other relevant weapons laws include 705 ILCS 405/5-407, 720 ILCS 5/24-9; 725 ILCS 5/110-4, 5/110-10 (firearms in schools); 720 ILCS 5/24-1.2, 5/24-3 (discharge of firearm ~~and unlawful delivery or sale of a firearm~~ near school); 705 ILCS 405/5-130, 405/5-805 (minor 15 years or older who commits aggravated battery with a firearm at school is tried as an adult).

⁷ See e.g., 720 ILCS 5/2-19.5, 5/16-1, 5/18-1, 5/19-1, 21-1, and 5/21-1.3 (property damage penalties).

⁸ See e.g., 720 ILCS 5/21-1.01, 21-1.3.

⁹ See e.g., 720 ILCS 5/11-9.3 (presence within school zone by child sex offenders prohibited), 5/11-14 (prostitution), 5/11-15 (repealed), and 5/11-18 (patronizing a prostitute); 720 ILCS 5/21-11 (soliciting students to commit illegal act).

¹⁰ Required by 105 ILCS 5/10-20.5b and 410 ILCS 82/1 et seq. Federal law prohibits smoking inside schools (20 U.S.C. §6083); districts failing to comply with the federal no-smoking ban risk a civil penalty of up to \$1000 per violation per day.

¹¹ See 720 ILCS 570/407 (delivery of controlled substance on or within 1000 feet of a school) and 410 ILCS 705, added by P.A. 101-27. See also the discussion in f/n 5 and 6 of policy 5:50, *Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition*; this statement must be consistent with employee working conditions and employee conduct standards (see 5:120-AP2, *Employee Conduct Standards*).

¹² Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce.

10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, *Administering Medicines to Students*, implementing *Ashley's Law*. ¹³
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner). ¹⁴
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. ¹⁵
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding. ¹⁶
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.

Convicted Child Sex Offender ¹⁷

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹³ Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). 410 ILCS 130/, amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. 410 ILCS 130/30(a)(2), (3), and (4), amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), added by P.A. 100-660, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See policy 7:270, *Administering Medicines to Students* and its f/n 20.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student (see f/n 25 of that policy for further discussions).

¹⁴ See e.g., 720 ILCS 5/21.2-1 *et seq.* (interference with a public institution of education).

¹⁵ See e.g., 625 ILCS 5/11-605 (special speed limit zones). 625 ILCS 5/12-610.1(e), prohibits wireless telephone use while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes.

¹⁶ The pivotal question in a negligence case is whether the defendant acted reasonably. A ban on roller-blading demonstrates that the district took reasonable steps to reduce the risk of injury.

¹⁷ 720 ILCS 5/11-9.3. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*); Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105); policy 4:170, *Safety*; and administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*.

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 18

Upon notifying the Building Principal's office, aAuthorized 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.~~

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act.¹⁹ 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. ²⁰

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

18 105 ILCS 5/~~24-24 and~~ 24-25; 115 ILCS 5/3(c), added by P.A. 101-620. If a provision contained in a collective bargaining agreement addresses this issue, it will supersede this policy for those covered employees. In such cases, the board policy should be amended to state, "Please refer to the applicable collective bargaining agreement." For employees whose collective bargaining agreement does not address this subject-not covered, the policy should reflect the board's current practice. ~~Duty free time is used to provide a district with discretion about whether preparation time, etc. may be used.~~

Consult the board attorney about this subhead. It is an item on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. Amend the language to reflect what is recommended by the board attorney.

The School Code permits bargaining representatives to meet with employees during duty-free time upon notice to the school office. The Ill. Educational Labor Relations Act, amended by P.A. 101-620, expanded the rights of access by bargaining representatives to also include meeting with employees during the employee work day if the meeting: (1) is to investigate and discuss grievances and workplace-related complaints (no time limit is specified) or (2) is with a newly hired employee within the first two weeks of employment (or on a later date if mutually agreed upon by the employee and bargaining representative) for one hour or less. In those circumstances, the district may not dock employee pay or charge leave time. 115 ILCS 5/3(c). However, the access must be "reasonable" and "shall at all times be conducted in a manner so as not to impede normal operations." Id. Consult the board attorney for guidance regarding specific requests and whether, if granted, they would impede normal operations, e.g., requests for access to staff while they are performing instructional or supervisory duties. Determining whether normal operations are impeded will likely depend upon the position and duties of the employee in the district.

19 Id.

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 ten days before the Board hearing date. The hearing notice must contain: ²¹

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. ²²

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

²⁰ See Nuding v. Cerro Gordo Community Comm. Unit School Sch. Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting); Jordan ex rel. Edwards v. O'Fallon Tp. High School Sch. Dist., 302 Ill.App.3d 1070 (5th Dist. 1999) (105 ILCS 5/24-24 did not give a high school athlete the right, under the due process clause, to a notice and hearing before he could be suspended from participating in interscholastic athletics; the statute expands the schools' authority to ban people from attending school events for breaching conduct and sportsmanship code).

²¹ *Id.* For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both *school events* and *meetings*. The court in Nuding (see f/n 20, above) did not specifically answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

For boards that wish to narrow the policy text to mirror 105 ILCS 5/24-24, delete the following text from the subhead and the first sentence of the policy:

~~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.~~

Consult the board attorney before deleting the above text, especially if the board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5).

If a violator is a student, the hearing should be held in a closed meeting. 5 ILCS 120/2(c)(9).

If, however, the violator is not a student, the hearing must be held in an open session.

²² The hearing requirement is for the violator's benefit and, consequently, the violator should be able to waive it.

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)

Draft

Community Relations

Gifts to the District 1

The School Board appreciates gifts from any education foundation, 2 other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee.³ Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt. ⁴
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities. ⁵
4. Permit the District to maintain resource equity among its learning centers. ⁶
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property. ⁷

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State and federal law control this policy's content. 105 ILCS 5/16-1 grants authority to school boards to accept and manage gifts. Specifying the criteria for gifts in the board policy provides important information to potential donors and promotes a common understanding, uniform treatment, and adherence to legal requirements. ~~The statute provides that a~~Any gift to a school district or attendance center becomes ~~the~~ district property to be "held, managed, improved, invested or disposed of by such board in such manner as the board, in its discretion, sees fit..." ~~Id. According to this statute, w~~When a donor expresses an intention that a gift be used for a certain purpose, the board must "promote and carry into effect" that intention until the "board determines in its discretion that it is no longer possible, practical or prudent to do so." ~~Id.~~

² An education foundation can be an effective tool for collecting and donating financial and non-financial resources to a school district. An education foundation is a separate entity from the school district. In order to be exempt from federal income taxes and allow donors to deduct their donations, it must be organized as a tax-exempt organization, such as, under Section 501(c)(3) of the Internal Revenue Code.

³ The board may remove or amend ~~in any way~~ the value of a gift that the superintendent or designee is permitted to accept.

⁴ Well-intentioned people can raise funds in a variety of ways, e.g., putting donation jars in retail establishments, 50/50 drawings, and websites designed for fundraising like *GoFundMe*. Addressing fundraising by individuals in policy allows the board to manage donations and minimize liability in a manner consistent with its policies and legal requirements.

⁵ 20 U.S.C. §1681 ~~et seq.~~, Title IX of the Education Amendments, implemented by 34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40. See [Title IX Resource Guide, the April 2015 Title IX Resource Guide—U.S. Department of Education and the U.S. Dept. of Education Office for Civil Rights \(April 2015\)](#), at: www.ed.gov/ocr/www2.ed.gov/about/offices/list/ocr/docs/dcl-title-ix-coordinators-guide-201504.pdf.

⁶ See [policy 6:210, Instructional Materials](#).

6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.⁸

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ The U.S. Constitution's Free Speech, Establishment, and Equal Protection Clauses may be triggered when a donation comes with a message. Contact the board attorney for assistance. The second sentence is optional. Soliciting or receiving donor messages raises many complex legal and practical issues. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate against groups or individuals on the basis of their viewpoints. For more detailed explanations of viewpoint-neutrality and forum issues, see f/n 1 in policy 8:20, *Community Use of School Facilities*, and f/n 1 in policy 8:25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*.

A publicized procedure for reviewing donor messages according to pre-established viewpoint-neutral guidelines may limit misunderstandings or disputes with donors or other members of the public. Each board may want to discuss with the superintendent what expectations exist based upon the scope and scale of the donor message project, so that the superintendent can manage the expectations in the procedure. Consult the board attorney to assist with this process. Lastly, posting disclaimers informing members of the public that the donor messages incorporated into school property or placed upon school property are the personal expressions of individual donors and not the district's may avoid Establishment Clause arguments. For a more detailed discussion of the issues pertaining to excluding donor messages on school property and implementing procedures to review donor messages, see f/n ⁵ in policy 7:325, *Student Fundraising Activities*.

⁸ Examples of ways to recognize a gift include a letter of appreciation, mentioning the gift on the district or school website or publication, a shout-out at a public event, and a recognition plaque.

Community Relations

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.¹ 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 may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create 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)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

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. See policy 6:235, *Access to Electronic Networks*, at f/n 6 for additional discussion. 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

Update Memo

Please distribute to board members and appropriate staff.

Contents

Instructions.....	p. 1
PRESS Issue 103 Topic Bundles	p. 1
PRESS Terminology	p. 2
Progress Report	p. 4
Revisions to Policies, Administrative Procedures, and Exhibits (numerical table).....	p. 5
Next Issue: Five-Year Reviews	

Online Instructions

Please follow these three easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on the yellow **Member Login** button.

2. Log in using your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty logging in to www.iasb.com, please contact Kat Barone at kbarone@iasb.com.
3. Under **My Account Links**, click on **PRESS Login**.

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and PRESS Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** materials by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS Online** Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on PRESS materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

Veto Session Updates

In November 2019, the Illinois General Assembly returned to Springfield for the Fall Veto Session to consider a mix of veto overrides, new proposals, and unfinished business from the spring. What resulted were three major pieces of legislation that impact school boards and the **PRM**.

First, the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, was amended by P.A. 101-593, a trailer bill related to the legalization of recreational cannabis, to clarify workplace drug testing and other issues, including protections for Illinois employers' drug testing policies. It clarifies that the CRTA allows employers to maintain zero-tolerance drug-free workplace policies (there was concern because the Right to Privacy in the Workplace Act prohibits employers from disciplining employees for their use of *lawful products* off-the-clock). It also clarifies that employers may do reasonable and nondiscriminatory pre- and post-hiring and random drug tests for cannabis.

Second, Illinois provided a pro-labor response to the United States Supreme Court's June 2018 *Janus* decision (finding that public employees cannot be compelled to pay *fair share* union dues) with legislation amending the following statutes:

1. The Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/, amended by P.A. 101-620, (a) expands union access to employees during the work day, (b) requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources, (c) prohibits districts from disclosing certain personal information of employees, and (d) requires districts to provide unions notice of any third party requests for such information.
2. The Freedom of Information Act, 5 ILCS 140/7.5, amended by P.A. 101-620, specifically exempts from disclosure the types of employee information now prohibited from disclosure under the IELRA.

Third, 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.

The following **PRESS** materials make up this important bundle:

- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:120-AP1, Statement of Economic Interests for Employees
- 5:150, Personnel Records
- 5:280, Duties and Qualifications
- 6:235, Access to Electronic Networks
- 7:70, Attendance and Truancy
- 7:90, Release During School Hours
- 8:30, Visitors to and Conduct on School Property
- 8:110, Public Suggestions and Concerns

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

Grant Accountability & Transparency Act

As part of its grant oversight function, the Ill. State Board of Education (ISBE) plans to conduct field testing in the area of travel expenses under federal and State grants during the 2020-2021 school year. In anticipation of this monitoring activity, the **PRESS** Editors have collaborated with ISBE's Federal and State Monitoring Department to revise existing and develop new **PRESS** materials to ensure they reflect the policy and procedure requirements of the federal uniform guidance for grants and the Grant Accountability and Transparency Act (GATA). The **PRESS** Editors thank ISBE for its continuing collaboration on GATA-related issues.

The following **PRESS** materials are updated:

2:125, Board Member Compensation; Expenses
2:125-E1, Board Member Expense Reimbursement Form
- **REWRITTEN**
2:125-E2, Board Member Estimated Expense Approval Form - **REWRITTEN**
4:60-AP4, Federal and State Award Procurement Procedures
5:60, Expenses
5:60-AP, Federal and State Grant Travel Expense Procedures
- **NEW**
5:60-E1, Employee Expense Reimbursement Form
- **REWRITTEN**
5:60-E2, Employee Estimated Expense Approval Form
- **REWRITTEN**

Coordinating with Children's Advocacy Centers

As noted in **PRESS** Issue 102, a new School Code provision created by Public Act 101-531, 105 ILCS 5/22-85 (final citation pending), requires that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an *alleged incident of sexual abuse* is reported to DCFS. Following consultation with the CAC, we have created new 5:90-AP, *Coordination with Children's Advocacy Center*, to assist districts with compliance. Districts

are encouraged to contact their local CAC to customize this procedure prior to implementation.

The following **PRESS** materials are included in this bundle:

2:150-AP, Superintendent Committees
5:90-AP, Coordination with Children's Advocacy Center
- **NEW**

Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 5.

The following **PRESS** materials are included in this catch-all bundle:

5:35, Compliance with the Fair Labor Standards Act
5:35-AP1, Fair Labor Standards Act Exemptions
5:210, Resignations
6:135, Accelerated Placement Program
6:135-AP, Accelerated Placement Program Procedures
6:280, Grading and Promotion
7:190-E2, Student Handbook Checklist

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 5.

The following **PRESS** materials are updated in response to five-year reviews:

2:160, Board Attorney
2:160-E, Checklist for Selecting a Board Attorney
- **REWRITTEN**
4:50, Payment Procedures
4:170-AP6, E1, School Staff AED Notification Letter
6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities

7:130, Student Rights and Responsibilities
7:325, Student Fundraising Activities
7:325-E, Application and Procedures to Involve Students in Fundraising Activities
8:10, Connection with the Community
8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders
8:30-E2, Child Sex Offender's Request for Permission to Visit School Property
8:80, Gifts to the District

Please also spend time reviewing the **PRESS Online** Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Progress Report — The contents of this table frequently change.

Topics	Our Response
Coronavirus COVID-19 The Novel Coronavirus (COVID-19) outbreak in China has since spread throughout parts of the world, including the United States. The Centers for Disease Control and Prevention has guidelines on planning, preparing, and responding to COVID-19 for US Childcare Programs and K-12 Schools, found here: www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-for-schools.html. The Ill. Dept. of Public Health also maintains a COVID-19 webpage, with a subpage dedicated to Schools Guidance, at: www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance.	Refer to PRESS policy 4:180, <i>Pandemic Preparedness</i>, and its administrative procedures.
Title IX Proposed Rules The U.S. Dept. of Education proposed revised regulations implementing Title IX of the Education Amendments Act of 1972 (Title IX) and accepted public comment on them through 1-31-19. Those comments are currently under review but there is no deadline by which the proposed regulations must be finalized.	No PRESS materials are affected at this time. We will monitor the situation and update materials when necessary.
Implementation Date Delayed for Amendments to 105 ILCS 5/14-8.02f(c) In August 2019, 105 ILCS 5/14-8.02f(c), amended by P.A. 101-515, required that no later than three (was five) days prior to an Individualized Education Program meeting, districts must provide parents/guardians with copies of all written material that will be considered during the meeting. During the veto session, 105 ILCS 5/14-8.02f(c), amended by P.A. 101-598, delayed the implementation date to 7-1-20.	No PRESS materials are affected. Ill. Council of School Attorneys <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (Revised May 2015, published by ICSEA) will be updated mid-2020.
Updated Asthma Medication Rules 105 ILCS 5/22-33, amended by P.A. 100-726, made changes that permit schools to establish a policy providing for the stocking and use of undesignated asthma medication. ISBE responded by updating the rules governing undesignated medications at 23 Ill.Admin.Code §1.540. See 44 Ill. Reg. 1929.	No PRESS materials are affected.
Time Out/Seclusion/Restraint In November 2019, ISBE issued emergency rules prohibiting the use of isolated time out and physical restraint. In December 2019, ISBE amended the emergency rules to allow the limited use of supine physical restraint. In February 2020, ISBE again amended the emergency rules to allow the limited use of isolated time out. The Special Education Committee of the Ill. Council of School Attorneys collaborated with ISBE on guidance regarding the emergency rules, at: www.isbe.net/Documents/Guidance-FAQs-Time-out-Restraint.pdf. Permanent rules governing the use of time out, isolated time out, and restraint are pending via the administrative rulemaking process, and numerous bills related to time out, seclusion, and restraint are being considered by the General Assembly.	No PRESS materials are affected at this time. We will monitor the situation, collaborate with ISBE, and update materials when necessary.

Progress Report — *continued*

Topics	Our Response
Transgender Task Force Report On 1-10-20, the Affirming and Inclusive Schools Task Force delivered a report to the Governor detailing recommended procedures and best practices for K-12 schools to support transgender, nonbinary, and gender nonconforming students. The report is available online at: www2.illinois.gov/ISNews/21019-Affirming_and_Inclusive_Schools_Task_Force_Report.pdf. ISBE non-regulatory guidance documents and resources are available here: www.isbe.net/supportallstudents.	No PRESS materials are affected at this time; please see footnote two of PRESS policy 7:10, <i>Equal Educational Opportunities</i>, for more information specific to this topic. We will monitor the situation, collaborate with ISBE, and update materials if necessary.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	☒
2:125, Board Member Compensation; Expenses	The policy, Legal References, and footnotes are updated in response to the Grant Accountability and Transparency Act (GATA), 30 ILCS 708/, and in anticipation of grant monitoring activity by the Ill. State Board of Education (ISBE) during the 2020-21 school year. A new subhead, Additional Requirements for Travel Expenses Charged to Federal and State Grants , is added. Continuous improvement updates and minor style changes are also made to the policy and footnotes.	☐
2:125-E1, Board Member Expense Reimbursement Form	REWRITTEN. The exhibit is updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	☐
2:125-E2, Board Member Estimated Expense Approval Form	REWRITTEN. The exhibit is updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	☐
2:150-AP, Superintendent Committees	The procedure is updated to facilitate implementation of 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, for the reasons discussed below in 5:90-AP, <i>Coordination with Children's Advocacy Center</i> .	☐
2:160, Board Attorney	The policy and footnotes are updated in response to a five-year review and PRESS Advisory Board (PAB) feedback.	☐
2:160-E, Checklist for Selecting a Board Attorney	REWRITTEN. The exhibit is updated for the reasons discussed in 2:160, <i>Board Attorney</i> , above.	☐
4:50, Payment Procedures	The policy is unchanged. A footnote is updated in response to a five-year review.	☐
4:60-AP4, Federal and State Award Procurement Procedures	The procedure is updated in response to GATA and federal procurement regulations that address the purchase of recovered (recycled) materials. Minor style changes are also made to the procedure.	☐
4:170-AP6, E1, School Staff AED Notification Letter	The procedure is updated in response to a five-year review.	☐
5:35, Compliance with the Fair Labor Standards Act	The policy is updated with minor style changes to align policy titles in the PRM. The footnotes are updated in response to: 29 C.F.R. Part 541, amended at 84 Fed.Reg. 51230, raising the salary threshold for non-exempt employees under the Fair Labor Standards Act. - Continuous improvement updates.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

5:35-AP1, Fair Labor Standards Act Exemptions	The procedure is updated for the reasons discussed in 5:35, <i>Compliance with the Fair Labor Standards Act</i> , above.	☐
5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition	The policy is unchanged. Footnotes seven and nine are updated in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/10-35(a)(8), amended by P.A. 101-593. The law clarified several cannabis-legalization concerns that Illinois employers had, including discipline parameters for on and off-duty law enforcement officers. Footnote seven contains directions for boards that employ school resources officers (SROs) (as opposed to entering into contracts with local law enforcement agencies for SRO services) to consult their board attorneys regarding specific policy text that pertains to discipline of the SROs that the board employs. Other additions to the footnotes included reference to the Ill. Vehicle Code's legal presumptions for when an individual is under the influence of tetrahydrocannabinol (THC). See 635 ILCS 5/11-501.2(b-5).	☐
5:60, Expenses	The policy, Legal References, and footnotes are updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	☐
5:60-AP, Federal and State Grant Travel Expense Procedures	NEW. The procedure is created for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	☐
5:60-E1, Employee Expense Reimbursement Form	REWRITTEN. The exhibit is updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	☐
5:60-E2, Employee Estimated Expense Approval Form	REWRITTEN. The exhibit is updated for the reasons discussed in 2:125, <i>Board Member Compensation; Expenses</i> , above.	☐
5:90-AP, Coordination with Children's Advocacy Center	NEW. The procedure is created to facilitate implementation of 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, which requires districts within a county served by an accredited Children's Advocacy Center (CAC) to coordinate with the CAC when investigating an <i>alleged incident of sexual abuse</i> .	☐
5:120-AP1, Statement of Economic Interests for Employees	The procedure is updated and its footnote deleted in response to 5 ILCS 420/4A-106.5, amended by P.A. 101-617, restoring February 1st as the annual date by which districts must provide to the county clerk a certified list of employees required to file a statement of economic interest. Minor style changes are also made to the procedure.	☐
5:150, Personnel Records	The Legal References are updated. The footnotes are updated in response to the Freedom of Information Act, 5 ILCS 140/7.5(oo), added by P.A. 101-620 (final citation pending), exempting from disclosure specific types of personal information about employees that the Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/3(d), added by P.A. 101-620, now prohibits from being disclosed to third parties. A Cross Reference is also updated.	☐
5:210, Resignations	The policy is unchanged. Footnote two is updated in response to 105 ILCS 5/24-14, amended by P.A. 101-531, and ISBE non-regulatory guidance on the application of 105 ILCS 5/24-14 to teacher resignations.	☐
5:280, Duties and Qualifications	The Legal References and footnotes are updated in response to amended ISBE rules governing educator licensure and for continuous improvement.	☐
6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities	The procedure is updated in response to a five-year review.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

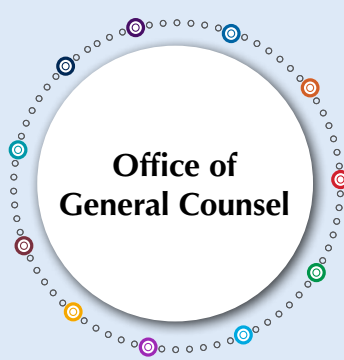
6:135, Accelerated Placement Program	The Legal References and footnotes are updated for continuous improvement and in response to amended ISBE rules implementing the Accelerated Placement Act, 105 ILCS 5/14A.	☐
6:135-AP, Accelerated Placement Program Procedures	The procedure and footnotes are updated for the reasons discussed above in 6:135, <i>Accelerated Placement Program</i> , above.	☐
6:235, Access to Electronic Networks	The policy is unchanged. The footnotes are updated for the reasons discussed in 8:110, <i>Public Suggestions and Concerns</i> , below.	☐
6:280, Grading and Promotion	The policy and footnotes are updated in response to the ISBE discontinuing the <i>Partnership for Assessment of Readiness for College and Careers</i> (PARCC) as the State assessment and accountability measure back in 2019.	☐
7:70, Attendance and Truancy	The policy and Cross References are updated in response to the following laws: 105 ILCS 5/26-2a, amended by P.A. 100-810, which amended valid causes for absences to include a student's <u>mental, emotional, or physical</u> health <u>or safety</u>; and - The Election Code, 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1-20, which created a valid cause for absence that applies to students who are eligible to vote. Other continuous improvement updates were made throughout the footnotes.	☐
7:90, Release During School Hours	The policy, Legal References, and footnotes are updated in response to the Election Code, 10 ILCS 5/7-42 and 5/17-15, amended by P.A. 101-624, eff. 6-1-20. The policy contains an optional subhead entitled Voting for unit and high school districts that addresses the release of students who are eligible to vote.	☐
7:130, Student Rights and Responsibilities	The policy is unchanged. The footnotes are updated in response to U.S. Dept. of Education guidance on constitutionally protected prayer in public schools, and with minor continuous improvement changes after a five-year review.	☐
7:190-E2, Student Handbook Checklist	The exhibit and footnotes are updated in response to numerous legislative amendments regarding required and recommended notices to students and parents/guardians and for continuous improvement.	☐
7:325, Student Fundraising Activities	The policy is unchanged. Minor five-year review and continuous improvement updates are made to the footnotes.	☐
7:325-E, Application and Procedures to Involve Students in Fundraising Activities	The exhibit is updated with minor continuous improvement changes after a five-year review.	☐
8:10, Connection with the Community	The policy and footnotes are updated in response to a five-year review. Minor changes are made to align with present-day social media platform usage patterns along with other changes for continuous improvement.	☐
8:30, Visitors to and Conduct on School Property	The policy, Legal References, and footnotes are updated in response to the IELRA, 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, without loss of pay or leave time, for certain reasons. Other continuous improvement updates are also made to the footnotes.	☐

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders	The exhibit is updated with minor continuous improvement changes after a five-year review.	☐
8:30-E2, Child Sex Offender's Request for Permission to Visit School Property	The exhibit is updated with minor continuous improvement changes after a five-year review.	☐
8:80, Gifts to the District	The policy is unchanged. The footnotes are updated in response to a five-year review.	☐
8:110, Public Suggestions and Concerns	The policy, Legal References, footnotes, and Cross References are updated in response to: 1. Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/14(c-5), added by P.A. 101-620, requiring districts to establish email policies in an effort to prohibit the use of their email systems by third parties. 2. Continuous improvement and minor style updates.	☐

PRESS Issue 103 Trivia

122 PRM pages • 227 footnotes • 28,668 words • 39 PRM materials



Office of General Counsel

The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



Kimberly Small
PRESS Editor, IASB General Counsel
(ext. 1226), ksmall@iasb.com



Maryam Brotine
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1219), mbrotine@iasb.com



Debra Jacobson
Assistant PRESS Editor,
Assistant General Counsel
(ext. 1211), djacobson@iasb.com

Acknowledgement to PRESS Advisory Board

The Policy Reference Education Subscription Service (**PRESS**) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on **PRESS** Issues. We appreciate their contributions and thank them sincerely.

— **Kimberly Small, Maryam Brotine, and Debra Jacobson**

Charles Watkins, Associate Director/General Counsel, Illinois Association of School Administrators

Brian Schwartz, Deputy Director & General Counsel, Illinois Principals Association

Heather K. Brickman, Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP

Marcy Dutton, General Counsel, Teachers' Retirement System

Stephanie E. Jones, Attorney, Kriha Boucek LLC

Dr. Michael Kiser, Attorney, Law Office of Michael L. Kiser, Esq.

Fred Mundinger, Assistant Superintendent, DuPage County Regional Office of Education

David G. Penn, Attorney, Schmiedeskamp, Robertson, Neu & Mitchell LLP

Merry Rhoades, Attorney, Tueth, Keeney, Cooper, Mohan & Jackstadt P.C.

M. Curt Richardson, Attorney, McLean County Unit District 5

Caroline Roselli, Attorney, Robbins Schwartz

H. Allen Yow, Attorney, Rammelkamp Bradney, Attorneys at Law

Dr. Dale R. Fisher, Assistant Superintendent for Human Resources, Deerfield Public Schools District 109

Dr. James Gay, Superintendent, Community High School District 230

Dr. Lisa L. Smith, former Associate Superintendent for Educational Services, Community Unit School District 308

Dr. Glenn A. Wood, Assistant Superintendent, Plainfield Community Consolidated School District 202

Wayne Savageau, former IASB Policy Consultant, and former Superintendent

Melinda Selbee, former IASB General Counsel

Cathy Talbert, former IASB Associate Executive Director

IASB Staff Members, especially Policy Services Directors and Consultants and Field Services Directors

Special Acknowledgement to IASB Administrative Assistants

The following individuals provide us with excellent assistance between and during the drafting of each **PRESS** issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

Ummehani Faizullahoy, Office of General Counsel, preparation, formatting, quality assurance, editor

Bridget Trojan, Office of General Counsel, State and federal regulations monitor, editor

James Wagner, Office of General Counsel, State and federal regulations monitor, editor

Recommendation to Approve PRESS Plus Issue 103

As superintendent, I recommend to approve PRESS Plus Issue 103 as attached to the BoardBook agenda.

Rationale

The PRESS Plus Issue 103 was presented for review at the April 20, 2020 board meeting as new business. While the list of amendments is quite extensive, the majority of changes are updating references and aligning with new case laws or other passed legislation. The recommendation is to accept each update as outlined. This will ensure that our policies remain current and updated.

District Goal

To promote increased communication among all stakeholders

**Headquarters Location**

1615 S.W. Adams St.
Peoria, IL. 61602
Ph: (309) 673-0761

Des Moines Location

4333 Park Ave.
Des Moines, IA. 50321
Ph: (515) 288-6414

Normal Location

1809 Industrial Park Dr.
Normal, IL. 61761
Ph: (309) 454-2400

Bettendorf Location

2309 Grant St.
Bettendorf, IA. 52722
Ph: (563) 359-3333

Fire Detection & Alarm System Proposal

Date: 5/14/2020

Proposal No: 20-345-075

Putnam County Junior High School
13183 N 350TH Avenue
McNabb ILL 61327
Attention: Tracy Reaski

Getz Fire Equipment Co. is pleased to provide this estimate for the Fire Alarm project referred to as providing a new fire alarm panel at Putnam Junior High School. We will reuse all existing wire and conduit. Owner will provide dedicated 20 amp circuit for the fire alarm panel. Owner will supply two dedicated phone lines to the fire alarm panel location for monitoring. Please check with your authority having jurisdiction before proceeding with this quote. **Owner will provide all electrical installation material and labor. Getz fire equipment will re-use all existing heat detectors and pull stations any needed added will be a extra cost to the owner .The rtu s were figured at 3 over 4 ton and the duct detectors at 5 at 2000cfm per your information any over that needed will be added to the project. The fire alarm panel is a non- addressable fire panel manufactured by fci- gamewell . This is not a addressable panel.**

Scope of Work:

We propose to provide design, drawings, system equipment, equipment labor, freight, programming, start-up, certification, and a (1) year equipment warranty that will take affect on the date of the certification.

Bill of Proposed Material: game well fci

<u>Qty.</u>	<u>Description</u>
14	Horn Strobe
37	smoke detectors
1	Fire Alarm Panel game well-fci 10 zone panel
2	batteries
41	strobes
2	power supplies
6	Batteries
5	Duct detectors
3	relays
1	weather proof horn/strobe
1	annunciator
5	remote test switches

Base Estimate: \$25,598.724

Monitoring fee per year \$540.00 will be paid minimum of two years

Proposal Clarifications:

- Above pricing provides for all work (including drive time) to be performed between the hours of 7:30am and 4:30pm Monday thru Friday, excluding holidays. Premium night, weekend, or holiday hours are not provided for, unless specifically outlined elsewhere in this document. If, during the course of the project, we are requested to work premium hours beyond those specified, such hours will be billable beyond this contract, at our standard T&M rates.
- It shall be the responsibility of the installing company or contractor, to verify that all field wiring is free of grounds and shorts, and that all of the limitations outlined by the manufacturer are met prior to our arrival on site. If a Getz representative has to troubleshoot wiring problems at the time of the start-up, such hours will be billable beyond this contract, at our standard T&M rates.
- It shall be the responsibility of the installing company or contractor, through whom Getz Fire Equipment is being subcontracted, to provide an individual to assist with the testing and final certification of the Fire Alarm system. If Getz is required to provide more than one person for testing and certification, the installing company or contractor will also need to provide additional personnel to assist, at a one to one ratio. If it is requested that Getz provide additional personnel beyond the first technician, without the assistance outlined above being provided, all additional techs will be billed out, at our standard T&M rates, over and above the amount of this contract.
- The pricing provided reflects (1) single start-up trip and (1) single certification trip to the job site unless otherwise stated. If it is required, for any reason, that the system be started up or certified in phases, the additional drive time and other labor associated with those requirements will be billable beyond this contract, at our standard T&M rates.
- Information provided to Getz at the time of this estimate has been utilized in formulating our pricing, and changes to that information after the bid date will constitute a change order. For example, if the device quantities vary from what was originally dictated to us "verbally" or on the "Architectural / Engineering prints", the additional parts will be billable beyond this contract. The parts shown on this estimate reflect our interpretation of what needs to be provided, and additional parts will not be provided without re-imbursement. Changes to room names / numbers, room configurations, etc.. may also constitute a change order if drawing and/or programming changes are required to be made, after they have already been completed.
- No accommodations have been made for Getz to provide "Magnetic Door Holders" on this project, unless specifically indicated on our material list above. If it is desired that Getz provide the door holders, we can supply them at a cost of \$41.00 each. It is recommended that the source of power for door holders be that of a 110vac branch circuit. It will be the responsibility of others to install the door holders and their power source. Getz will provide an interface with the FACP via a relay that will be installed by whoever is installing the rest of the fire alarm system.e.
- It was requested that we provide this proposal to add equipment to an existing system, that we do not have full documentation for. If it is determined that we must, for any reason, expand or replace the existing control panel to accommodate these new devices, said equipment and associated labor would be billable beyond this contract, at our standard T&M rates.
- This proposal is for a design/build project, therefore; the base price only includes the parts and labor listed. If additional equipment or labor is required, it will be billable beyond this contract, at our standard T&M rates.

- Fire Alarm equipment not installed in compliance with the National Electric Code, the manufacture's recommendations, and/or Getz Fire Equipment's drawings, will not be covered under warrantee, and will result in failure of the system to be certified and tagged.
- Field device back boxes are not provided for in this proposal unless specifically indicated in our material list above. If it is desired that Getz provide them, please contact me for revised pricing.h.
- This Fire Alarm system will need to be connected to a monitoring agency to comply with code requirements. We can provide and administrate this monitoring thru a third party (Emergency 24) for cost of \$360.00 per year. Additionally, the owner is responsible to provide a dedicated primary phone line for this monitoring, at the Fire Alarm Control Panel. A secondary phone line is also required to be made available, for a back up to the dedicated line. The secondary line is not required to be dedicated, and can be shared with a fax or other such equipment.
- The above proposal was based solely on the bid documents provided. The system as quoted is not NFPA, ADA or IBC compliant. Therefore, the base price only includes the parts and labor listed above. If additional parts or labor are required, they will be billable beyond this contract, at our standard T&M rates.
- Re-submittal drawings are not included in the above price. The above changes will be added to the as-built drawings at the end of the project.
- Getz invoices all of its projects on a milestone basis. Milestones include, but are not limited to the following: (Drawing Submittals, Equipment / Material Delivery, Installation Labor Based on Monthly Progress, Start-Up, & Final Certification)
- Issuance of a "Purchase Order" to Getz, and/or a signature on this contract, will constitute acceptance of the terms outlined above.

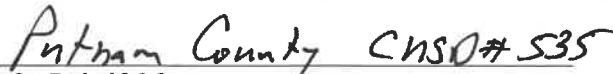
We look forward to an opportunity to work with you on this project, and hope that you will let us know if you have any questions regarding our estimate. If there is anything else that I can assist you with, please let me know.

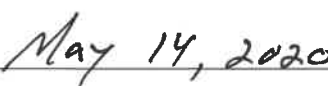
Dan Maurer
Low Voltage System Sales
Getz Fire Equipment Co.
Ph: (309) 999-3330

Attached hereto (also at <http://getzfire.com/contact/>) are the Terms and Conditions which contain important information regarding the terms and conditions of Services performed by Seller and Products sold by Seller. This includes limitation of liability, contractual limitation in which Buyer may bring a claim, disclaimers of warranty, and other terms that may impact Buyer's rights. By signing below, Buyer's authorized representative acknowledges and warrants that they have read, understood, and agreed to be bound by these conditions, and hereby authorize GFE to perform the work as specified herein. Payment will be made as outlined above.


Signed


Printed Name


On Behalf Of


Dated

TERMS AND CONDITIONS

DEFINITIONS

The words and phrases set off by quotation marks in this section of this Agreement shall have the meanings indicated.

"Agreement" means this Agreement for Purchase of Products & Providing Services, these terms and conditions, and all attachments thereto.

"Buyer" means the person or organization named as Buyer on the face of this Agreement.

"Code" means the Illinois Uniform Commercial Code, 810 ILCS 5/1 *et seq.*

"Premises" means the location where the Products will be installed or Services provided as indicated on the face of this Agreement.

"Products" means the items specifically identified by part number and/or serial number or otherwise of the face of this Agreement.

"Purchase Price" means the cost of the Products or Services as set forth on the face of this Agreement.

"Seller" means Getz Fire Equipment Co. d/b/a Getz Global Innovators.

"Services" means the activities to be performed by Seller under this Agreement.

Whenever a word or phrase which is used in this Agreement is defined in the Code, such word or phrase shall have the same meaning as defined in the Code unless the Code definition is consistent with the definitions herein.

SECURITY INTEREST: Buyer grants Seller a security interest in the Products to secure the payment by Buyer of all amounts due under this Agreement and all other amounts which may subsequently become due to Seller from Buyer. Seller may file a financing statement to perfect its security interest in the Products.

WARRANTY AND WARRANTY PROCEDURE: AS TO THE SALE OF PRODUCTS, THE WARRANTY GIVEN BY THE MANUFACTURER IS THE ONLY WARRANTY GIVEN ON THE PRODUCTS; SELLER MAKES NO WARRANTIES WITH RESPECT TO THE PRODUCTS. IF ANY OF THE PRODUCTS DO NOT CONFORM TO THE MANUFACTURER'S WARRANTY, BUYER SHALL FOLLOW THE WARRANTY PROCEDURE CONTAINED IN THE MANUFACTURER'S WARRANTY. IF THE MANUFACTURER'S WARRANTY MATERIALS HAVE NOT BEEN DELIVERED TO THE BUYER, BUYER MUST NOTIFY SELLER IN WRITING WITHIN FIFTEEN (15) DAYS OF THE DELIVERY OF THE PRODUCTS. IF THE MANUFACTURER'S WARRANTY APPLIES TO PARTS AND NOT LABOR, THE SELLER WILL PAY LABOR CHARGES FOR WARRANTY WORK PERFORMED DURING THE FIRST NINETY (90) DAYS OF THE MANUFACTURER'S WARRANTY PERIOD. Buyer's remedies for defects in material or workmanship of the Products are expressly limited to those remedies set forth above. Those remedies are exclusive and are in lieu of all other remedies provided by law, including, but not necessarily limited to, remedies commonly designated or known as actions of breach of contract, breach of warranty, negligence, and strict liability in tort. SELLER WARRANTS THAT ALL SERVICES WILL BE PROVIDED IN A GOOD AND WORKMANLIKE MANNER. ALL OF THE WARRANTIES UNDER THE "WARRANTY AND THE WARRANTY PROCEDURE" ABOVE SHALL BE VOID IF BUYER, OR ANY PERSON CLAIMING THROUGH BUYER OR EMPLOYED BY BUYER: (A) FAILS TO FOLLOW THE MANUFACTURER'S OR SELLER'S INSTRUCTIONS REGARDING MAINTENANCE OF THE PRODUCTS AS SET FORTH IN THIS AGREEMENT OR OTHERWISE; (B) FAILS TO EXERCISE REASONABLE CARE IN THE OPERATION OR USE OF THE PRODUCTS; AND/OR (C) ALTERS, MODIFIES OR IMPROPERLY REPAIRS THE PRODUCTS.

WARRANTY EXCLUSION: THE FOREGOING WARRANTIES ARE IN LIEU OF AND EXCLUDE ALL OTHER WARRANTIES NOT EXPRESSLY SET FORTH HEREIN WHETHER EXPRESS OR IMPLIED, BY OPERATION OF LAW OR OTHERWISE INCLUDING, BUT NOT LIMITED TO, ANY WARRANTIES RELATIVE TO PATENT INFRINGEMENT AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE.

INTENT OF INSPECTION: Any inspection or testing performed by Seller as Services is not intended to be a code review, or a complete system or code compliance evaluation.

PAYMENT AND SELLER'S REMEDIES: All amounts due from Buyer to Seller pursuant to this Agreement shall be paid according to this Agreement. Any amounts not paid when due shall bear interest at the lesser of the rate of one and a half percent (1 ½%) per month (which is 18% per year) or the maximum allowable by law. All charges of whatsoever kind of nature assessed against Seller by any

bank or other financial institution in connection with payments due from Buyer to Seller shall be paid to Seller by Buyer on demand as an addition to the Purchase Price.

In the event that Buyer fails to perform its obligations, Seller, at its option may cancel this Agreement and choose from the following options:

(1) recover from Buyer its damages, including its expenses, restocking fee of 20% of the Purchase Price, and the difference between the Purchase Price for the Products and the amount the Product is sold less any expenses; or

(2) dispose of the Products publicly or privately for Buyer's account and apply the net proceeds, after deducting expenses or disposition, against the Purchase Price and in case of any deficiency, the Buyer shall remain liable.

In the case that the Products have been accepted by the Buyer, or the Services have been provided, Seller may recover the Purchase Price and expenses. Seller's expenses in any case shall include litigation expenses, reasonable attorneys' fees, and liabilities in connection with, arising out of, or relating to this Agreement and any other costs of enforcing its rights.

Buyer hereby represents that it is solvent and Buyer signing of any delivery receipt furnished by Buyer to the delivering carrier shall constitute a further representation of solvency at the time of signing such receipt.

Seller shall have the right to withhold shipment to any portion of the Products or Services covered by this Agreement, or any other existing agreement between Seller and Buyer, in the event Buyer fails to make payment when due under any agreement between Buyer and Seller. Any such action on the part of Seller shall not release Buyer from its obligation to accept and pay for such remaining Products if and when shipped by Seller.

RISK OF LOSS; SHIPMENT; DELIVERY DATES; PARTIAL SHIPMENTS: Except as may be otherwise noted on the face hereof, the Products shall be delivered Free On Board ("f.o.b.") shipping point. Delivery of the Products to a carrier, Buyer, or Buyer's agent shall be deemed delivery to Buyer. Thereupon, title to such Products and risk of loss or damage shall be with Buyer.

Seller shall not be liable for loss or damage due to delay in delivery resulting from any cause beyond Seller's reasonable control, including, but not limited to, compliance with any regulations, orders, or instructions of any Federal, State, Municipal or other government or any department or agency thereof, acts of God, acts or omissions of Buyer, acts or civil or military authority, fires, strikes, factory shutdowns, or alterations, embargoes, war, riot, delays in transportation, delays in manufacturer, or inability of Seller to obtain the Products from its supplier or the materials necessary to construct the Products or necessary labor from its usual sources. Any delay resulting from such cause shall constitute cause for extending the delivery date.

Seller shall have the right to make partial shipments. Each partial shipment shall be deemed a separate sale and payment shall become due therefore in accordance with the terms of payment.

COST OF INSURANCE AND TRANSPORTATION: If this Agreement provides that Seller shall pay insurance and transportation costs, they shall be the applicable rates in effect on the date this Agreement is signed by Seller. If for any reason the cost of insurance or transportation increases prior to shipment, such increase shall be the responsibility of and charged to the Buyer.

TAXES AND OTHER LEVIES: If any tax, public charge, tariff, duty, or increase therein, other than the Seller's income taxes, is now, or shall be assessed, levied, or imposed upon the Products to be sold, or the Services to be provided, or upon any sale, delivery or other action taken hereunder, or upon export or import of the Products, or if any change shall hereafter be made in the present custom house or railway classification of the Products or in the existing freight rates applicable thereto, the burden of such charge shall be borne by Buyer.

BUYER RESPONSIBILITIES:

- a. Buyer shall provide electrical power to portable electric tools, sufficient light, elevator service for both personnel and material where required, and reasonable cooperation of its employees. Buyer shall assist Seller's personnel to store tools and materials in locations reasonably convenient to the installation site and not subject to pilferage. In addition, a 120 VAC 15 AMP separate circuit must be supplied within 10 feet of Seller's control panel.

- b. If the Product is a fire sprinkler system, Buyer shall be responsible for maintaining adequate heat throughout the Premises to prevent freezing or damage to the existing fire sprinkler system.
- c. If the Product is a fire sprinkler system, Buyer understands and expressly acknowledges that fire protection systems are susceptible to damage by water intrusion, ice, or other conditions inside the piping that Seller cannot detect upon inspection. In the event that water, ice, or other conditions occur which render the fire protection system inoperable or damaged, Seller expressly disclaims any responsibility for such conditions, and assumes no responsibility to investigate the cause, source or extent of such condition.
- d. Buyer acknowledges this warning, and acknowledges that under NFPA and other applicable codes and regulations, it is the responsibility of the Buyer to maintain the fire protection system, including but not limited to ensuring proper drainage. Failure to properly maintain or drain the fire protection system may lead to breaks or other conditions that may render the fire protection system inoperable, or that damage to the fire protection system may result in injury, damage to property and loss of use.

REPAIR: Seller shall not be obliged to repair or redecorate due to spalling of concrete or plaster, installation of piping, conduit, raceways, cylinders, wiring or mounting of control equipment or for any other reasons, unless expressly otherwise stated.

DAMPERING: Dampening and air control will be the Buyer's responsibility.

CONCENTRATION TEST: A full or partial discharge concentration test, if required, will not be made unless specifically stated in this Agreement. To assure sufficient concentration levels in accordance with requirements of the authorities having jurisdiction, room integrity (tightness) of the area where the Products are located shall be Buyer's sole responsibility. If additional discharge concentration tests are necessary due to failure of Buyer to assure room integrity (tightness) of the area where the Products are located or for any other reason in the control of or the responsibility of Buyer, the expense of such additional tests shall be added to the Purchase Price.

LABOR CHARGES: The Purchase Price includes labor charges for labor performed during the Seller's ordinary business hours. If the Buyer requires the Seller to perform work after ordinary business hours or on weekends, any overtime compensation paid by the Seller to its employees and by the Seller's subcontractors to the subcontractors' employees shall become an addition to the Purchase Price and shall be paid by Buyer.

TIME LIMITATION: All claims, actions or proceedings, legal or equitable, against Seller must be commenced in court within one (1) year after the cause of action has accrued, or the act, omission or event occurred from which the claim, action or proceeding arises, whichever is earlier, without judicial extension of time, or said claim action or proceeding is barred, time being of the essence of this paragraph. Buyer expressly waives any statutory and/or common law limitation period to the contrary.

WAIVER OF SUBROGATION: In case of any claim or loss, Buyer agrees that it is responsible to maintain, and has sufficient insurance coverage to cover, any potential claim or loss. Buyer further agrees to look to its property and/or general liability insurance carrier for reimbursement. Buyer and Seller mutually agree to release one another from any and all claims with respect to any loss covered by (or which should have been covered) the insurance coverages, which were required and/or recommended that may be applicable to any property where Seller performs Services and/or provides Products for Buyer. For purposes of this Section, all deductibles shall be considered insured losses. The parties further mutually agree that their respective insurance companies shall have no right of subrogation against the other on account thereof.

LIMITATION OF LIABILITY: SELLER'S TOTAL LIABILITY TO BUYER FOR ANY CLAIMS, LOSSES OR DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO ANY CAUSE WHATSOEVER IN RELATION TO THE PURCHASE OF PRODUCTS UNDER THIS AGREEMENT, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, BREACH OF WARRANTY OR OTHER CAUSE, SHALL BE LIMITED TO THE REPLACEMENT OF THE PRODUCTS OR A RETURN OF THE PURCHASE PRICE AT SELLER'S DISCRETION. SELLER'S TOTAL LIABILITY TO BUYER FOR ANY CLAIMS, LOSSES OR DAMAGES ARISING OUT OF OR IN ANY WAY RELATED TO ANY CAUSE WHATSOEVER IN RELATION TO SERVICES PROVIDED UNDER THIS AGREEMENT, WHETHER BASED IN CONTRACT, TORT

(INCLUDING NEGLIGENCE), STRICT LIABILITY, BREACH OF WARRANTY OR OTHER CAUSE, SHALL BE LIMITED TO THE RETURN OF THE PURCHASE PRICE.

NOTWITHSTANDING THE FOREGOING SENTENCES, UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR ANY DAMAGES FOR LOSS OF USE, INTERRUPTION OF BUSINESS, LOST PROFITS, REVENUE OR OPPORTUNITY, CLAIMS OF THIRD PARTIES OR FOR INJURY TO PERSONS OR PROPERTY OR FOR ANY OTHER SPECIAL, EXEMPLARY, INCIDENTAL, INDIRECT, PUNITIVE, CONSEQUENTIAL OR OTHER DAMAGES OF ANY KIND OR NATURE.

INDEMNIFICATION: Buyer shall indemnify and hold harmless Seller from and against all claims, damages, losses and expenses (including attorneys' fees) arising out of the use, operation, alteration or modification of the Products or the Services provided by Seller provided that any such claim, damage, loss of expense is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use resulting therefrom, and is caused in whole or in part by: (a) any act or omission of Buyer or anyone directly or indirectly employed by or serving Buyer regardless of whether or not it is caused in part by Seller or (b) any alteration to or modification of the Products unauthorized by Seller. This indemnity includes claims brought by any third party, including, without limitation, Buyer's insurance company, whether the claim arises under this Agreement, warranty, tort, or any other theory of liability.

GOVERNING LAW: This Agreement is to be governed by, construed, and enforced with the laws of the State of Illinois and, when applicable, the Code. Buyer and Seller agree that any action brought by any party shall be brought and resolved exclusively by the state and federal courts located in Peoria County, Illinois.

SEVERABILITY: If any provision of this Agreement is held illegal or unenforceable in a judicial proceeding, such provision shall be severed and shall be inoperative, and the remainder of this Agreement shall remain operative and binding on all parties.

CLAUSE PARAMOUNT: In the event of any conflict between the terms of this Agreement and the terms of a schedule, confirmation or other documents purporting to establish the terms and conditions of the sale of the Products or provision of Services, the terms of the schedule, confirmation or other documents shall prevail. BUYER'S ACCEPTANCE OF THIS AGREEMENT IS EXPRESSLY LIMITED TO THE TERMS OF THIS AGREEMENT.

ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the parties and no modification shall be effective unless agreed upon by both parties in writing. This Agreement supersedes all prior agreements between the parties with respect to its subject matter and constitutes (along with the documents referred to in this Agreement) a complete and exclusive statement of the terms of the agreement between the parties with respect to its subject matter.

REPRESENTATIONS: Buyer and Seller agree that no representations have been made or relied upon, except as specifically stated in this Agreement.

Recommendation to Approve Getz for JH Fire Alarm System

During the April 20, 2020 Board Meeting, I asked for a recommendation to approve the JH Fire Alarm system be conducted by CES. After the meeting the next day, I followed up with Tracy Reaska about the project. He forwarded me this estimate that I have provided to you from Getz for half the cost. Tracy and I had a discussion about this possibility quite some time back and the email got buried with everything else going on. The biggest reason for the large difference in price is Getz plans on using the majority of our already installed pull stations and such which cuts down on labor and parts. Getz is the same company that ended up being able to fix our serious alarm problems at the Elementary a few years ago.

So, it is my recommendation that we go with the Getz estimate for the JH Fire Alarm system instead of the estimate from CES.

District Goal

Maintain fiscal responsibility while enhancing the work being done in the district

Greetings,

I am writing as a concerned citizen of Putnam County to request any and all documents produced by Clay Theisinger, or other Putnam County staff, related to the student input for the schedule of graduation and prom. These documents are subject to FOIA as they were produced on school resources for school use. I understand this will come in a name redacted format in order to protect student privacy. This should not be only a general summary, but instead the complete records of the student input, with only their names withheld. Thank you

Respectfully,
Owen Mallery

--

Owen Mallery
Board Member
Putnam County CUSD #535
815-303-6986

Putnam County High School

Putnam County Community Unit School District #535

- Student & Parent Handbook –

2020-2021



Mr. Carl Carlson, *Superintendent*

Mr. Clayton J. Theisinger, *Principal*

Mr. Christopher Newsome, *Assistant Principal*

Where all students will learn and succeed, and all means ALL

TABLE OF CONTENTS

Student Handbook Acknowledgment.....	5
General School Information.....	6
Basic Guidelines Disclaimer	6
Safety Program.....	6
Convicted Child Sex Offender and Notification Laws.....	7
Mandated Reporter.....	7
Equal Education Opportunities	7
Sex Equity	8
Administrative Implementation.....	8
Fundraising.....	8
Integrated Pest Management Plan	8
Asbestos Materials	9
Grading Periods.....	12
School Cancellation/Dismissal due to Weather	12
Visitor Conduct on School Property	13
Community Relations.....	14
Professional Personnel	15
Operational Services	15
Instructional Programming.....	17
Instruction and Curriculum	24
Attendance, Enrollment, and Registration	29
Admissions.....	29
Attendance Policy	29
Academic Information	35
Academic Offerings and Requirements	35
Student Conduct & Expectations	45
Student Internet Rules	52
Restrictions on Publications and Written or Electronic Material	54
Criminal Acts.....	56
Student Regulations	63
Student Services.....	71
Awards and Certificates	71
Special Education Services	71
Cafeteria	72
Media Center.....	72
Guidance Services.....	72
Response to Intervention (RtI).....	72
Suicide and Depression Awareness and Prevention.....	72
SCHOOL BUS INFORMATION	73
STUDY HALL POLICY	76
MEDIA CENTER POLICY	77
Extracurricular Activities.....	80
Extracurricular Activities	80
Illinois high school association (ihsa)	81
Description of extracurricular activities	81
Parental/Guardian Notification	84
Student and family privacy rights	84
Immunization, Health, Eye, and Dental Examination	87
Residence	89
Every Student Succeeds Act Notifications.....	91
Teacher Qualifications	91
Testing Transparency.....	91
Annual Report Card	91

2020-2021 OFFICIAL SCHOOL CALENDAR

AUGUST 2020							SEPTEMBER 2020							OCTOBER 2020						
Mon	Tue	Wed	Thu	Fri		Total	Mon	Tue	Wed	Thu	Fri		Total	Mon	Tue	Wed	Thu	Fri		Total
						0		1	2P	3	4		4				1	2		2
3	4	5	6	7		0	7H	8	9	10	11		4	5	6	7P	8	9I		4
10	11	12	(13I)	14I		0	14	15	16P	17	18		5	12	13	14	15	16		4
17P	18P	19P	20	21		5	21	22	23	24	25		5	19	20	21P	22	23		5
24	25	26	27	28		5	28	29	30				3	26	27	28	29	30		5
31						1														
					11	11						21	32						20	52
NOVEMBER 2020							DECEMBER 2020							JANUARY 2021						
Mon	Tue	Wed	Thu	Fri		Total	Mon	Tue	Wed	Thu	Fri		Total	Mon	Tue	Wed	Thu	Fri		Total
2	3	4P	5	6T		5		1	2P	3	4		4					1		
9	10	11	12	13		5	7	8	9	10	11		5	4I	5	6P	7	8		4
16	17	18P	19	20		5	14	15	16P	17P	18		5	11	12	13	14	15		5
23	24	25	26	27		2	21	22	23	24	25			18	19	20P	21	22		4
30						1	28	29	30	31			0	25	26	27	28	29		5
													0							
					18	70						14	84						18	102
FEBRUARY 2021							MARCH 2021							APRIL 2021						
Mon	Tue	Wed	Thu	Fri		Total	Mon	Tue	Wed	Thu	Fri		Total	Mon	Tue	Wed	Thu	Fri		Total
1	2	3P	4	5		5	1	2	3P	4	5		5				1	2		1
8	9	10	11	12		5	8	9	10	11	12		5	5	6	7	8	9		0
15	16	17P	18	19T		4	15	16	17P	18	19		5	12	13	14	15	16		5
22	23	24	25	26		5	22	23	24	25	26		5	19	20	21P	22	23		5
							29	30	31				3	26	27	28	29	30		5
					19	37						22	59						16	159
MAY 2021							JUNE 2021							JULY 2021						
Mon	Tue	Wed	Thu	Fri		Total	Mon	Tue	Wed	Thu	Fri		Total	Mon	Tue	Wed	Thu	Fri		Total
3	4	5P	6	7		5		1	2	3	4						1	2		
10	11	12	13	14		5	7	8	9	10	11			5	6	7	8	9		
17	18	19P	20	21T		4	14	15	16	17	18			12	13	14	15	16		
24P	25	26	27	28			21	22	23	24	25			19	20	21	22	23		
31						0	28	29	30					26	27	28	29	30		
					17	92														
Pupil attendance begins.... August 17, 2020 School Closes..... May 25, 2020 Pupil Attendance Days..... 176 Approved P/T Conference Day..... 2 Approved Institute Days—Aug 11-12, Oct 9 Jan 4 4 Emergency Days..... 5 May 26 27 28 June 1 2 TOTAL..... 182							LEGAL PUBLIC SCHOOL HOLIDAYS Labor Day 9/7/20 Columbus Day 10/12/20 Thanksgiving 11/25/20 Christmas Day 12/25/20 New Year's Day 1/1/21 Martin Luther King's Day 1/18/21 Presidents' Day 2/15/21 Casmir Pulaski Day 3/1/21 Memorial Day 5/31/21							CALENDAR LEGEND Legal School Holidays H Institutes I Not in Attendance X School year opens (School year closes) End of trimester (grades K-5) T Professional Development / P Early dismissal -2:05 dismissal Parent/Teacher Conferences C						

DAILY SCHEDULES

Daily Schedule		2:00 Schedule	
1 st hour	8:00 - 8:47	1 st hour	8:00 - 8:36
2 nd hour	8:50 - 9:36	2 nd hour	8:39 - 9:15
3 rd hour	9:39 - 10:25	3 rd hour	9:18 - 9:54
4 th hour	10:28 - 11:14	4 th hour	9:57 - 10:33
5 th hour Class	11:17 - 12:03	7 th hour	10:36 - 11:12
5 th hour Lunch	11:14 - 11:44	5 th hour Class	11:15 - 11:51
6 th hour Class	11:47 - 12:33	5 th hour Lunch	11:12 - 11:42
6 th hour Lunch	12:02 - 12:33	6 th hour Class	11:45 - 12:21
7 th hour	12:36 - 1:22	6 th hour Lunch	11:51 - 12:21
8 th hour	1:25 - 2:11	8 th hour	12:24 - 1:00
9 th hour	2:14 - 3:00	9 th hour	1:03 - 1:40
		Activity Period	1:40 - 2:00

FINAL EXAM SCHEDULE

1st Semester: Day 1

1 st hour	8:00-9:00
2 nd hour	9:03-10:03
3 rd hour	10:06-11:06
4 th hour	11:09-12:09

2nd Semester: Day 1

5 th /6 th hour	8:00-9:00
7 th hour	9:03-10:03
8 th hour	10:06-11:06
9 th hour	11:09-12:09

1st Semester: Day 2

5 th /6 th hour	8:00-9:00
7 th hour	9:03-10:03
8 th hour	10:06-11:06
9 th hour	11:09-12:09

2nd Semester: Day 2

1 st hour	8:00-9:00
2 nd hour	9:03-10:03
3 rd hour	10:06-11:06
4 th hour	11:09-12:09

STUDENT HANDBOOK ACKNOWLEDGMENT

Name of Student: _____

Student Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies, and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere and encourage my student to adhere to all School and School District rules, policies, and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me or my student from being responsible for knowing or complying with School and School District rules, policies, and procedures.

Parent/Guardian Signature

Date

General School Information

BASIC GUIDELINES DISCLAIMER

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences, which will occur when said standards are not met. These are guidelines to be interpreted by the staff members at Putnam County High School. Each incident will be considered according to the individual merits of the case. School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

The Board's comprehensive policy manual is available for public inspection through the District's website (www.pcschools535.org) or at the Board office, located at: 400 E. Silverspoon Ave., Granville, IL, 61326

The School Board governs the school district, and is elected by the community. Current School Board members are:

The School Board has hired the following administrative staff to operate the school:

Mr. Carl Carlson, Superintendent
Mr. Clayton Theisinger, Principal
Mr. Christopher Newsome, Assistance Principal/Athletic Director

The school is located and may be contacted at:

402 E. Silverspoon Ave.
Granville, IL 61326

SAFETY PROGRAM

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention, bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill,
3. One severe weather and shelter-in-place drill, and
4. One law enforcement drill to address an active shooter incident

Drills may not be preceded by a warning to the students. These drills are of minimum requirement; other drills may be implemented as determined by administration.

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designee must conduct a law enforcement drill during

the academic year. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

CONVICTED CHILD SEX OFFENDER AND NOTIFICATION LAWS

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 the parent/guardian is: (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 and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School 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 on school property. 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/>.

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.

EQUAL EDUCATION OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*. Clayton Theisinger, Principal, Putnam County High School, Granville, Illinois 61326, Phone number (815)882-2800 ext. 4

SEX EQUITY

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.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Clayton Theisinger, Principal, Putnam County High School, Granville, Illinois 61326, Phone number (815)882-2800 ext. 4, is the coordinator for Title IV (Sex equity) and Section 504 (minorities).

ADMINISTRATIVE IMPLEMENTATION

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

FUNDRAISING

The following concession stand assignments are made for the purpose of athletic event fundraising:

Class sponsors will split the concession stands as listed below for Volleyball Games, Girls' and Boys' JV and Varsity Basketball Games, and Wrestling Meets consisting of 3 or more teams.

Freshman Class – About 25% of Games

Sophomore Class – About 25% of Games

Junior Class – About 50% of Games and will be in-charge of stock

In addition to assigned concession stands, all classes, athletics, and activities may participate in fundraising throughout the school year to support student organization purposes. Fundraising activities must be approved by the Principal or designee at the start of each school year. Faculty and staff sponsors should see the Principal or designee for approval procedures.

Principal: Mr. Clayton Theisinger,
Principal Putnam County High School
Granville, IL 61326
(815)882-2800 ext. 4

INTEGRATED PEST MANAGEMENT PLAN

Putnam County CUSD #535 is committed to providing students a safe environment. The District seeks to prevent children from being exposed to pests and pesticides; therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and non-chemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pesticides may be used. If such a control is used, parents and staff members can be informed of such prior to an application. A parent or staff member may contact the

school building Principal if they want to be added to a registry for notification prior to chemical application. Only those that request such will receive advance notice.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If such a situation arises, written notice will be sent to those listed on the registry as soon as practical. If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

ASBESTOS MATERIALS

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD # 535 have been re-inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

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. Students and staff requesting to bring an animal on school property should see the Principal.

FIRE DRILL

As soon as the signal is given for a fire drill, students are to report to the designated room spots with their current teacher or staff member. These locations can be found in any classroom or learning environment.

FIRE ALARM EVACUATION PLAN

If smoke or fire is detected within the school building, the nearest fire alarm should be activated. All individuals are to evacuate the building to the assigned spots with occupants out of the fire and emergency personnels' way. The school emergency response team will check restrooms and other areas to assure evacuation. Teachers are to take roll once in the designated location.

The following routes should be taken based on location:

Room 0 thru 1	Move west down hall and exit through eastern main entrance
Room 2 thru 6	Move east down hall and exit through east hallway door
Room 7 thru 12	Move east down hall and exit through east hallway door
Room 13	Move south and exit through eastern main entrance
Room 14 & 15	Move north down hall and exit through north hallway door
Room 16	Move south out of room and exit through west hallway door
Room 17	Move west down hall and exit through west hallway door
Room 18	Exit through shop's north door
Room 19	Move west down hall and exit through west hallway door
Room 20	Move west down hall and exit through west hallway door
Ag Shop	Exit through shop's north door
Ind. Arts Shop	Exit through shop's north door
Media Center	Move east down hall and exit through east hallway door or through exits
Auditorium	Exit through eastern and western main entrance door
Commons	Exit through eastern and western main entrance door
Kitchen	Move north down hall and exit through north hallway door
Principal's Office	Exit through main entrance
Conference Room	Exit through main eastern entrance
Guidance Office	Exit through main eastern entrance
Gym	Exit through west exit doors
Boy's Locker Room	Exit through north exit door
Girl's Locker Room	Move through west door and exit through west exit doors
Restroom	Through nearest outside door

INCLEMENT WEATHER (TORNADO) DRILL & SAFETY PLAN

The signal for an Inclement Weather Drill will be an announcement over the intercom. Upon identification of the signal, teachers will take charge of moving all students to an assigned Inclement Weather area as prescribed in the Inclement Weather Plan. Procedures and assignments are as follows:

1. Students go to an inside wall
2. Drop to your knees facing the wall
3. Bend over knees with hands covering head
4. Students are to remain quiet

Room 0 thru 2	Turn right outside of room and go to the center of the hallway
Room 3 thru 6	Turn left outside of room and go to the center of the hallway
Room 7 thru 10	Turn right outside of room and go to the center of the hallway
Room 11 & 12	Turn left outside of room and go to the center of the hallway
Room 13	Proceed to interior classroom area
Room 14 & 15	Turn left outside of room, go through the double doors, take cover against FCS/kitchen wall
Room 16 & 17	Proceed to interior classroom area
Room 18	Proceed to interior classroom area
Room 19	Proceed to interior storage rooms
Room 20	Turn right outside of room and go to center of the hallway
Ag Shop	Proceed to interior classroom area
Ind. Arts Shop	Proceed to interior classroom area
Media Center	Go to the nearest hallway, go the center of the hallway
Auditorium	Out main door take cover against auditorium front wall
Commons	Take cover against kitchen, auditorium and faculty wall
Kitchen	Take cover in kitchen restroom
Principal's Office	Exit office and go to auditorium entrance wall
Conference Room	Exit office and go to auditorium entrance wall
Guidance Office	Exit office and go to auditorium entrance wall
Gym	Go to shelter in the locker room showers
Boy's Locker Room	Take cover in the shower room
Girl's Locker Room	Take cover in the shower room

*Students will be released from the Inclement Weather Area by administration.

EARTHQUAKE DRILL & SAFETY PLAN

At the start of a drill, or as soon as shaking starts, the teacher asks students to drop and cover, facing away from windows. Students are to remain under shelter and silent until the shaking stops. Students who are in a classroom should crawl beneath desks or tables (if possible), place their heads between their knees, and cover their heads with their arms. Students should avoid being under the ceiling lights or near objects that could fall, such as bookcases, etc. Students who are in the hallways or large open areas should move to an interior wall, crouch down, and cover their heads with their arms. Students who are outdoors should move away from buildings and utility wires and either lie down or sit down. *Leave building as prescribed in the Building Evacuation Plan when the earthquake is over or instructed to do so by the teacher.

GRADING PERIODS

Nine Week Grading Periods

1st Quarter: August 17, 2020 – October 16, 2020

2nd Quarter: October 19, 2020 – December 18, 2020

3rd Quarter: January 5, 2021 – March 5, 2021

4th Quarter: March 8, 2021 – May 25, 2021

*Report cards to be distributed within 5 days after the end of each grading periods. Report cards are available for review on TeacherEase. Parents/guardians or students may request a paper copy of a report card from the school office at any time.

SCHOOL CANCELLATION/DISMISSAL DUE TO WEATHER

Inclement Weather Plan

The decision not to open school because of inclement weather conditions rests with the Superintendent. There are numerous factors involved in the decision, from the state legal requirements for days of school attendance to the safety and welfare of the students. Every attempt will be made for adequate notification to parents through the appropriate media.

Cancellation

The Putnam County CUSD #535 policy is to hold classes whenever possible. School will be canceled whenever it is determined that the school buses will have difficulty completing their routes. The administration is interested in insuring the safety of the students and must also carry out its assigned task of education. The final decision whether a child should be kept home because of bad weather rests with the parent. Any time parents are worried about bad roads or weather, they may keep their child at home as an excused absence.

Thrillshare

The District utilizes an app and texting service to alert all subscribers of cancellations or other District notifications. These messages are sent via text message and posted on the school website. Messages may be utilized for school emergencies or general school or District communications.

Coordinator: Mr. Carl Carlson, Superintendent

Delayed Start

The Superintendent may elect to delay the start of school by one or two hours for bus route completion. If this decision is made by the Superintendent, an announcement will be made on local radio stations and through Blackboard Connect as early as possible. When an announcement is made that buses will be delayed either one or two hours, school opening will be delayed by the same amount of time, and no students are expected in the buildings before the delayed opening time.

Early Release

When school is in session and a winter storm is entering the area, every attempt will be made to dismiss classes early to ensure that all students can reach home safely. If an unexpected storm enters the area, all students will be held in the buildings until condition's change to allow their safe return home.

Extracurricular Events

Varsity practice and games are not directly affected by school closings because a small number of young adults are involved. For information regarding varsity and sophomore events – whether they will be held or canceled – listen to your local radio stations or opt to receive texting and app notifications from the District.

1. When school is closed because of weather conditions, all junior varsity and freshmen games and practices are automatically canceled. Scheduled varsity and sophomore events may be played.
2. When school is closed, all junior high games and practices are canceled.
3. All other extracurricular meetings after school are canceled when school is closed because of weather.
4. When an extracurricular event is in session after school hours and a winter storm is approaching, the sponsor is responsible for insuring that all participants get home safely by following the procedures set for the regular school day.

Radio Station Announcements

In addition to postings on the school district website (www.pcschools535.org), all announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations:

	AM	FM		AM	FM
WLPO/WAJK	1220	99.3	WLPO/WAJK	1220	99.3
WLRZ – Peru		100.9	WZOE – Princeton	1490	98.1
WIRL – Peoria	1290				

VISITOR CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

“School property” – School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

“Visitor” – Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Building Principal’s office and receive permission to remain on school property during school hours. All visitors must sign a visitors’ log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge to the office. On those occasions when large groups of parents and friends are invited onto school property, 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.

The Superintendent or designee may approve of certain school facilities for the community’s use on non-school days when they are not being used for school purposes.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s conference/preparation period.

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:

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 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. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies;
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. 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;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

COMMUNITY RELATIONS

Parental Involvement

In order to ensure collaborative relationships between students' families and the District and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this 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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Parent Advisory Committee

The Parent Advisory Committee (PAC) for Putnam County Community Unit School District #535 is a committee of parents representing the various villages and grade levels served by the school. The purpose of the PAC is to provide direct two-way communication between the school, the parents, and communities. The committee will meet once during each grading period during the school year. Parents who are interested in serving on the PAC are encouraged to contact the Building Principal.

PROFESSIONAL PERSONNEL

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois license that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - c. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be licensed for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *certified*.

OPERATIONAL SERVICES

Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

Pursuant to the Hunger-Free Student's 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.

Fee Waiver: Eligibility Criteria

A student shall be eligible for a fee waiver when:

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, 42 U.S.C. 1758; 7 C.F.R. Part 245 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will give additional consideration where there are extenuating circumstances.

Fee Waiver: Eligibility Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to the National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to the National School Lunch Act.

Fee Waiver: Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

Free and Reduced Price Food Service (FRPFS)

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

FRPFS: Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

FRPFS: Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

FRPFS: Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

FRPFS: Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. 245.7, *Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools*. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-priced meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

INSTRUCTIONAL PROGRAMMING

Title I Programs

The Superintendent or designee shall pursue funding under *Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act*, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Mrs. Courtney Balestri by phone at (815)882-2800 ext. 2.

Education of Homeless Children

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 Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be

given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may conduct a review as to whether such hardship continues to exist in accordance with State law.

Education of Children with Disabilities

The School District shall provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (day before 22 birthday) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

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.

Exemption from PE Requirement

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.

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Access to Classroom for Special Education Observation or Evaluation

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 building principal.

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.

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen and are prohibited by law from doing more than such treatment.

Parents/guardians of students who are injured or who become ill (i.e., fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; please keep the office informed of any changes. In the event of an emergency, the schools will first try to contact the parent/guardian. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

The school will observe recommendations of the Illinois Department of Public Health 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.
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.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. 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.

Care of Students with Diabetes

If a 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. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any changes which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan
- d. Grant consent for 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 Mr. Clayton J. Theisinger, Principal.

Life Threatening Allergies and Life Threatening Chronic Illnesses

State law requires the 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 a student has a life-threatening allergy or life-threatening chronic illness, the parent/guardian is asked to please notify the building Principal at 815-882-2800 ext. 4.

If a child requires an inhaler or auto injector, he or she has the option to carry it on him or her, provided the appropriate paperwork is filled out and on file in the school office. Please contact the school's office for needed paperwork.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If a student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that the student 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. The School District also may be able to appropriately meet a student's needs through other means.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

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 Medication

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student." 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form."

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. **Students may self-administer (but not possess on their person) other medications required under a qualified plan, 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 storage of any medication by school personnel.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register 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. **Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited.** 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:

- Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
- Copies of the registry identification cards are provided to the District; and
- That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

INSTRUCTION AND CURRICULUM

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs*, and *Course Substitution*, and 7:260, *Exemption from Physical Activity*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

Sex Education Instruction

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or course in comprehensive sex education 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.

Exemption from PE Requirements

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 the reasons stated below.

- Enrollment in a marching band program for credit;
- Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic athletic program;

- 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
- 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).
- Students with an Individualized Education Program may also be excused from physical education courses

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:

- The time of year when the student's participation ceases;
- The student's class schedule; and
- The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this materials, please complete the following statement and return it to your child's classroom teacher within 5 days:

I request to examine the instructional materials and course outline for this class.

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following class attendance waiver statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or course on:

- ☐ 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 prevention, transmission and spread of AIDS
- ☐ Instruction on diseases
- ☐ Recognizing and avoiding sexual abuse
- ☐ Instruction on donor programs for organ/tissue, blood donor, and transplantation

Student (please print)

Parent/Guardian (please print)

Parent/Guardian (Signature)

Date

Attendance, Enrollment, and Registration

ADMISSIONS

New Students

All eighth grade graduates who live within the District are automatically admitted to the high school.

Any student who transfers into District #535 may enroll if accompanied by a resident parent or guardian. Guardianship/residence may have to be proven to the satisfaction of the Superintendent. Students transferring in are required to provide a “Student in Good Standing” form provided by the school previously attended.

Previously Enrolled Students

Any student who was previously enrolled at Putnam County High School may re-enroll under the following conditions:

1. Be accompanied by a parent or guardian. Guardianship/residence may have to be proven to the satisfaction of the Superintendent.
2. It is recommended that students enroll in the first two weeks of a new semester in order to gain credit. While students may enroll at any time, late enrollment may jeopardize the student’s chance to earn credit.
3. Satisfy all debts from the previous enrollment.
4. Be under twenty-one years of age and able to graduate before reaching twenty-one.

Transfer Students

Any student who wishes to transfer into Putnam County High School must first demonstrate legal residence in the District. Students and parents must be responsible for the transfer of records and compliance with health regulations. Students may not begin school until residence in the District is validated and school/health records are up to date and on file at Putnam County High School. Students transferring into Putnam County High School must also demonstrate that they were students in good standing at their previous school. Students who were serving suspensions or expulsions will not be admitted until their suspension/expulsion are concluded. Students entering Putnam County after extended leaves from school must have transcripts validated and will be placed at the discretion of Putnam County High School. Students entering during a semester may not be able to gain credit during that semester.

ATTENDANCE POLICY

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 and 17 years of age (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. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. 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.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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 process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods 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.
5. The identification of supportive services that may be offered to truant or chronically truant 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*.
6. 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.
7. 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.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. 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.
10. 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, *Students School Admissions and Student Transfers to and from Non-District Schools*.

11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the School and District.

Students who miss **more than 1% but less than 5%** of the prior 180 regular school days without valid cause (i.e., a recognized excuse) are considered truants. **Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants.** Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the School and District will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. A truant is defined as any student subject to compulsory attendance at school who is absent without valid cause for a school day or any portion of a school day. Truancy may also be defined as willfully walking out of a class before dismissal or being more than five (5) minutes late to a class.

A student will serve one detention for a one period truancy. A student that is truant for the majority or entire school day will receive an in-school suspension. The length of this in-school suspension will be progressive based on the student's previous truantries.

A student who misses 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 from school.

Excessive Absences

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences from any class for the semester. The eleventh absence per class per semester is considered excessive and may result in a loss of credit for that class. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to gain credit.

- Step 1: When a student has accumulated five (5) absences, excused or unexcused, in the same class in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.
- Step 2: Upon the seventh (7th) day of absence in the same class in the same semester, a notice will be sent to the parents from the Principal's office.

- Step 3: On the tenth (10th) absence from the same class, each semester, a notice will be sent to the parents from the Principal's office. Every absence after the 10th, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day in that class.

Consideration of Absences after the 10th Absence

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official documentation of an appointment to the Principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. Absences for an extended period of time for a valid medical reason will be blocked and counted as one day absent for the purposes of this policy.

It is within the sole discretion of the high school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause, then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The Principal, dean of students, or other designees of the Principal are the only persons who can excuse absences.

Absences in Driver Education

Per State of Illinois law, all students enrolled in a driver education course must obtain at least 30 hours of classroom instruction. Based on the scheduled length of the course, any student who misses more than 5 class periods will not be able to complete the required 30 hours and will be dropped from the course.

Home and Hospital Instruction

A student who is absent from school for an extended period of time or ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin no later than five school days after receiving a written statement from a physician, physician assistant, or 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 before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 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.

Absences

The State of Illinois allows the school to sanction only absences for "valid cause." "Valid cause" for absence shall be illness, observance of religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student as determined by the Principal or other circumstances that may cause reasonable concern to the parent for the safety and health of the student. Therefore, parents must keep the school informed as to why their children are absent by telephoning the school at either the 24-hour answering machine, 815 882-2800 ext. 6, or, the school office during school hours.

If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

A student with a temperature of 100 degrees or above must stay out of school until 24 hours after the fever is gone. Please contact the school nurse with any questions (ext. 547).

Determining Excused or Unexcused Absences/Tardies

The Principal or designee will decide whether a student is to receive an excused or unexcused absence/tardy regardless of the parents' approval for their child's absence.

Students have a limited of 10 excused absences per semester, which may be given for the following reasons:

illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days 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. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Unexcused absences are given for the following reasons but does not serve as an exhaustive list:

1. Oversleeping	4. Picnics
2. Problems with the car	5. Unexplained "Personal Reasons"
3. Shopping	6. Missing the bus

An unexcused absence will result in a student not being allowed to make up class work or assignments, which may result in a loss of a grade for such work. Students may make up assessments (e.g., quizzes, tests) from an unexcused absence. The student holds responsibility for contacting the teacher and scheduling a time for such makeup.

In certain courses and circumstances, the student may not be given the right to make up a missed assessment due to an unexcused absence. An exhaustive list of circumstances pertaining to this exception is not possible, but these cases will be documented in the course's syllabus at the beginning of the semester. The Principal or designee will hold the final decision as to whether or not the student may make up the missed assessment.

In the event of any absence, the student's parent/guardian is required to call the school at (815)882-2800 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the

parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

PCHS does not encourage students to come to school when they are ill.

Attendance Computation

The following are used as a baseline for student attendance:

1. 150 minutes equals one-half day credit in the attendance register.
2. 300 minutes equals a full credit in the attendance register.

Prearranged Absence

At times parents become aware that an absence will be necessary and they wish to arrange for the student to be out of school in advance. The procedure for prearranging an absence is as follows:

1. The student must bring a written request from home at least three (3) days in advance, the student must notify all his/her teachers.
2. It remains the student's responsibility to obtain all work missed during an absence and the work must be turned in the date of the return to school.

A senior or junior may be excused for two (2) college/military days to visit a college, recruitment office, or for a job interview. These dates must be prearranged with the Guidance Counselor at least (3) three days in advance with written notification from the college, recruitment office, or interviewer as well as written documentation of the visit provided upon the student's return to school. Noncompliance with these stipulations will be cause for the absence to be unexcused.

Makeup Work Policy

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. The student is responsible for coordinating with the teacher(s) to complete and turn in any missed work or assessments. As general guidance for excused absences, the teacher should coordinate with the student to establish due date timelines that are equitable to the days of excused absence. For example, a student absent for two days should be given two days to complete the missed assignments. Consideration of timelines beyond the guidance due to course or student needs must be discussed and agreed upon by the teacher and student. A lack of consensus on timelines can be referred to the building Principal for final determination.

Students who are unexcused from school will not be allowed to make up missed work. The student, though, will be given the opportunity to complete any missed assessments or exams that were given during the absence(s). The student is responsible for coordinating a date and time to complete these assessments. The teacher may elect to provide these assessments immediately upon the student's return to school if the teacher deems the student ready for such completion.

Academic Information

ACADEMIC OFFERINGS AND REQUIREMENTS

Registration Procedures

Every student must enroll in at least seven (7) subjects each semester. Physical education is considered a subject. In addition, students are expected to take a study hall unless other arrangements have been made with the guidance counselor.

Course Add/Drop Policy

All students must take a minimum of seven (7) subjects each semester including Physical Education and Driver Education. Due to the time and effort involved in scheduling and in the best interest of students, schedule changes are kept to a minimum. In order to make a schedule change; the following procedures will be used:

Students may add a course before the fifth class meeting at the beginning of each semester only.

Dropping a class at the end of first semester is discouraged; however, students may drop a class at the end of the first semester if it is felt to be in the best interest of the student. The student will be required to add a class in place of the dropped class. Classes are added or dropped by scheduling a conference with the Guidance Counselor. The counselor will notify the teachers involved with the added class and dropped class before changes are finalized. After the conference, a note from the parent or guardian of the student must support any schedule changes, which are deemed to be in the best interest of the student. If a student drops a class after the drop deadline in a given semester, a grade of "F" will be recorded in that class.

Graduation Requirements

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.

State Mandated Graduation Requirements

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

8. Daily physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

District Graduation Requirements

A student must earn a total of 25 credits to be recommended for graduation from PCHS. Each semester of coursework is equitable to half of one credit. Within the 25 credits, the following requirements are mandated by the Illinois State Board of Education and/or the Putnam County Community Unit School District #535 Board of Education:

Subject/Category	Credits Required	Other Requirements
English	4	*All English courses count towards 2 years of writing-intensive courses
Mathematics	3	*Math 1 and Math 2 include required algebra and geometry content
Social Science	2	*1 credit must be in US History *0.5 credit must be in Civics
Science	3	
Fine Arts, Foreign Language, or Career-Tech Education	2	
Computer Applications I	0.5	
Health	0.5	
Physical Education	3.5	**Continuous enrollment
Driver Education	0.5	
Consumer Education	0.5	
Total Credits	25	

**A student must remain enrolled in Physical Education every semester unless the student has received permission from the Principal for exemption. Only those students lacking necessary credits to meet graduation requirements will be provided with exemption.

In addition to credit requirements, students must fulfill the following as graduation requirements:

- Passing score on the Illinois and US Constitution tests
- Completion of the SAT

- Completion of the Service Learning Program requirement
- Completion of the FAFSA

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- PSAT 8/9 – Grade 9 (Spring)
- PSAT 10 – Grade 10 (Spring)
- PSAT/NMSQT – Grade 11 (Fall)
- SAT – Grade 11 (Spring)

Parents/Guardians 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:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Service Learning

The purpose of the service learning graduation requirement is to promote citizenship by preparing students to become tomorrow's leaders through preservation and conservation in our community. These hours must be community-based service whereby a student does not receive financial or other benefit for his/her volunteer work. Also, hours may not be served during the scheduled school day. Beginning with the Class of 2024, all students will need 25 service hours to fulfill this graduation requirement. Classes enrolled in PCHS prior to the Class of 2024 need 24 service hours. Please refer to the Service Learning Handbook for details related to this program.

PC College Start

PC College Start is a partnership between Putnam County High School and Illinois Valley Community College that provides an opportunity for academically qualified students to enroll in college classes through IVCC as part of their high school coursework. This unique partnership between PCHS and IVCC allows high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits. The financial obligation is a student/family responsibility. Student's interested in *PC College Start* need to see the Guidance Counselor.

Area Career Center Offerings

The following courses are available to recommended juniors and qualified seniors at the LaSalle-Peru Area Career Center:

Intro to Programming, Computer Repair and Maintenance, Illinois Valley Entrepreneurial Opportunities, Machine Technology, Residential Wiring, Welding, Automotive Technology, Basic Fire Skills, Cosmetology, Culinary Arts, Health Occupations, Building Trades, Child Care-Early Childhood Education, Computer Aided Drafting

A bus is provided by the school district to transport the Area Career Center students to and from the Center. Therefore, there will be no personal cars driven to and from the Center unless permission is obtained from both schools in advance.

Students enrolled in ACC are held to high academic and behavioral standards considering their enrollment in transition-based courses. Courses are held outside of the PCHS campus, so enrollment comes with greater levels of self-responsibility and self-accountability. As such, all ACC students are subject to progressive discipline outlined in this handbook for behaviors at ACC or when transporting to or from ACC. Removal from ACC for failure to meet behavioral or academic expectations serves as a last measure of this progressive discipline. The following procedures are also defined:

- Daily attendance is required for all ACC courses. Unexcused absences may result in the removal from the program.
- Students are required to attend ACC even when PCHS is not in session.
- Students who miss the bus to the ACC must report to the office and will receive an unexcused absence from ACC.
- Upon return from the ACC, students should proceed to the Media Center for study hall purposes until their assigned lunch period.
- Students returning from ACC are to finish out the remainder of their courses for the day and not depart PCHS grounds without advanced permission from administration.

Any student who fails to meet these procedures or academically fails the ACC course may be responsible for covering the cost of tuition for the semester or year; the cost of such tuition is \$1200.00 per semester.

Credit for Proficiency, Non-District Experiences, and Course Substitutions

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

- Distance learning course, including a correspondence, virtual, or online course.
- Courses in an accredited foreign exchange program.
- Summer school or community college courses.
- College courses offering dual credit courses at both the college and high school level.²
- Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.

- Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
- Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Substitutions for Required Courses

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

- The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
- The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

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.

Student Grade-Level Determination

In high school, a student's academic progress is determined by the number of credits earned from course completion. As such, a student's grade-level is determined by the total number of credits earned rather than the student's date of birth. Grade-levels will be determined at the start of each school year based on completed credits. In addition, grade-level based privileges and activities (i.e., Spirit Week, prom, law day) will be offered to students based on attained grade-level each year. Credit levels for each grade-level are as follows:

Freshman (9th Grade) – 0 to 11.5 credits

Sophomore (10th Grade) – 12.0 to 23.5 credits

Junior (11th Grade) – 24 to 35.5 credits

Senior (12th Grade) – 36 or more credits

*A student acquiring necessary credits throughout the first semester of a school year that would promote to the next grade-level may petition the Principal at semester to participate in next grade-level privileges and activities. This petition must include an audit of credits earned with assistance of the Guidance Counselor

**Grade-level determination based on credits will begin the 2019-2020 school year and be applied to the Class of 2023 and all following Classes. The Class of 2020, Class of 2021, and Class of 2022 will continue to have grade-levels determined by birthdate.

Standardized Testing and Grade Level Determination

The purpose of standardized testing is to:

1. Help evaluate the extent which each school in Illinois is meeting the state goals for learning.
2. Describe how schools and districts perform in comparison to the state and the nation.
3. Chart the progress of schools, districts, and the state over time.
4. Generate information that can be used for school accountability, policy making, and future improvement.

Putnam County High School will use the following standard to determine grade level and eligibility for testing:

- Grade 9 – A student must have freshmen standing and have earned no more than 11.5 credits.
- Grade 10 – A student must have sophomore standing and have earned at least 12 credits.
- Grade 11 – A student must have junior standing and have earned at least 24 credits.

All students meeting appropriate grade levels will be tested; out-of-grade-level testing is prohibited. Accommodations and participation of bilingual students and students with IEP's are governed by the State of Illinois and federal guidelines.

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 reason not related to academic performance.

GRADING SYSTEM

Report cards are distributed at the end of each quarter. The following grading scale is used to determine course grades:

Interval	Grade	GPA
100% - 98%	A+	4.0
97% - 93%	A	4.0
92% - 90%	A-	3.67
89% - 88%	B+	3.33
87% - 83%	B	3.0
82% - 80%	B-	2.67
79% - 78%	C+	2.33
77% - 73%	C	2.0
72% - 70%	C-	1.67
69% - 68%	D+	1.33
67% - 63%	D	1.0
62% - 60%	D-	0.67
<60%	F	0.0

FIGURING SEMESTER GRADES

Semester grades will be recorded on transcripts and within a student's permanent file. Semester grades are calculated based on the following percentages:

- Quarter 1 (or 3) – 40%
- Quarter 2 (or 4) – 40%
- Final Exam – 20%

The final percentage obtained determines the final letter grade and GPA for the semester.

GRADING WEIGHTING CLASS RANK

Weighted courses will include a 1.0 addition to the final GPA obtained for the course, unless the student received an "F," in which case a 0.0 will be the final GPA. Weighted courses include the following:

American Literature	British Literature	Creative Writing
Pre-Calculus	Trigonometry	AP Calculus
Chemistry	Physics	AP Biology
Spanish III	Spanish IV	Sociology
AP English Language & Composition		AP English Literature & Composition
Speech	Advanced Mathematics II	Advanced Mathematics III

IVCC Dual Credit Courses

*Students taking a nontraditional sequence of courses (e.g., PC College Start) may have college coursework equivalent to the courses listed above weighted for GPA purposes. The Principal holds final decision as to whether or not the course is considered equivalent and can be subject to weighting.

LATIN HONORS

The Latin Honors Recognition is established to provide merit to students for their individual academic growth and accomplishments throughout their four years at PCHS. Students are recognized during the graduation ceremony based on their cumulative GPA at the end of eight semesters. Categories for Latin Honors are as follows:

- Cum Laude – 3.33 to 3.79
- Magna Cum Laude – 3.80 to 4.19
- Summa Cum Laude – 4.2+

CLASS RANK

Class rank will be determined by the cumulative GPA at the end of each semester.

Any student whose GPA may be disadvantaged when the student takes an extra course in lieu of study hall may have that course not calculated into the cumulative GPA. This provision is subject to approval by the Principal and may only be granted prior to the end of the first semester of senior year. In addition, the grade must be at least an 90% for approval.

The valedictorian, salutatorian, and top ten will be recognized at the end of eight semesters of course work.

Incomplete Grades

Incomplete grades will be designated on the report card as an "I". Such grades are issued when a student fails to complete assignments or is absent for a period of time. Incomplete grades must be removed within three

weeks following the close of the preceding nine weeks. “Incompletes” not made up within the prescribed time limit will revert to a failing grade of “F.” The student is responsible for making arrangements with teachers for incomplete work. There will be no incomplete grades issued at the end of the school year.

Honor Roll

Students achieve “Honor Roll” status by earning between a 3.0 and a 3.49 GPA for all courses during the grading period.

High Honor Roll

Students achieve “High Honor Roll” status by earning at least a 3.5 GPA for all courses during the grading period.

Additional factors:

1. Students will be named to the honor rolls at the end of each quarter and at the end of each semester.
2. A student will not be considered for either honor rolls until all incomplete grades are made up.

Student Guidelines for Coursework at IVCC

PCHS Students who wish to take course work at IVCC for high school credit must meet the following guidelines:

1. Students must be approved for classes by IVCC.
2. Students may not receive high school credit for college course work unless it is approved in advance by the high school Principal and Guidance Counselor.
3. If a class is offered at PCHS, a student is not allowed to take it at IVCC for high school credit.
4. No more than 4 units of credit from nontraditional sources can be used to meet graduation requirements at PCHS, with the exception of students enrolled in PC College Start.
5. Semester classes at IVCC of 3 to 4 credit hours are equivalent to one semester credit at PCHS.
6. Course work counts toward extracurricular eligibility.

Graduation Incentives Program for Students at Risk of Academic Failure and/or Dropping Out

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or parent/guardian
- Counseling services by psychologists
- Psychological testing
- Truants’ alternative and optional education program

- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities law, as it may be amended from time-to-time.
- Graduation incentives program
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

Students completing any credit recovery program who seek to earn a diploma must complete all other graduation requirements identified in this handbook, including requirements of the service learning program.

Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

The Superintendent or designee shall develop the required partnerships necessary to build a comprehensive plan to re-enroll high school dropouts in the District through the IHOPE Program. The IHOPE Program shall include all components required by State law and regulations. Any student who wishes to earn a high school diploma must meet the prerequisites to receiving a high school diploma in policy 6:300, *Graduation Requirements*.

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building Principal approves the course in advance.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building Principal approves the course in advance.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building Principal.

Dual Credit Courses

A student who successfully completes dual credit courses may receive high school credit, provided:

1. The student is in good academic standing;
2. The course is approved in advance by the student's Guidance Counselor and the high school Principal
3. The student assumes responsibility for all fees.

Final Exams

All students at PCHS will be required to take final exams at the end of each semester. Final exams serve as a summative assessment with the purpose of measuring the cumulative learning of a student. Though not practical for all courses, these assessments will be designed to allow for authentic application of knowledge and skills in addition to necessary content recall. As such, final exams requiring extensive timelines may be assigned early in the semester with due dates and final tasks to be completed during the final exam days.

Seniors with at least a "C-" in a course during second semester will be exempt from second semester final exams. Those not earning at least a "C-" will be provided with final exams prior to graduation.

Student Conduct & Expectations

Student Responsibility

The regulations of Putnam County High School have been carefully prepared to provide academic, social, and emotional benefits to the maximum number of students based upon a proven educational philosophy.

It is the responsibility of the Principal, by direction of the School Board through the Superintendent, to operate the school to the optimum educational benefit of the individual students.

As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. Therefore, any complicity in, or responsibility for, action detrimental to good order, health, safety, or the educational process will be resolved by the Principal, or designee with the aid of the school staff. Following the rules of due process, such resolutions may result in penalties ranging from reprimand to suspension from school not exceeding 10 days, and/or referral to the Board of Education with a recommendation for expulsion. The following responsibilities are required of all students at Putnam County High School:

1. To become informed and adhere to the rules and regulations of Putnam County High School, established by the Board of Education, and implemented by the school administrators, teachers, and other staff members.
2. To respect the rights and individuality of other students, school administrators, teachers, and staff members.
3. To refrain from libel, slanderous remarks, and obscenity, in verbal and written expression.
4. To dress and groom in an appropriate manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present at all required school functions.
6. To refrain from gross disobedience or misconduct or behavior that materially or substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

Gross Disobedience/Misconduct

Continuing disobedience and/or chronic violations of school rules, probation terms, or discipline contract which has either interfered with the rights or safety of the faculty/staff and/or other students or disrupted the students' education process is considered gross disobedience and shall be subject to the Board's disciplinary penalties for misconduct. Any behavior that is considered glaringly obvious, flagrant, or extremely coarse and vulgar behavior will be considered gross misconduct. Gross misconduct is a serious violation of the educational process and, depending on the nature of the act, may be punished with a suspension and a possible recommendation for expulsion.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, and vaping devices or products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. 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 or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any 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.
 - f. "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.
 - g. 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.
 - h. 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. 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.
4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the *Weapons Prohibition* section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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." Unless otherwise banned under this policy or by the building Principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) the device is used during the

student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. 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, present school identification, or submit to a search.
9. Engaging in 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.
10. 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 students 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, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. 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: (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.
21. 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 studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. 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.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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.

Disciplinary Measures

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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges, including but not limited to attendance at dances, extracurricular events, or other school-related activities
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. Lunch detentions
7. In-school suspension.
8. After-school study.
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity; such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons; when the misconduct

involves any verbalization or action that could be considered threatening to the safety and security of students, staff, or the learning process; or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in 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.

Weapons Prohibition

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 shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
- (2) A knife, brass knuckles, 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, including “look-alikes” of any firearm as defined above.

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.

Re-Engagement of Returning Students

In order to foster a successful return to Putnam County High School [PCHS] for students who were issued an expulsion or suspension of 10 or more days, the procedures outlined below have been established by administration. The intent of these procedures is to help a student re-assimilate to the behavioral and academic expectations in the general education setting.

1. Prior to the first day of re-entry to PCHS, the student and his/her parent(s)/guardian(s) will meet with the Assistant Principal and/or Principal to review the academic and behavioral progress of the student and identify supports necessary for success in the school setting. Items to be reviewed include any behavioral reports or grades submitted by the serving school or support service, as applicable.
2. Within the first week of re-entry to PCHS, the student will meet with the school social worker to address any social or emotional needs that have arisen due to the expulsion or suspension.
3. Within the first 4.5 weeks of re-entry to PCHS, the student will meet with the Assistant Principal and/or Principal to identify behavioral and academic progress within the school setting and review the provision of supports identified prior to re-entry.

4. Between 4.5 and 9 weeks of time after re-entry to PCHS, the student will meet with the school social worker to address any further social or emotional needs that have arisen due to the expulsion or suspension.
5. The Assistant Principal, Principal, or Social Worker at PCHS will communicate with parents/guardians in regards to any behavioral concerns during the first 9 weeks after re-entry.
6. The parent/guardian will seek communication with the Assistant Principal, Principal, or Social Worker in establishing wrap-around support to promote the success of the student in the school setting.
7. Throughout the first 9 weeks of re-entry to PCHS, the student's grades will be informally monitored by the Assistant Principal and/or Principal on a weekly basis. Any notice of declining grades by administration will be communicated to the parents/guardians.

Teacher-Assigned Detention

Teachers are the first line of school discipline, and classroom management is the key to effective education. Teachers may assign detentions for inappropriate behavior. The duration of the teacher detention is determined by the teacher, but the total length may not be longer than an office detention (i.e., 37 minutes). When necessary, teachers will allow one day for students to make appropriate arrangements. Students who fail to report for a teacher assigned detention will be referred to the office and assigned to one office detention.

After-School Detention

After-school detentions will be held during the third week of each month assuming school is in session. The after-school detention will be from 3:03pm - 3:40pm. The location of the after-school detention will be communicated to the students. Due to transportation restrictions, work commitments, etc., students will be given the flexibility to select which day of the week to serve their after-school detention. Failure to serve an after-school detention may result in an in-school suspension and/or loss of privilege(s).

Lunch Detentions

Lunch detentions may be assigned to students who fail to exhibit expected student behaviors. In the event that a student is assigned a lunch detention, that student will get his/her lunch upon entering the cafeteria and should proceed immediately to the designated lunch detention location. The location of the lunch detention will be assigned by administration and communicated to the students. Students are allowed to take homework and/or assignments with them to complete during their lunch detention. Students will not be allowed to use their cell phone during lunch detention(s). Students, with permission from the lunch detention teacher, may use their chromebook for academic purposes only. Failure to serve a lunch detention may result in an after-school detention and/or the loss of privilege(s).

Classroom Evictions

As stated elsewhere in the handbook, teachers are responsible for classroom discipline; however, occasions may arise when students are evicted from class. In such cases, a student will be sent out of class by a teacher when the student's conduct would keep the class from continuing in an educational manner. The student must report immediately to the Main Office. When possible, the student will have an immediate conference with the Principal or designee. The teacher will complete the behavior referral in TeacherEase. The Principal or designee will note the student's version of the incident. The student will be assigned discipline based upon the actions leading to the eviction and consideration of previous, related actions. The teacher's version and student's version do not have to agree. The teacher who evicts the student from class will contact the

parents/guardians of the student as early as possible. A student who self-evicts from a class may be considered in violation of school policy on insubordination. In cases of a student self-eviction, the Principal or designee, and classroom teacher shall meet to discuss the circumstances of the self-eviction and the consequences for the self-eviction.

Behavior Remediation Plans

Upon consultation with the Principal and a student's parents/guardians, a teacher may elect to place a student on a remediation plan. This plan will spell out for the parties concerned the expected behaviors for a class. It will also define the consequences for a student's failure to change disruptive behavior. A failed remediation plan may result in the student being dropped from the class or suspended depending on the seriousness of the misconduct.

In-School Suspensions

The Principal or designee may assign an in-school suspension to a student for serious or repeated violations of school rules. In-school suspensions are scheduled during the school day and may range from one period to an entire day depending upon the student's actions and previous, related actions. During the in-school suspension, the student will be given all appropriate assignments to be completed from the missed periods of class. Students who complete work (in the designated time) during an in-school suspension will receive full credit for that work. Students who refuse to serve an in-school suspension, or students who are evicted from an in-school suspension for disruptive behavior, may be assigned an out-of-school suspension.

Some infractions that could lead to an in-school suspension include, but are not limited to, the following:

1. Multiple cell phone infractions
2. 5th tardy and all subsequent tardies
3. 2nd truancy infraction and all subsequent trancies
4. Leaving school without permission
5. Theft
6. Driving to and from ACC without permission
7. 5th detention excluding tardies/unprepared for class
8. Failure to report to an assigned office detention

A student receiving excessive in-school suspensions may be restricted from extracurricular participation if the coach/sponsor chooses to include this consequence in the team/club rules. The Athletic Director will communicate with the coach/sponsor whenever a student has received excessive in-school suspensions during a season (i.e., 3 or more suspensions).

Out of School Suspensions

The Principal or designee may suspend a student from Putnam County High School. Suspensions are issued for serious violations of the discipline policy. In all cases the student will be given an opportunity to meet with the Principal or designee and have the opportunity to explain his/her guilt or innocence. The student must keep in mind that this is not a court of law and school is held only to the standard of "reasonable suspicion." Upon the decision to suspend, the parent will be notified as soon as possible. Students who are not satisfied with the results of the preliminary hearing may request, in writing, a hearing with the Superintendent and/or the Board of Education.

Students who are suspended from school will receive 100% credit for schoolwork missed during the suspension if work is turned in immediately upon return to school. A student will be provided the opportunity to make up

any test, quiz, or other assessment. The student holds responsibility for contacting the teacher to set a date and time for the make-up of this assessment.

Expulsion

In cases of gross misconduct or conduct, which is specifically in violation of this Code, the Principal or Superintendent may recommend to the School Board that expulsion proceedings be initiated. The Board has the authority to expel a student for up to two years under the School Code.

The following procedure will be followed for any student who is a first time violator of the District policy against possession and/or use of drugs or alcohol at school or at a school sponsored event:

1. A ten (10) day suspension will be assigned.
2. Law enforcement officials will be notified of the offense.
3. An expulsion hearing will be scheduled within ten (10) days of the offense.
4. The administration will notify the parents and student that the suspension will be reduced to five (5) days if the parent and student agree to enter into an informal probation with the Putnam County Probation Office.
5. The Board will hold the expulsion hearing but agree to hold the expulsion in abeyance if the student successfully participates and completes the informal probation.
6. The Board reserves the right to reinstate the expulsion if the student does not agree to, or successfully complete, the informal probation program.

STUDENT INTERNET RULES

Adopted from the Putnam County Community Unit School District's #535's letter to parents and "Authorization for Internet Access" 623.0E2 of the School Board Policy Manual.

Acceptable Use Policy for Internet Use

All use of the Internet shall be consistent with the District's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building Principal or designee will make all decisions regarding whether or not a use has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;

- d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining authorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent.
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. 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 authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of use privileges. Any user identified as a security risk may be denied access to the network.
8. 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.
9. 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.

Student, parent(s)/guardian(s), and teachers need sign this *Authorization for Internet Access* annually while enrolled or employed by the School District.

Additional PCHS Rules

1. Using the Internet for chat rooms is not permitted at PCHS.

2. Using the Internet in defiance of the rule may result in the loss of Internet privileges or District Internet access.
3. Loss of Internet privileges at PCHS will impact some classes.
4. Using e-mail for any non-educational purpose is not permitted. Using e-mail for other than educational purposes may result in the loss of Internet privileges on school computers.
5. Chromebooks are provided to students for academic purposes only. Please refer to the Chromebook Policy for a detailed list of student responsibilities related to device usage.

RESTRICTIONS ON PUBLICATIONS AND WRITTEN OR ELECTRONIC MATERIAL

School-Sponsored Publications and Web Sites

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 an unwanted 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.
5. 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.

Non-School Sponsored Publications and Web Sites Accessed or Distributed at School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet 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 or vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in perception that the distribution or the material is endorsed by the District.

Accessing or distributing “at school” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

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 determined 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 activity.
 - 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.¹
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.

Student Created or Distributed Written or Electronic Material Including Blogs

A student engages in gross disobedience and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

School Jurisdiction

The following rules and regulations for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student; the conduct may reasonably be considered to be an interference with school purposes or an educational function; or the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

CRIMINAL ACTS

Any actions by a person that are a violation of the criminal statute of the State of Illinois will be subject to disciplinary action by the administration/school board. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions will include suspension and/or recommendation for expulsion from school. The following is a partial list of criminal acts, which may lead to the arrest and prosecution in the criminal courts. PCHS does participate in the mandated reciprocal reporting of criminal activity with the authorities.

Arson

The malicious, intentional attempt to burn any property.

Breaking and Entering

Breaking and entering is the forceful entry into the property of another student or into any portion of the school property.

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 school 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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district 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 complaint manager or any staff member. Anonymous reports are also accepted by phone call, in writing, or through the SafeSchool Alert system (<https://pcschools535-il.safeschoolsalert.com/>).

Complaint Managers:

Clayton Theisinger, Principal
Putnam County High School
402 E Silverspoon Ave
Granville, IL 61326
(815)882-2800 ext. 4
theisingerc@pcschools535.org

Chris Newsome, Assistant Principal
Putnam County High School
402 E Silverspoon Ave
Granville, IL 61326
(815)882-2800 ext. 4
newsomec@pcschools535.org

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

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

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*.²

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential

marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment of Students Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or 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 educational 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 conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student nondiscrimination coordinator, building Principal, or a complaint manager. 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 for appropriate action.

Teen Dating Violence Prohibited

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.

Intimidation or Harassment

All students are to be free to attend school without concern of threats or demands. Sexual harassment is a form of discrimination that violates the 14th Amendment to the U.S. Constitution, Title IX or the Educational Amendments of 1972, and most state constitutions. In its simplest terms, sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcomed and is not asked for. It may be, but is not limited to: physical touching or interference with movement, verbal epithets, derogatory comments or slurs, and/or visual displays of derogatory cartoons, drawings, posters, or messages. In order to constitute sexual harassment, the conduct must be unwelcome, undesirable or offensive to the harassed person, and not be solicited or incited by that person. Likewise, general harassment refers to conduct which targets race, nationality, ethnicity, religion or disability. Harassment of, or threats to students, employees of the District, or the board of education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion.

Cyber Harassment

Any communication or materials created outside of school, including Internet messages, text messages, phone messages, that are discussed or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

Fighting or Assault/Battery

Assault and battery includes attempting to cause and/or causing injury to another student or staff member. Disputes between members of the school community should be settled through proper channels. Any student participating in a fight or assault may be suspended out of school, expelled, or otherwise disciplined. Additionally, any student who incites encourages and/or instigates a fight between parties and is reported as doing so by a staff member may be suspended from school.

Explosives, Incendiaries, Firearms, Weapons, and Look-alikes

To bring any kind of explosive material or lookalikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, lookalikes or any other weapons, whether concealed or not. No student will be in possession of any object, which could reasonably be considered as a potential hazard to another person or another person's safety. Any student, who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the school code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the student code. On a case-by-case basis the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means the possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or lookalikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Fire Alarm and Firefighting Equipment

Setting off false alarms or tampering with firefighting equipment is unlawful. Suspension and a possible recommendation for expulsion may result.

Gangs, Gang Activities and Unauthorized Organizations

The presence of gangs, gang activity, and gang related material causes a substantial disruption of the educational process. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts, disruptive behavior and/or activities prohibited by law or by the school districts rules and regulations. The following rules have been enacted to prevent disruption and prevent gangs and gang activities by restricting the actions which foster such activities or which, because they are performed in relation to gang activity and endanger even those students who do not intend to show gang affiliation or membership. No student on or about school or at any school function:

- a. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, sign, symbol, or other things that may be viewed as evidence of membership in a gang. This includes the wearing of coats and hats during the school day.
- b. Shall commit any act or omission, or use any speech, either verbal or nonverbal showing membership or gang affiliation.
- c. Shall use any speech or commit any act promoting the interests of any gang activity, not limited to: soliciting others for membership in any gangs; requesting any person to pay protection or otherwise intimidating or threatening another person; committing any other illegal act or other violation of school district policies; or inciting other students to act with physical violence upon any other person.

Any student who is first suspected of violating any section of the above rules may be required, after being informed of the reasons why he/she is suspected of a violation and given the opportunity to state his/her version of the events, to surrender any material or thing or to take whatever steps necessary to rectify whatever is alleged to violate the policy. A conference may be required. Any material or thing surrendered by the student will be returned to the parent upon request. A refusal to surrender material or things or to rectify the violations can result in the student being suspended for insubordination. Any student who violates the above rules will be subject to suspension and/or expulsion.

Body piercings representing gang affiliation are subject these rules. Body piercing is not always symbolic of gang affiliation; however, it may raise a concern regarding health and safety. Infections, injury to self, and other consequences are possible. These concerns and concern over obvious disruptions of the educational environment will be handled case by case as outlined above.

Cellular Communication Devices and Electronic Paging Devices

Students may possess a cellular device during the school day (including smart watches or any other communication or electronic device), but it must be turned off and out of sight, except during their lunch period and three-minute passing period. Students who use a cellular device during the school day, or fail to keep it concealed, except during their lunch period or passing period, may have the device confiscated and returned at the end of the day. Progressive discipline will be issued in the following manner for failure to follow cellular device expectations:

1. First violation – The device will be confiscated by the teacher, placed in a viewable location on the teacher's desk, and may be returned at the end of the class period.

2. Second violation – The **device** will be confiscated and sent to the office by the teacher. The student may pick up the device at the end of the school day. The student will be given a verbal warning documented in TeacherEase from administration.
3. Third violation – The **device** will be confiscated and sent to the office by the teacher. The parent/guardian of the student may pick up the device at the end of the school day or when available. Student may receive additional discipline (i.e. lunch detention, after-school detention, loss of privilege(s))

Violations of cellular device policy will continue to accrue throughout the semester.

All subsequent violations will result in more severe consequences. Failure to give up their cell phone results in insubordination and may lead to an out-of-school suspension.

Theft

Unauthorized removal or possession of students' or staffs' property or of school property will result in disciplinary action appropriate to the offense.

Trespassing

All visitors must register in the main office upon arrival. Students are not permitted in restricted areas. Students who are suspended or expelled are not permitted on school grounds during the suspension or expulsion.

Vandalism

Littering, defacement, or destruction of property belonging to students, staff, Board of Education, or District #535 will result in disciplinary action. Vandalism can include tampering with safety equipment and the use of spitballs or other materials expelled via one's mouth.

Alcohol, Controlled Substances, and Lookalikes

The possession or use of tobacco products, electronic cigarettes, alcoholic beverages, drugs, drug paraphernalia, or look-alike substances, or being under the influence of same, is prohibited at any time, at any school in the District. Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, tobacco, or tobacco product is prohibited in school buildings, on school buses, and on all other school property or school related events at any time. For the purpose of this policy, look alike substances shall be defined as a substance which by dosage unit, appearance including color, shape, size, container and/or packaging, or markings, would lead a reasonable person to believe that the substance is a controlled substance, or is expressly or impliedly represented to be controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance. For the purpose of determining whether the representation made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance under this clause (2) of subsection (y) the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- a. Statements made by the owner or person in control of the substance concerning its nature, use or effect;
- b. Statements made to the buyer or recipient that the substance may be resold for profit;

- c. Whether the substance is packaged in a manner normally used for the illegal distribution of controlled substances;
- d. Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings, or weekends. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. Any student who manufactures, sells, delivers, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance, look alike substance or related drug paraphernalia other than as prescribed by a physician, or any other intoxicating substance on school grounds, at any school sponsored event or any other occasion that the school shall have legitimate interest in regulating, shall be subject to disciplinary consequences including up to ten (10) days suspension from school and recommendation for expulsion.

Reasonable Suspicion-Based Testing

If a reasonable suspicion exists (based on specific, contemporaneous, and articulable observations), a school administrator may request a student submit to testing to determine if there are any prohibited substances in the student's system. Students who refuse to submit to testing will be suspended for possession and use. A positive test will result in suspension. In either case, a recommendation for expulsion may occur. A portion of the suspension and or the recommendation may be held in abeyance during a probationary period during which the parents may choose to enter their child in a counseling program. The decision regarding this will be made by a certified district administrator.

Possession: Any student who is in possession of, or in control of, any alcohol, or other illegal or controlled substance. Possession is defined as to the student's person, clothing, supplies, locker, desk, automobile, or school property used for the storage of said substances.

Delivery/intent to deliver: Transfer of, possession, or control of any prohibited substance, whether or not that substance is in that person's immediate possession. Delivery includes but is not limited to any gift, sale, or exchange or other transfer with or without payment or other considerations. Penalties for violations of the above policy can range from suspension to an immediate recommendation for expulsion.

Paraphernalia: The possession, use, distribution, purchase, or sale of drug paraphernalia is prohibited. Examples of drug paraphernalia includes rolling papers, pipes, clips, and needles. Violation of this policy may result in the student being suspended or recommendation for expulsion.

Search and Seizure

In order to maintain order safety 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 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 the 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.

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.

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.

Access to Student Social Networking Passwords and Websites

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 and causes a substantial disruption to learning or the learning environment. 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 or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Police Assistance

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

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.

STUDENT REGULATIONS

Leaving School Grounds without Permission

Putnam County High School has a closed campus. Once students arrive at school they are not permitted to leave until the conclusion of the school day without permission from the Principal or designee. A student will be considered to have arrived at school once the student boards the school bus, is dropped off at school or an area adjacent to the school, or is the driver or passenger of a vehicle on school property, including the roadway surrounding the vicinity of the school. A student that is off campus without permission will be considered truant and additional consequences added for being off campus. The consequence for a first offense will be an

in-school suspension. Further consequences will be determined based on previous truancies and related offenses.

In addition, students who leave campus driving a motor vehicle shall also face loss of driving privileges. Students driving a motor vehicle who also pick up other students that have arrived at school will face a loss of driving privileges.

School Property

If a student damages school property, the student will be charged for the repair or replacement of the damaged property. The student may also be subject to disciplinary action.

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Lockers

Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal, or unsafe within.

Purses and Book Bags

In order to maintain a safe environment in the classroom, book bags, purses, and all other bags are to remain in their lockers. Large bags of any sort are not allowed in hallways or classrooms during the school day without prior approval from administration.

Use of Vulgar, Obscene Language or Gestures (Not Directed at School Personnel)

Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Name calling, racial slurs, or derogatory statements addressed to others are not tolerated. Violations will result in disciplinary action.

Disrespect/Use of Vulgar, Obscene Language or Gestures Directed to School Personnel/Insubordination

All members of the school community must treat each other with respect at all times. Disrespectful, demeaning, or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Insubordination is the failure to obey a reasonable request.

Student Language/Student Expression

The administration reserves the right to prohibit expressions, which may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions that are considered obscene to minors; are libelous or slanderous; injures, harasses, or invades the privacy of other people; or disrupts the orderly operation of school.

Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

Inappropriate Dress

Putnam County High School encourages students and their parents to select responsible styles of dress that are appropriate for a healthy educational environment conducive to the educational achievement of the educational goals of the community. The responsibility for appropriate dress for school rests with the students and the students' parents. It is necessary for schools to outline what is inappropriate and can cause a substantial disruption of the educational process. Students should maintain an appearance that will not impair or endanger their health or safety.

A complete list of what is inappropriate for school and what would cause a disruption of the educational process would be impossible. Some examples are listed below to use as guidelines:

- a. The clothing that students wear should cover them from a covered shoulder to mid-thigh. Short shorts, halter or tube tops, transparent clothing, bare midriffs, and low cut or sagging pants are not allowed.
- b. Yoga pants or lookalike pants may be worn given that shirts cover their buttocks.
- c. No clothing is allowed that displays or communicates drug or alcohol advertisements or names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or violent messages.
- d. During the school day, coats, jackets, hats, or bandannas are not to be worn in the building.
- e. Clothing with holes in inappropriate places may not be worn.
- f. Hats are not allowed to be worn in the building at any time.
- g. Shoes are to be worn at all times.

- h. Any clothing, symbols, and so forth that relate to gang symbols, gang membership, etc. are not to be worn.

Students who dress in an inappropriate manner will be given the opportunity to rectify the situation. Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the Principal or designee. The Principal or designee will meet with the student in a timely manner, advise the student of the problem and alternatives, and attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken. Continued violations of the above policies will necessitate more severe disciplinary actions, which may include suspension. The listed procedures and expectations are applicable to any and all school-related events, including but not limited to, athletic events and dances.

Tardy Policy

1. Students are tardy if they are not in their seat when the bell rings or in the room headed to their seat.
2. A student who is more than five minutes late to any class will be considered as absent and truant for the entire period.
3. The tardy system will be in effect for only a semester and will begin again in the new semester. Each tardy will be submitted by the classroom teacher to the office and the office will record total tardies, not tardies per class period. On the first and second total tardies, there will be a verbal warning. On the third and fourth total occasion of tardiness the office will inform the student that a third tardy has occurred, and an office detention will be assigned. A fifth and all subsequent tardies will result in an in-school suspension. Chronic tardiness will result in a meeting with the Principal or designee, student, and parents/guardians of the student.

Copying

All school assignments turned into the teachers for course credit are presumed to be the individual work of the student unless otherwise identified. Copying or permitting another student to copy material turned in for course credit will result in the loss of credit for such material and could result in a failing grade for the marking period. The parents will be notified by progress report and disciplinary action may result.

Plagiarism

Plagiarism, a mode of cheating, is defined as the use and presentation of any idea originating from another without proper accreditation to the owner. This definition includes, but is not limited to, the use of full documents or segmented ideas (sentences, paragraphs, or paraphrased thoughts) through an academic work. Whether intentional or unintentional, plagiarism is still considered stealing intellectual property. If a student does not understand how to properly recognize their source(s) of information, it is his/her responsibility to utilize existing resources (a published style manual such as <https://owl.english.purdue.edu/owl/resource/589/01/> or an instructor's advice) to ensure that plagiarism is avoided. Therefore, if plagiarism is detected in the work of any student in any class, the assignment will result in the loss of credit and could result in a failing grade for the marking period. If a student feels wrongly accused of plagiarism, it is the student's responsibility to prove that he/she is the original owner of the work.

Cheating

Dishonestly using, submitting, or attempting to obtain data or answers to classwork, assignments, and assessments, by deceit or by means other than those authorized by the teacher could result in a zero on the assignment, notification of parents, and possible disciplinary action.

Forgery

Forgery is altering information with the intent to deceive. This includes the use of forged materials and any form of pass abuse and of deceptive phone calls to impersonate or misrepresent identity.

Passes

During a class period a student must have an official pass or a student planner in order to be in the halls. The pass must have the student's name, date, time, and an authentic teacher's signature. Students are required to show their passes to a teacher when asked. Students who are in the halls without authorization **are subject to disciplinary measures outlined in this handbook**, and students who are chronically wandering may lose their pass privileges, **in addition to other discipline**. Students who wish to leave the school building (i.e., to go to their car or to any other restricted area) must receive a pass from the office signed by the Principal or designee.

Restricted Areas

Students are barred from the following areas during the school day unless they have special permission: all parking lots, bus area, athletic and physical education fields (unless participating in class, practice, or game), maintenance rooms, kitchen, stage area, locker rooms, and storage areas. Students found in restricted areas may be subject to disciplinary action.

Restraint

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm. Section 5/24-24 of the Illinois School Code establishes that a teacher or other employee of a District providing related school services or other school personnel may use reasonable force for the purpose of self-defense or defense of property.

Obstruction of an Investigation/Slander/Libel

Students who willingly obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to students and staff safety and will be subject to the Board's penalties for misconduct. Students who willingly and knowingly make false statements about other students, faculty, and/or staff members to intentionally injure a person's reputation shall be considered in violation of the school policy against harassment.

Confiscated Materials

Materials/items/contraband deemed inappropriate for school may be confiscated. The high school is not responsible for anything that remains unclaimed after 10 days.

Permit to Leave School

Students are not to leave the school building during the school day without receiving clearance from the office. Occasionally it becomes necessary for students to leave school during the day or for a portion of the day. Students who leave with valid cause must receive permission from the main office. A doctor's note or other means of verification of absence may be required. Students who become ill during the school day should report to the office. If possible, parents/guardians will be called to release the student. No student will be released without permission from a parent or guardian identified on the emergency forms.

At no time should a student leave school without permission from the Principal's office. Failure to observe this rule will result in an unexcused absence. Students in violation of this policy will be considered truant. Additional violations of this rule may result in suspension.

Public Display of Affection

A public school building is not the time or the place for kissing of any kind and/or other forms of public display of affection. Students will be admonished on the first offense by the teacher or staff member. Second and all subsequent offenses shall result in disciplinary action. This policy extends to school grounds, parking lots, school buses, school sanctioned activities, transportation to and from school events on school vehicles, and at any school-related function.

Restrooms

The restrooms located at the west end of the building are for use by students before and after school and during lunches only. During the school day the washrooms located in the classroom corridor should be used.

School Day

All students must report to the commons area or to their scheduled first period classroom upon entering the building prior to the beginning of the school day. Students who are late in arriving to school for the start of the school day should report to the Main Office before going to class. Teachers will be in their classrooms by 7:50 a.m. each day in order to make themselves available to students who might need help. We encourage students to make use of this time.

Driving to School

Students who drive to school will park their car upon arriving and not return to the car until the end of the school day. Students must park in the west parking lot. The first row of parking is reserved for faculty and staff; students should not park in those areas. Students who drive to school can be denied the privilege of using the school parking facilities by violating the above standards or by reckless driving or other inappropriate behavior in the school parking lot. This includes, but is not limited to, smoking in vehicles, squealing of tires, and speeding or carrying on any activities in violation of the school rules described herein. Disciplinary action will be taken for violations of these rules, which could include detention, suspension, or expulsion. Driving to and from the Area Career Center is expressly forbidden unless prior permission is obtained from the Principal. Violation for driving to ACC without permission is an in-school suspension and two-week driving suspension. School officials may search vehicles on campus if there exists a reasonable suspicion of contraband in violation of state law or school rules.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware 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.

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.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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.

Students who drive to school must register their vehicles in the office within the first two weeks of school or when they begin driving to school.

Security Cameras

Putnam County High School is equipped with security cameras that maintain 24-hour video security. Cameras are placed at entrances, in hallways, and within parking lots. The school office has a monitor so that school personnel can observe school areas. Video records are kept and may be reviewed when safety or security issues are involved. Tapes may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate or administrative purpose. Videotapes will be reused or erased unless needed for an educational or administrative purpose. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Field Trips and Recreational Class Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;

- Other reasons as determined by the school.

Regulations Governing High School Dances or Other Activities

1. School sponsored dances at night may only be held the day preceding a day on which school will not be in session.
2. Students who are not part of the Putnam County High School student body are not permitted to attend unless accompanied by a PCHS student. PCHS students must submit the name of the guest using the dance request form to the dance sponsor at least three days in advance of the dance or activity. Students who are below the 9th grade or above 20 years of age will not be allowed to attend PCHS dances.
3. Clothes worn at the dances must be appropriate for the occasion and throughout the occasion. Please refer to the section detailing inappropriate dress for details.
4. No dances will be held without supervision and prior approval of the Principal.
5. Evening dances will close no later than 11:00 p.m.
6. Students who are absent from school during the day may not attend extracurricular activities after school or in the evening. Students must be in attendance by the start of second hour to participate in any afterschool activities.
7. Students must be in attendance prior to the start of second hour on Friday for dances held on Saturday.
8. Students who leave a dance will not be readmitted.
9. Students must arrive at the dance no later than 8:30 and may not depart until 10:30, unless other time parameters have been set for the event.
10. Students who have received a concussion and are being excused from academic classes due to the concussion will not be permitted to attend the dance.

Putnam County High School students, who wish to bring an outside guest to a school dance (including Prom), must submit the name of their guest along with a school dance request form to the administration at least 3 days in advance. The guest must follow the instructions stated on the form regarding entering the dance and will be required to show a photo ID. No out of school guests who are 21 years of age or older will be approved for participation or admitted to school dances. No junior high students will be admitted to school dances. The administration reserves the right to deny the participation of any outside guest at any Putnam County High School dance.

Alternative School

Students who have been assigned to alternative school have permission to be on school grounds while waiting for transportation to alternative school (wait in the entrance to the school). When returning from the alternative school, students should leave the school grounds immediately or wait in the main entrance for transportation.

Student Services

AWARDS AND CERTIFICATES

There are many valuable awards and honors, which can be earned by students at PCHS. Students are honored at special programs presented in May with awards and certificates for the following:

Anderson Alleman Education Scholarship	Nelson Family Trust Scholarship
Mike Anders Language Scholarship	Adolph and Elmer Pletsch Scholarship
Bill Biagi Memorial FFA Alumni Scholarship	PCEA Scholarship
Hazel Marie Boyle Memorial Scholarship	Putnam County Science and Engineering Scholarship
Walter Durley Boyle Memorial Scholarship	Brenda Bishop Memorial Scholarship
Walter Durley Boyle and Hazel Marie Boyle IVCC Scholarship	"Dusty" Khoury Memorial Award
Ann Cioni Memorial Teachers Scholarship	Pam Veronda Scholarship
Eric Ciucci Putnam County Memorial Scholarship	Judy Gedratitis Award
Adam and Ida Deck Memorial Scholarship	Wilhelmina Whitaker Award
Putnam County American Legion	Cooperative Work Education Student of the Year
Knute W. Hammel Memorial Scholarship	Service Above Self Award
Hopkins Alumni Scholarship	William I. Tyler Scholarship
John R. Housby Scholarship	Helen H. Tyler Scholarship
Elosie Howland Memorial Scholarships	Daughters of the American Revolution
Harold and Julia Kenney Collegiate Grant	Illinois State Scholar
Bill Klein Memorial Scholarship	Farnsworth Essay Awards
Robert B. and Marguerite Klein Service Scholarship	Academic Challenge
Hubert J. "H.J." Mennie Memorial Scholarship	High Honor Roll Award

SPECIAL EDUCATION SERVICES

Special Education services are provided through a cooperative with the LaSalle Educational Alliance for Special Education. If a student is currently part of a case study evaluation or receiving special education services, an IEP meeting will be called and include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

CAFETERIA

The cafeteria is for those who want to take advantage of a hot meal every day. Availability and costs are as follows:

Breakfast

Time Served: 7:00 AM – 7:55 AM

Cost: \$1.70

Lunch

Time Served: M, T, Th, F - 11:14 AM – 11:44 AM (5th) and 12:03 PM – 12:33 PM (6th)
W – 11:12 AM – 11:42 AM (5th) and 11:51 AM – 12:21 PM (6th)

Cost: \$2.50

Extra Milk: \$0.40

Breakfast and lunch menus are available for viewing on the District website. Students' meal accounts are managed through TeacherEase and can be checked anytime via the online website. (Students eligible for Free and Reduced Lunch who have delinquent debt will be allowed to use money for meal purchase at time of service; see USDA School Meal Policy for further details www.fns.usda.gov/school-meals/policy/all)

MEDIA CENTER

The high school Media Center is well equipped with reference materials, books to enrich the curriculum, current magazines, recreational reading, and daily newspapers. Audio-visual aides will be available for student use.

GUIDANCE SERVICES

The primary function of this office is to assist students in making educational, vocational, and personal decisions. Each student will be scheduled for at least one conference a year; however, students are urged to schedule additional conferences whenever they need assistance. Appointments are made by stopping at the guidance office between classes, before or after school, and asking for a conference during the student's study hall. A library of college, scholarship, and occupational information is maintained in the guidance office and students are invited to browse through this material by making prior arrangements.

RESPONSE TO INTERVENTION (RTI)

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career. Please refer to the RtI handbook for further details regarding the program.

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 District.

The District maintains student and parent resources on suicide and depression awareness and prevention. Much

of this information, including a copy of District's policy, is posted on the school website. Information can also be obtained from the school social worker.

SCHOOL BUS INFORMATION

Students are to observe the same rules on the bus as in school. School authorities may enforce school disciplinary rules as it relates to misconduct in school.

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building Principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building Principal or designee.

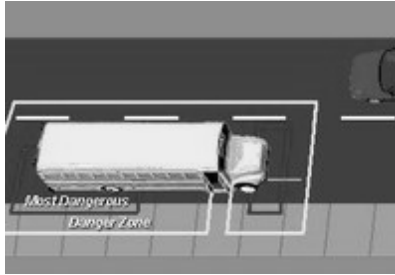
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to ten (10) consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The student's parent/guardian has responsibility to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. As permissible by the bus company, administration may allow students to drink water depending upon environmental or other conditions.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Mr. Clayton J. Theisinger, Principal

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

Use of Video Cameras on School Buses

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student or other person. Audio portions of tapes may be reviewed. They are also reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the building Principal), transportation director, bus driver, sponsor, coach, or other supervisor. A videotape may be reused or erased unless it is needed for an educational or administrative purpose.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or

audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district 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 a directive from a bus driver or other supervisor.
6. Such other behavior as the building Principal deems to threaten the safe operation of the bus and/or its occupants.

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 ten (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. The student's parent/guardian has responsibility to notify the school that the student does not have alternate transportation.

Instruction to School Bus Riders

Proper bus conduct is emphasized every year at the start of school. All riders, parents of riders, and teachers should become thoroughly familiar with the rules governing school bus riders.

While riding the bus, students are required to comply with all Johannes Bus Service rules posted in front of each bus, which are as follows:

- Passengers must be on time at the designated school bus stop; the bus cannot wait for late arrivals.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

The following procedures will be used for each valid incident. The progression of offenses listed below is for each semester:

1. 1st Offense
Written warning from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, and may be given detention(s) or missed lunch(es)/recess(es) at school. The warning is sent home for parent notification with parent response requested.
2. 2nd Offense
Written incident report from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, and shall be given automatic detention(s) or missed lunch (es)/recess (es) at school. The report is sent home for parent notification with parent response requested.
3. 3rd Offense

Written incident report from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, and given two to nine days of bus suspension, as issued by the school Principal. Parent is notified of offense and written report sent home with parent response requested.

4. 4th Offense

Written incident report from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, and given a bus suspension up to ten (10) days, and bus expulsion for remainder of the semester may be recommended to the Board of Education. Parent is notified of the offense and written report sent home with parent response requested.

5. 5th Offense

Written incident report from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, suspended, and bus expulsion will be recommended to the Board of Education. Parent is notified of offense and written report sent home with parent response requested.

STUDY HALL POLICY

The policy for study halls at Putnam County High School is that they must be used for studying and academic purposes. Any activity not defined as an academic purpose is impermissible. Students may listen to music using earphones and collaborate with peers at the discretion of the study hall supervisor.

Student Behavior Rules

1. Students are to be in their assigned seats when the bell rings.
2. Students may not talk without prior permission from the study hall teacher.
3. A student must sign out every time he or she leaves the Media Center or study hall room. Students may sign out to the restroom, only, with special permission or a pass.

Media Center

1. Students are to keep all four legs of their chairs on the floor to prevent damage to the chair or themselves.
2. Throwing anything in the Media Center can result in a detention. Throwing anything dangerous can result in suspension from study hall.
3. The school rule about not taking soda or other liquids in a classroom will be strictly enforced in the Media Center and all computer areas.
4. After roll is taken, students may leave their seats without permission to use the reference books, magazines, newspapers, books, vertical files, or to check out materials. Students are to immediately return to their assigned seats with necessary materials.
5. The table and chairs in the magazine area are to be used for faculty, staff, and visiting adults for a conference area.
6. At the end of the period, students are expected to pick up any garbage around their tables and push in their chairs before leaving the Media Center.

Restrooms

1. After roll is taken, students may sign out to the restroom.
2. Only one (1) boy and (1) girl are to sign out to the restroom at any one time.
3. Restroom passes are limited to 3 minutes.
4. Restroom passes are for the hall restrooms only, unless special permission is given.

Classroom Passes

1. A student who is going to attend another teacher's classroom must have that teacher write a pass and give it to the study hall teacher prior to that student's study hall hour. The study hall teacher will allow that student to leave after roll is taken.
2. A student must sign in when leaving and returning to study hall.
3. A student must return to sign in at the end of the period when out on a classroom pass. The pass must be returned to the study hall teacher with the returning time and signature of the supervising teacher.

Collaborative Study

Students may study together with permission when:

1. They are studying for a test.
2. They have a group project.

These students will be moved to the reference tables, if available. Otherwise, students are expected to do their own homework.

Special Rules for Classroom Study Halls

1. Students follow the same basic rules as the Media Center study hall.
2. Students may ask for passes to the Media Center to get materials after the first five (5) minutes of study hall. This allows the Media Center study hall teacher time to take roll and check passes.
3. Students may be given passes to go the Media Center for materials. These passes are for five (5) minutes to get materials and return to their study hall.
4. Students requiring extra time for research must explain their need to get a research pass from their study hall teacher or the library media specialist.

MEDIA CENTER POLICY

Magazines and Newspapers

1. Current issues of magazines will be displayed in a magazine rack in the Media Center. All students may use the magazines in the Media Center.
 - a. Current magazines may not be taken from the Media Center during the school day without special permission.
 - b. Current magazines may be checked out for overnight during the last period of the day or after school and must be returned before the first class the next school day.
 - c. Some current magazines may be kept behind the circulation desk and in the media office. These may be used in the Media Center by signing a pink card.
2. Back issues of magazines may be checked out for two (2) weeks. To obtain a back issue, the student should use the Abridged Reader's Guide or the First Search to make selections. Current and back issues of magazines are checked out using barcodes through the automation system.
3. Current copies of daily newspapers will be available in the Media Center.
4. Students are not to mutilate magazines and newspapers.

Reference, Reserve Books, and Databases

1. All dictionaries, encyclopedias, atlases, and special references are found in the “Reference Section” of the Media Center.
2. Reference Books may not be taken from the Media Center during the school day without special permission.
3. Some Reference Books may be checked out overnight.
4. Reference Books should be returned to the correct place in the Reference Section when the student is finished with it.
5. Reserve Books are special books or other materials taken from the regular shelves and placed on “Reserve” for a limited time for a specific class. The teacher of that class makes the request.
 - A. Reserve material may be checked out for any one period during the school day but must be used in the Media Center.
 - B. Reserve materials may be checked out for overnight during the last period of the day or after school and must be returned before the first class the next school day.
6. Online databases are available through the Media Center. Students and staff can access these through the District’s website by clicking Menu on the upper right side of the site, then clicking “Library Information.” Databases include Gale Student Resources in Context, Opposing Viewpoints in Context, and World Book Online. Login and password information are available from the Media Director or in the Media Center.

General Circulation

All books in general circulation and vertical files may be checked out for two (2) weeks.

1. All materials from general circulation may be renewed for an additional two (2) weeks unless there is a “hold” on the material.
2. Students should bring their selections to the circulation desk where the Media Center Assistant will scan the barcodes to check out materials through the automation system and write the due date. The students may check out materials only under their own name.
3. A book drop in the circulation desk will be provided for the return of all Media Center materials.
4. When a book is removed from the shelf for browsing, the student should return the book to the correct place on the shelf.
5. All materials taken from the Media Center must be properly checked out at the circulation desk.
6. There will not be a limitation of the number of materials, which a student may check out, unless he/she proves unable to be responsible for materials.

Audio-Visual Materials

1. All audio-visual materials are listed in the Public Access Computer (PAC).
2. All audio-visual materials may be checked out of the media center with a teacher’s permission. The student will be responsible for all Audio Visual materials and any borrowed equipment.

Overdue Materials

1. A fine of five (5) cents per day will be charged for overdue general circulation books and back issues of magazines.
2. Because the Media Center has a limited number of Reference Books, current issues of magazines, and Reserve materials, a special fine of twenty (20) cents per day will be charged for these overdue materials. This special fine will be charged for materials not returned by the end of the first period following an overnight check out.
3. Fines are to be paid in the Media Center.
4. A lost or mutilated book must be replaced with the actual cost of the book.

Extracurricular Activities

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities. To participate in an extracurricular activity after school, (including practice sessions) a student must be in attendance at the start of second period. On shortened or special schedule days, a student must be at school by 8:50 AM (Exception: Prior approval to be absent by the Principal).

Extracurricular Activity Fees

The Putnam County CUSD #535 Board of Education has established a fee structure for student extracurricular activity participation for the 2020-2021 school year.

Category	Junior High	High School
*Clubs	\$15	\$25
Puma Crew	\$5	N/A
Panteras	N/A	\$40
Play/Musical	N/A	\$20
**Cheerleading/Athletics (per sport)	\$25	\$40
Concussion Test	\$5	\$5

*One fee for as many clubs as desired

**Per sport

Students will be expected to pay a monthly rental fee for band, unless they own their own instruments.

Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.

In order to avoid undue financial hardship, a \$300 family limit exists. The family holds responsibility for keeping track and verifying extracurricular fee payments. Charges for instrumental rentals are not included in the \$300 family limit.

Indigent applications for waiver of the extracurricular fees are available at the time of registration in August.

Other Activity Fees

Vocational Fees	\$10.00 per class per semester
Driver's Ed	\$50.00
Art	\$10.00 per class per semester

Extracurricular and Athletic Activities Code of Conduct

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The required certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
7. A signed agreement by the student and the student's parent/guardian that they have received, reviewed, and will hereby follow the Putnam County Extracurricular Handbook.

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.

Students and parents are expected to review the Extracurricular Handbook that pertains to all extracurricular activities at PCHS, which can be found on the school website.

ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA)

Putnam County High School is a member of the IHSA. As a member school, Putnam County High School abides by the IHSA's rules and procedures that have been adopted by the high schools, which are members of the IHSA as part of the Association's constitution and bylaws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Putnam County High School may have additional requirements, but they may not be less stringent than these statewide minimums.

The entire IHSA Handbook can be found at:

http://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf

DESCRIPTION OF EXTRACURRICULAR ACTIVITIES

Athletics

Boys' athletics include baseball, basketball, cross country, golf, track, and wrestling. Girls' athletics include softball, volleyball, basketball, cross country, golf, **wrestling**, and track. Competition is offered at all levels and all students are encouraged to participate. Putnam County High School is a member of the Tri-County Conference.

Cheerleading

The Cheerleading squad consists of one sixteen (16)-member varsity squad. Juniors trying out for a position as a senior are required to score in the top twelve at tryouts in order to be guaranteed a position on the squad. The top sixteen (16) will cheer all junior varsity and varsity boys' basketball regular season games. The top twelve (12) will cheer all post season games starting with regionals.

Drama

A play will be held in the Fall and a musical in the Spring. The play and musical are open to all students.

FFA

All students who are enrolled in a vocational agriculture class are part of FFA, which participates in a wide variety of career developmental events. FFA members also keep records on projects called SAE's. FFA encourages leadership, community service, and scholarship among its members. All members of FFA must participate in at least 3 events per semester.

Journalism Club

Journalism Club is open to all students. Club reporters and class reporters are especially encouraged to participate. The club is responsible for the weekly articles and photographs in the *Paw Prints* as well as the layout design and ad sales in the yearbook. Students can participate in all phases of production or both the newspaper writing or yearbook layout. Photography will be taught to any club member who expresses a desire and demonstrates the necessary skills. All members are expected to help solicit ads for the yearbook to help pay for journalism expenses. An awards dinner is held every Spring to honor deserving members. Sophomores, juniors, and seniors may qualify for membership in Quill and Scroll honor society for journalists. Initiates must be in the top third of their class and be nominated by the advisor and current members for outstanding participation in the club.

National Honor Society

National Honor Society requires that a student be a sophomore, junior or senior. To be eligible, sophomores must have a 3.75 GPA and at least 10 service hours documented. Juniors must have a 3.65 GPA and 15 service hours completed. Seniors must have a 3.50 and 20 service hours completed. In addition to grade and service hour requirements, the student must demonstrate strong leadership, character and service to the high school and community. A faculty committee selects new members for this organization. Students will be honored in a banquet in the spring semester.

Panteras

The Pantera squad may consist of a maximum of fourteen (14) members. The squad is open to freshmen, sophomores, juniors, and seniors.

Scholastic Teams

Scholastic teams are open to those students who excel in school achievement and are interested in competition. The two areas of scholastic teams include Scholastic Bowl, similar to college quiz, and WYSE, a testing competition of math, engineering, and science.

Interact Club

Interact is a school-sponsored community service organization that collaborates with the local Rotary club. The club is open to students who enjoy leadership and volunteer roles. Members take part in various projects throughout the community, United States, and even internationally. Community projects can be applied

towards student graduation requirements. Students interested in joining may sign up at school registration or during lunch periods the first week of school.

Student Council

Student Council is a delegate assembly in which the administration, faculty, and students confer on school problems and school activities. The members from each class are elected in the Spring, except for the incoming freshmen. These four representatives are elected after the first nine-week grades have been issued in the Fall. Representatives must have and maintain a minimum “C” average to be eligible to participate.

Special Olympics

Special Olympics is a year-round organization for students with disabilities to participate in athletic activities. The organization allows for students with disabilities to engage in individual and team athletic events as they develop skills related to physical fitness, sports performance, teamwork, and collaboration.

Parental/Guardian Notification

STUDENT AND FAMILY PRIVACY RIGHTS

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 Created by a Third Party

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the 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(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The 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:

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.

The right to have one or more scores received on college entrance examinations included on the student's academic transcript.¹

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.

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.

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.

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.

The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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.

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.

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.

IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATION

All students are required to present appropriate proof of a health examination and the immunizations against, and screens for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades six (6) and twelve (12). A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one (1) and seven (7) must provide a statement from a physician assuring that the

student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 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 certain exceptions. New students who register mid-term have thirty (30) days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within sixty (60) days after October 15.

Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last eighteen (18) months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building Principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building Principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Military Recruiters’ Access to Directory Information

As per the provisions delineated in the No Child Left Behind Act, the Putnam County High School Principal (or designee) will, upon the written request of a military recruiter, provide access to the Directory Information referred to in the above section, unless written notice to the contrary is submitted to the Records Custodian or other official in writing, before October of the current year.

RESIDENCE

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within sixty (60) days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools pursuant to a written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.

Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for the responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy 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.

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

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.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Release Time 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 excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Every Student Succeeds Act Notifications

Teacher Qualifications

A parent/guardian may request, and the district will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- the teacher is teaching under emergency or other provisional status.
- the teacher is teaching in the field of discipline of the certification of the teacher.
- paraprofessionals provide services to the student and, if so, their qualifications.

Testing Transparency

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.

Annual Report Card

Each year, the district is required to 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: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other

information required by federal law. When available, this information will be placed on the district's website at www.pcschools535.org

Putnam County Junior High School

Mr. Carl Carlson, *Superintendent*

Mr. Michael Olson, *Principal*

Mrs. Sandy Troglio, *Secretary*

olsonm@pcschoools535.org

13183 North 350th Avenue

McNabb, Illinois 61335

Phone: (815) 882-2800 x3

Fax: (815) 882-2299

Mission Statement

**Putnam County School District- where all students will
learn and succeed, and all means ALL.**

PUTNAM COUNTY SCHOOL DISTRICT 535



EDUCATING OUR FUTURE

Putnam County Junior High School

Parent-Student Handbook

2020-2021

Introduction

The faculty, staff, and administration welcome you to Putnam County Junior High School. Our educational programs which await you are challenging, motivating, and of top quality. Each instructor has taken the time to develop his/her program so that the opportunity is there for each student to achieve his/her potential both academically and socially.

In addition to the academic environment, many extra-curricular activities await interested students. The activities provide each participant with opportunities to make use of the special talents he or she may possess. Students are encouraged to participate to the fullest extent possible in extra-curricular activities.

The “middle school concept” is of major importance at Putnam County Junior High School. Our student-centered curriculum is designed to project an atmosphere of warmth and caring. Exploratory provides a variety of learning opportunities for all students. Advisory gives each student an adult on staff that knows him or her a little better, cares for him or her a bit more, and is available when the student needs help. Faculty member’s work throughout the summer, collaborating in the development of interdisciplinary units in the six fundamental learning areas so that students have the opportunities to acquire not only the knowledge, but also the skills needed to work with others throughout their lives.

The Putnam County community is a member of the CHARACTER COUNTS! Coalition. The schools use the six pillars of character as the standard for student conduct and behavior. Students are expected to know and follow the six pillars of character. The pillars are:

Trustworthiness	Responsibility	Caring
Respect	Fairness	Citizenship

This handbook has been prepared as a reference guide for the benefit of Putnam County Junior High School students and their parents. We hope that parents and students will read the handbook carefully and keep it handy for a reference. Please pay special attention to changes to the handbook that were approved by the Board of Education at the June meeting. Those additions are **typed in bold**. We also ask that you sign and return the receipt found at the end of this handbook to verify that you have received and read this handbook. We are looking forward to an exciting and successful school year and we welcome your support to make that possible.

Yours in Educational Service,

Michael S. Olson
Principal

Sandy Troglia
Secretary

Table of Contents

Academic Standards

Page

Visitors	4
Asbestos Material and Management	4
Animals on School Grounds	5
School Cancellations	5
Extra Curricular	5
Operational Services & Food Program	6
Instructional Programs & Curriculum	9
Grading Scale	11
High Honor Roll Requirements	11
Honor Roll Requirements.	11
Placement, Promotion, and Retention	12
Interim Progress Report	12
Homework	13
Developing Good Study Habits	13
<u>Awards</u>	<u>Page</u>
Presidents Education Awards	13
Junior High School Academic Award	13
American Legion Award	13
Fred Howard Farnsworth Essay Contest	13
Luann Acuncius Award	13
Coach Lenhausen Sports Leadership Award	13
Perfect Attendance	15
Breakfast of Champions	15
Puma Pride	15
<u>Extra-Curricular Activities</u>	<u>Page</u>
Random Drug Testing of Students Participating in Extracurricular Activities	15
Student Code of Conduct for Extra-Curricular Participants	15
Athletic Eligibility	15
Extracurricular Activity and User Fee Guidelines	17
Athletics	18
Cheerleading	18
Puma Crew	18
Scholastic Bowl	19
Science Fair	19
Spelling Bees	19
Student Council	19
Write On	19
<u>Discipline</u>	<u>Page</u>
Student Responsibilities	19
School Reporting to Law Enforcement Agencies	20
Building Policies	20
Discipline /Detention Procedures	24
Saturday Detention	25
Definitions of Suspension and Expulsion	26
Student Transportation	26
School Bus Conduct Guidelines	27
Use of Video Cameras on School Buses	27
Bus Misconduct Consequences	28
 <u>General Information</u>	 <u>Page</u>
Student Internet Policy	29
Response and Prevention of Bullying and Harassment	30
Permission to leave School	33
School Hours	33

Attendance	34
Excessive Absences	35
Make Up Work	36
Pupil Absences For Vacation	36
Homework Requests During Absences	36
Response to Intervention (RTI)	36
Social Work	36
Parent Advisory Committee	36
Incentive Days	37
Media Center/Computer Labs	37
Authorization for Internet Access	38
Cafeteria	38
Emergency School Closing/Inclement Weather	38
Lost and Found	39
Withdrawals and Transfers	39
Accidents - First Aid - Illness	39
Asthma and EpiPen	40
Medication At School, Student Medication, & Home Instruction,	40
Commencement Attire	41
Care of School Property	41
Use of Telephone	41
Personal Belongings	42
Lockers	42
Cell Phones	42
Locker and Desk Inspections	42
Visitation	42
Student Records - Rights of Parents and Students	42
Sex Equity Title IX and Civil Rights Section 504	44
Bullying Policy	44
School Safety	48
Fire Drills	48
Bus Evacuation	48
Evacuation Plan	48
Disaster Drills	48
Asbestos	48
Sexual Harassment	49
Family Education Rights and Privacy Act	50
Military Recruiters Access to Directory Information	51
Free / Reduced Meal Application	51
Health/Wellness Policies	56
Suspicion Based Drug Testing Policy	56
<u>Drug Testing Consent Form</u>	<u>63</u>
<u>Student Handbook Form</u>	<u>64</u>
<u>Items in Bold and Underlined need to be signed by Student and Parent/Guardian and turned in.</u>	

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location.

Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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 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.
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 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.

ASBESTOS MATERIALS

State statutes require school districts to update parents and employees annually on the presence of asbestos containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD # 535 have been re-inspected for asbestos-containing building materials by an accredited inspector.

Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

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. Students and staff requesting to bring an animal on school property should see the Principal.

SCHOOL CANCELLATION/DISMISSAL DUE TO WEATHER

Inclement Weather Plan The decision not to open school because of inclement weather conditions rests with the Superintendent. There are numerous factors involved in the decision, from the state legal requirements for days of school attendance to the safety and welfare of the students.

Every attempt will be made for adequate notification to parents through the appropriate media. Cancellation

The Putnam County CUSD #535 policy is to hold classes whenever possible. School will be canceled whenever it is determined that the school buses will have difficulty completing their routes. The administration is interested in insuring the safety of the students and must also carry out its assigned task of education.

The final decision whether a child should be kept home because of bad weather rests with the parent. Any time parents are worried about bad roads or weather, they may keep their child at home as an excused absence.

BlackBoard Connect System

The BlackBoard Connect service is a reliable, robust communication solution designed specifically for K-12 administrators and educators. This system is utilized by PC for informing families, students, and the community of emergencies and other school-related happenings.

In addition to Blackboard Connect, the school website will be utilized for informing of emergencies as well as daily events. In addition, the District will utilize an app and texting service to alert all subscribers of cancellations or other District notifications. Coordinator: Mr. Carl Carlson, Superintendent Delayed Start The Superintendent may elect to delay the start of school by one or two hours for bus route completion. If this decision is made by the Superintendent, an announcement will be made on local radio stations and through Blackboard Connect as early as possible.

When an announcement is made that buses will be delayed either one or two hours, school opening will be delayed by the same amount of time, and no students are expected in the buildings before the delayed opening time.

Extracurricular Events

Varsity practice and games are not directly affected by school closings because a small number of young adults are involved.

For information regarding varsity and sophomore events – whether they will be held or canceled – listen to your local radio stations or opt to receive texting and app notifications from the District.

1. When school is closed because of weather conditions, all junior varsity and freshmen games and practices are automatically canceled. Scheduled varsity and sophomore events may be played.
2. When school is closed, all junior high games and practices are canceled.
3. All other extracurricular meetings after school are canceled when school is closed because of weather.
4. When an extracurricular event is in session after school hours and a winter storm is approaching, the sponsor is responsible for insuring that all participants get home safely by following the procedures set for the regular school day.

Radio Station Announcements

In addition to postings on the school district website (www.pcschools535.org), all announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations: AM FM AM FM WLPO/WAJK 1220 99.3 WLPO/WAJK 1220 99.3 WLRZ – Peru 100.9 WZOE – Princeton 1490 98.1 WIRL – Peoria 1290

COMMUNITY RELATIONS

Parental Involvement In order to ensure collaborative relationships between students' families and the District and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

Parent Advisory Committee

The Parent Advisory Committee (PAC) for Putnam County Community Unit School District #535 is a committee of parents representing the various villages and grade levels served by the school. The purpose of the PAC is to provide direct two-way communication between the school, the parents, and communities. The committee will meet once during each grading period during the school year. Parents who are interested in serving on the PAC are encouraged to contact the Building Principal.

OPERATIONAL SERVICES

Waiver of Student Fees The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees.

Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy.

In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver.

Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

Pursuant to the Hunger-Free Student's 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.

Fee Waiver: Eligibility Criteria A student shall be eligible for a fee waiver when: 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, 42 U.S.C. 1758; 7 C.F.R. Part 245 et seq.; or

2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children). The Superintendent or designee will give additional consideration where there are extenuating circumstances.

Fee Waiver: Eligibility Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to the National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days.

The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to the National School Lunch Act.

Fee Waiver:

Determination and Appeal The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied.

The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial.

The Superintendent or designee shall respond within 14 days of receipt of the appeal.

The Superintendent's decision may be appealed to the Board.

The decision of the Board is final and binding.

Free and Reduced Price Food Service (FRPFS)

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

FRPFS: Eligibility Criteria and Selection of Children A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

FRPFS: Notification At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of:

- (1) eligibility requirements for free and reduced-price food service;
- (2) the application process;
- (3) the name and telephone number of a contact person for the program; and
- (4) other information required by federal law.

The Superintendent shall provide the same information to:

- (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and
- (2) the District's website (if applicable), all school newsletters, or students' registration materials.

Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

FRPFS: Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

FRPFS: Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family.

The District may also use these procedures to challenge a child's continued eligibility for free or reduced-priced meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

INSTRUCTIONAL PROGRAMMING

Title I Programs The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable.

Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I.

These programs, activities, and procedures are described in District-level and School-level compacts. **18 District-Level Parental Involvement Compact** The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements.

The District-Level Parental Involvement Compact shall contain:

- (1) the District's expectations for parental involvement,
- (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and
- (3) other provisions as required by federal law.

The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements.

This School-Level Parental Involvement Compact shall contain:

- (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement,
- (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and
- (4) other provisions as required by federal law.

Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be:

- (1) given an opportunity to provide input to the program, and
- (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Mrs. Courtney Balestri by phone at (815)882-2800 ext. 2.

Education of Homeless Children

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 Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled.

A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths.

In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.

If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may conduct a review as to whether such hardship continues to exist in accordance with State law.

Education of Children with Disabilities

The School District shall provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (day before 22 birthday) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services.

Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules.

For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards.

The safeguards shall cover students' identification, evaluation, and educational placement.

This system shall include notice, an opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities. 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.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register 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:

Both the student and the designated caregiver possess valid registry identification cards issued by IDPH; Copies of the registry identification cards are provided to the District; and That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis.

INSTRUCTION AND CURRICULUM

Curriculum Content The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.

2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.
3. Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course.
The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.
The course shall include classroom instruction on distracted driving as a major traffic safety issue.
Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.
The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.
In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including:
 - (a) causes of conflict,
 - (b) consequences of violent behavior,
 - (c) non-violent resolution, and
 - (d) relationships between drugs, alcohol, and violence.
5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including:
 - (a) patriotism,
 - (b) democratic principles of freedom, justice, and equality,
 - (c) proper use and display of the American flag,
 - (d) the Pledge of Allegiance, and
 - (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.
Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, Credit for Alternative Courses and Programs, and Course Substitution, and 7:260, Exemption from Physical Activity.
9. In all schools, health education must be stressed, including:
 - (a) proper nutrition,
 - (b) physical fitness,
 - (c) components necessary to develop a sound mind in a healthy body, and
 - (d) dangers and avoidance of abduction.
 The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including:
 - (a) the importance of work,
 - (b) the development of basic skills to enter the world of work and/or continue formal education,
 - (c) good work habits and values,
 - (d) the relationship between learning and work, and
 - (e) if possible, a student work 25 program that provides the student with work experience as an extension of the regular classroom.
 A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including:
 - (a) home ecology,
 - (b) endangered species,
 - (c) threats to the environment, and
 - (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including:
 - (a) the principles of representative government,
 - (b) the Constitutions of the U.S. and Illinois,
 - (c) the role of the U.S. in world affairs,
 - (d) the role of labor unions, and

(e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.

17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.

18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2- 3.80.

19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. Sex Education Instruction For your information, State law requires that all sex education instruction must be age appropriate, evidencebased, and medically accurate.

Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases.

Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.

Family life courses are designed to promote a wholesome and comprehensive and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection.

The parent or guardian's decision will not be the reason 26 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.

Exemption from PE Requirements 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.

6th – 8th Grades

Grading Scale

Report cards are distributed at the end of each nine-week period (quarter). The following marks are used:

Grade Interval		GPA	
A - 100%-90%	Excellent	4.0	
B - 89%-80%	Above Average	3.0	
C - 79%-70%	Average, normal progress		2.0
D - 69%-60%	Below average - promotion questionable	1.0	
F - Below 60%	Failing - improvement necessary for promotion	0.0	
IN	Incomplete		
ME	Medically Excused		
CR	Credit Given for Class		

Academic Subjects

Non Academic Subjects

Reading/Literature
English/Writing
Mathematics
Science
Social Studies

Band
Chorus
Physical Education
Exploratory

Putnam County Junior High has moved from a five point scale to the four point grading scale as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

These points will be used to determine high honor roll/honor roll each quarter and for potential retention.

Honor Roll

Students may earn recognition for their classroom performance through High Honors or Honor Roll distinctions.

High Honor Roll Requirements

1. A student must a GPA between 4.0-3.5
2. A student may not have less than B's in academic or non-academic subjects.

Honor Roll Requirements

1. A student must a GPA of 3.49-3.0
2. A student may not have less than C's in academic or non-academic subjects.

Additional Factors Pertaining To Honor Roll and Report Cards

6th – 8th Grades:

1. If a student has an incomplete on his/her report card, the student will not be considered for either honor roll.
2. Signed report cards must be returned to the office on the Monday following distribution. If a parent wishes a conference with a teacher or teachers, the parent should write this request on the signed report card copy returned to the school or phone the school, (882-2800 x3) for an appointment.
3. An incomplete must be made up by the end of the following grading period; at that time grade for the material completed will be computed and marked on the report card. Incomplete grades will not be given for the final grading period.

6th - 8th Grades:

1. To remain eligible, participants in any extra-curricular activity may not fail any subject. Grades are checked every Friday (or last day of the week) for the following week's activities throughout all extra-

curricular seasons. A student deemed ineligible is unable to participate on the following Monday through Saturday.

2. A student may not be excused from a class in which he/she is doing failing work to participate in extra-curricular activities.

Placement, Promotion, and Retention

The Principal will assign students to classes as outlined in School Board Policy 7.30. Placement, promotion, or retention will be made in the best interests of the student after careful evaluation of all factors relating to the advantages and disadvantages of identified alternatives.

The Principal will direct and assist teachers in the evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reason not related to the student's academic performance. In accordance with the *Illinois education Reform Act* and in compliance with School Board Policy 6.230, both quantitative measures such as age, physical size, ability, and level of academic achievement as well as qualitative assessment of the student's motivation, self image, social adjustment, and readiness for work at the next grade level will be used to determine placement/promotion/retention. Any student who has more than two (2) separate suspensions may not be eligible to attend any end of year activities-assemblies or fieldtrips and graduation. Such decisions will be reached with the support and/or involvement of the parents. If a student is currently part of a case study evaluation or receiving Special Education services, the student's educational team shall determine promotion.

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic core subjects (Reading/Literature, English/Writing, Math, Science and Social Studies). A student must have a yearly average GPA of at least 1.0 to pass the class for the school year. Parents of students, who are in danger of nonpromotion, will be notified by registered mail on May 1st including notification through out the year.

Interim Progress Report

Midway during each nine-week period, a progress report will be mailed to parents of students to indicate those areas where the student is doing incomplete, unsatisfactory, or failing work. The student thereby has a sufficient period of time to concentrate on these areas before permanent grades are issued on the report cards. Progress reports may also be mailed which indicate excellent or satisfactory progress.

Homework

Homework is key component to the learning process. Homework can help a child develop the habit of independent study, give him/her practice in basic skills, and help him/her learn the need for budgeting his/her time. In order to better prepare students to be productive citizens in the community and in the workplace, an emphasis has to be placed on daily homework completion. The zero policy has been adapted. Homework that is one day late will receive at most 70% of the value. An academic lunch detention will be served to work on completing incomplete/missing homework. Homework that is two or more days late will receive zero credit. This includes work that is left in lockers, at home, etc. Students with incomplete homework would attend an academic lunch detention. An assignment that was one day late could receive up to 70% credit and anything over two days late would be a zero.

Developing Good Study Habits

The following suggestions should help reinforce the study habits and skills being taught in school.

1. School assignment notebooks will be issued and all students are expected to complete them

with assignments daily. At any time a student may be required to have their assignment notebook completed, and signed by teacher and parent. This is to help students with their organization and communication between school and home. Any student who fails to comply with this, will be assigned a lunch detention.

2. Take notes on what is read.
3. Watch the teacher during the instructional process.
4. Review your notes before class begins.
5. Recite answers orally when studying for quizzes or tests
6. Check assignments and notebooks for neatness and completion.
7. Get assignments completed and turned into the teacher on time.

Awards

Presidential Academic Award

National selection criteria for these awards are as follows:

Recipients of the President's' Award for Educational Excellence must maintain an A- average or equivalent in junior high school, including the first three grading periods of their eighth grade year and meet the additional criteria set forth by the President's' Award for Educational Excellence.

Recipients of the President's Award for Educational Improvement must maintain at least Honor Roll performance in junior high school, including the first three grading periods of their eighth grade year.

Junior High School Academic Award

Academic Awards will be presented annually to grade eight students for the purpose of providing recognition for outstanding achievement. The guidelines that follow have been developed to govern administration of the Academic Award.

1. Only eighth grade students will be eligible for the Academic Award.
2. Eighth grade students must have maintained academic standards to place them on the High Honor Roll during ten of the first eleven grading periods of their tenure in grades six, seven, and eight (does not include the 4th Quarter of eighth grade). Students will be notified prior to graduation.
3. Transfer students who meet the criteria found in these guidelines will be eligible for the Academic Award. Eligibility of transfer students will be determined according to official transcript records from the previous school(s) attended.
4. The Academic Award will be presented at the end of each school year during Commencement Exercises.

American Legion Award

The American Legion Certificate of Distinguished Achievement is awarded in recognition of the possession of those high qualities of honor, courage, scholarship, leadership, and service that are necessary to the preservation and protection of the fundamental institutions of our government and the

advancement of society. Potential recipients (one eighth grade girl and one eighth grade boy) of this award are recommended by a vote of the eighth grade students. The staff at Putnam County Junior High makes final selection. The awards are announced and presented at the Commencement Exercises.

Fred Howard Farnsworth Essay Contest

The Fred Howard Farnsworth Essay/Art Contest deals with brief paper and art project on specific topics in the areas of conservation or ecology in Putnam County. Those papers are judged prior to the April Board of Education meeting. Winners on both the middle school (8th grade) and senior high school levels are announced at the April meeting. Monetary prizes are awarded.

Luann Acuncius Outstanding Puma

The Luann Acuncius Outstanding Puma Award has been created in the memory of Luann Acuncius who devoted her time, strength, and energy to providing a pleasant and enjoyable environment for everyone entering PCJH. The purpose of the award is to recognize an eighth grade student who has displayed the same qualities of caring, concern, love, and the willingness to help others without reward. The award is announced and presented at the commencement exercises.

Coach Lenhausen Sports Leadership Award

The Coach Lenhausen Sports Leadership Award will be awarded to one female and one male eighth grade athlete who best exemplify the CHARACTER COUNTS! The Six Pillars of trustworthiness, respect, responsibility, fairness, caring and citizenship comprise these qualities. The award winners will be selected by a vote of PCJH faculty and staff and will be given annually at the commencement exercise.

Perfect Attendance (6th – 8th Grades)

Good school attendance is important for all students. Perfect school attendance is achieved by only a very few. The school secretary, by law, keeps attendance records. Those select students who have achieved perfect attendance for a full school year are recognized annually at the Awards Assembly.

Breakfast of Champions (6th-8th Grades)

Each year students who have earned Honor Roll or High Honor Roll for 3 of the Quarters for the school year will be honored for the academic achievement at the Breakfast of Champions.

Puma Pride

Individual growth of a student is measured on what the student has been and is becoming. The committee includes the team of teachers assigned to a particular grade level VIP. The teachers meet weekly to determine students of the week and students of the month are selected at monthly faculty meetings.

Extra-Curricular Activities

Introduction

Putnam County Junior High School strives to provide a wide variety of extra-curricular activities. It is felt that each student will have the opportunity to find an activity that appeals to his/her interests and talents and each student is encouraged to participate to the fullest extent possible. Extracurricular activities are a privilege for those who participate. The following activities for 7th and 8th graders will have participation limits – softball and baseball (18), girls' basketball, boys' basketball and volleyball (15), cheerleading (16). Coaches and sponsors will conduct appropriate tryouts and choose members for these squads. Boys and girls track, 6th grade boys basketball, 6th grade girls basketball, and 6th grade girls volleyball, will have

no participation limits. Sixth grade students may be allowed to try out for softball or baseball. This is at the discretion of the coaching staff.

As in many public school systems, alternative methods of funding are necessary to maintain a quality extra-curricular program. Guidelines for extra-curricular activity and user fees are included at the end of this section.

Random Drug Testing of Students Participating in Extracurricular Activities

Students who wish to participate in extracurricular activities at PCJH must consent to the random drug testing policy. The policy and procedures can be found in appendix A of this handbook.

Student Code of Conduct for Extra-Curricular Participants

The Board of Education recognizes the value of extracurricular activities for our students, as well as the community. We also recognize that these activities can fill every day of the week if allowed. With respect for the schedules of our students and their families, it is the policy of the Board of Education to refrain from scheduling activities on Wednesday evenings and Sundays. The activities that relate to this policy include all extracurricular activities. We also understand that situations will occasionally arise that will be exceptions to this policy. Examples of exceptions include, but are not limited to:

- Holiday, conference, regional and state activities and tournaments.
- Special events that are generally considered family events.
- Alternative dates or the rescheduling of events due to weather or other unforeseen circumstances.

If after-school activities are held on campus on Wednesdays, these sessions will be completed by 5:30pm for grades K-8. If requests are made for activities to be held on Wednesday nights or Sunday afternoons no earlier than 2:00 pm, permission must be granted by the building principal. It should be understood that these instances would occur rarely.

Coaches/sponsors will be informally but proactively informed of expectations regarding the appropriateness of encouraging all students to work hard, build skills, and be ready to participate fully in the activity. Coaches/sponsors are the persons who work with participants and are the best judge of skill levels; the rotation and duration of participation is the coach's responsibility.

To be successful, a student must display appropriate behavior and a proper attitude toward practices, games, meets, coaches, sponsors, and team members. If a student's behavior or attitude is unacceptable, he/she will be dropped from the activity for the remainder of that season. A student who is dropped from one team will not be allowed to try out for any other sport during that season. In developing a proper attitude, each student must develop a degree of PRIDE in his/her own personal appearance and the way he/she participates. A student must always keep in mind that he/she is a representative of his/her school and community. It is a privilege to participate in extra-curricular activities.

The extra-curricular policy is in effect year round. If a student is not in season at the time of a violation, the conditions of the policy carry over to the next season or activity in which the student participates. Individual coaches, sponsors, sports, or activities may be stricter in their punishment. Prior to the beginning of each season or activity, coaches or sponsors will meet with their students to discuss the General Code of Conduct and each specific team or activity code.

If a student quits an activity after completing a suspension, the punishment will carry over to the next activity in which he/she participates.

The rules in this policy do not supersede any board-district or school action that may be taken.

1. SMOKING: Once practices have begun for the school year, a student possessing or using tobacco or vaping will be penalized in the following manner:

A. First Violation

After confirmation of the first violation, the participant shall lose eligibility for 1/4 of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.

B. Second Violation

After confirmation of the second violation, the student shall lose eligibility for the remainder of the school year.

2. DRUGS AND ALCOHOL: Once practices have begun for the school year, a student possessing or using alcohol or drugs will be penalized in the following manner:

A. First Violation - After confirmation of the first violation, the participant shall lose eligibility for ½ of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.

B. Second Violation - After confirmation of the second violation, the student shall lose eligibility for the remainder of the school year.

3. CRIMINAL ACTS: Athletes should avoid actions that discredit the school such as charges for battery, theft, burglary, etc. After confirmation of such violation, a meeting between the head coach, or sponsor, athletic director and principal will be held to determine disciplinary action based on the seriousness of the act.

4. ILLNESS: To participate in an extra-curricular activity after school, a student must be in attendance BY 10:00 AM OF THAT SCHOOL DAY. (An exception to this would be prior approval to be granted by the school principal, I.E., DOCTOR'S APPOINTMENT, ORTHO APPOINTMENT, ETC)

5. UNEXCUSED ABSENCES: A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest.

6. QUITTING: A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.

7. ELIGIBILITY: Junior High School: Eligibility is checked every week. To remain eligible, a student may have no failing grade in any academic and/or non-academic subject. If one failing grade is received, the student may participate in practices or meetings but may not participate in any scheduled activities until the next eligibility check. If a student is failing in more than one subject area, he/she is ineligible for practices and events until the next eligibility check. If a student receives ANY failing grade at a second check, he/she is totally ineligible for a second week. IF THAT STUDENT IS AGAIN INELIGIBLE FOR A THIRD TIME DURING THE SAME ACTIVITY, HE/SHE WILL BE DECLARED INELIGIBLE FOR THE REMAINDER OF THAT ACTIVITY. This is a cumulative procedure. This eligibility rule applies to all extra-curricular activities.

1. EQUIPMENT & UNIFORMS: Each student is responsible for equipment and uniforms issued to him/her. If lost or damaged, he/she will be required to pay for them at the current replacement cost after parent notification has been made.

2. GENERAL:

A. Curfew: A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.

B. Rights: In the event that a member of the Board of Education, an administrator, a teacher, or a supervisor from the school district finds a student in violation of one of these rules, the accuser, when necessary, may be required to confront the student involved and furnish the appropriate personnel with the details.

EXTRA-CURRICULAR ACTIVITY AND USER FEE GUIDELINES

USER FEE:

1. Junior and Senior high school students who participate in extra-curricular activities will be required to pay a user fee according to the established fee structure.
2. The user fee must be paid, or indigent application made, to the building principal prior to any type of participation in a given category. Indigent applications for waiver of the extra-curricular fees are available at the time of registration in August or before participation in the first extra-curricular activity.
3. The following fee structure for student extra-curricular activity participation has been established

<u>Category</u>	<u>Junior High</u>	<u>High School</u>
*Clubs	\$15	\$25
Puma Crew	\$ 5	NA
Performing Arts	0	0
**Instrumental	0	0
Panteras	NA	\$30
Chorus	0	0
Play/Musical Cast	NA	\$20
***Cheerleading/Athletics (per sport)	\$25	\$40

*One fee for as many clubs as desired.

** Students participating in District instrumental music programs may rent district-owned instruments from the Music Department. Students will be expected to pay monthly instrumental rental fee, unless they own and use their instruments. A rental fee of \$10.00/month will be charged for non-percussion instruments. Percussionists will be charged \$5.00/month. The instrument rental fee is not an insurance policy. Any major damage that a student might cause due to negligence will be assessed in addition to the monthly rental fee.

*** Per sport

4. Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.
5. In order to avoid undue financial hardship, a \$300 family limit exists. It is the responsibility of the family to notify the school when a family limit of \$300 in extra-curricular user fee has been reached. Charges for instrument rentals are not included in the \$300 limit.

Athletics

The athletic program at Putnam County Junior High School includes activities for both boys and girls. Boys' sports consist of baseball, basketball, and track. Girls' sports include softball, basketball, volleyball, and track. Putnam County Junior High School is a member of the Little Tri-County Conference and the Illinois Elementary School Association. The athletic program is open to students in grades seven and eight. Each participant is required to read and sign the athletic code before participating in any practices, tryouts, or games. All athletes are required to have a physical exam and school insurance or an insurance waiver signed by a parent or guardian before they can be permitted to practice or participate in any sport.

** All participants are required to pay a \$10.00 fee that will be required of all student-athletes that will allow them to participate in a concussion screening. This screening will provide each athlete with baseline data that will be used to determine when an athlete is ready to resume activity in the vent of a concussion.

Sports Concussion

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary 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.

Cheerleading

The purposes of cheerleading are to promote school spirit, to develop a sense of good sportsmanship among the students, and to improve relationships between schools during athletic events. The cheerleading squad consists of two groups, one for grade seven boys' basketball, and one for grade eight boys' basketball. The 16 cheerleaders are selected in the fall for the upcoming season. The same eligibility and physical exam requirements for members of the athletic teams apply to the members of the cheerleading squad.

Puma Crew

Puma Crew is a service organization, often called the "caretakers" of Putnam County Junior High School. These are the students who assume additional responsibilities to take pride in and care for our school. Puma Crew runs concession stands at home basketball and volleyball games, operates the school store, and develops other fundraisers to support incentive days and other school activities and charities. Puma Crew is open to all students. Any student in good academic standing (passing all classes) may work concession stands and the school store, as well as participate in other Puma Crew activities. Students with un-served detentions or suspensions are prohibited from participating in Puma Crew activities.

Scholastic Bowl

The Scholastic Bowl team is an opportunity for students to test their intellectual ability against other students locally and statewide. Contests are held with schools in our area. Culmination comes in the form of regional and statewide contests.

Science Fair

Science fair is offered as an exploratory and extracurricular option for eighth graders. Science fair is a scientific investigation that involves an eighteen week project. The students write a paper, design an experiment, prepare an oral presentation and create a backboard display. When completed, the students compete at the Regional Science Fair held at NIU in DeKalb, with an opportunity to advance to the state competition at the University of Illinois in Champaign.

Spelling Bees

Each year the Peoria Journal Star sponsors a spelling bee in Marshall and Putnam Counties. Students in grades six through eight are eligible to participate in preliminary activities to select three students to represent the school. Competition advances from local to regional, state, and national levels.

Student Council

The Student Council is a delegate assembly of students representing 6th – 8th graders. The assembly consists of an executive council plus one student from each advisory section. The purpose of this organization is to sponsor major school activities and to maintain communication and promote understanding between the student body and the faculty. Membership on the council is a privilege, honor, and responsibility which many students seek each year.

Write On

The Write On Club provides an opportunity for students interested in developing their writing skills. Considerable work is done in the computer lab using the computer systems. The club meets during the extended academic period or after school to finish necessary activities.

Discipline

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. These are guidelines to be interpreted by the staff members at Putnam County Junior High School. Each incident will be considered according to the individual merits of the case.

Building policies published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

In addition to the rules outlined in this handbook, the Principal may establish certain written rules and regulations not inconsistent with those established by the board of education and the superintendent of schools.

Student Responsibilities

As in any set of rules or regulations concerning the operation of an organization designed to benefit a group of individuals, it is not possible to specify every conceivable situation. Therefore, any involvement or complicity in, or responsibility for, action that jeopardizes good order, health, safety, or the educational process will be resolved by the principal with the assistance of the school staff. Following the rules of due process, such resolutions may result in penalties ranging from reprimand to suspension from school not exceeding 10 days, and/or referral to the Board of Education with a recommendation for expulsion. If the student is currently part of a case study evaluation or receiving Special Education services, an IEP meeting will be called to include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

Any actions by persons, which are a violation of the criminal statute of the State of Illinois, will be subject to disciplinary action by the administration/Board of Education. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions include suspension and/or recommendation for expulsion from school. Putnam County Junior High School participates in the mandated reciprocal reporting of criminal activity with the authorities.

All students are responsible for the following:

1. To become informed about and adhere to the rules and regulations of Putnam County Junior High School, established by the Board of Education and implemented by the school administrator, teachers, and other staff members.
2. To respect the rights and individuality of other students, administrators, teachers, and other staff members.
3. To refrain from libel, slanderous remarks, and obscenity in both verbal and written form. Students who willfully and knowingly make false statements about other students, faculty and/or staff members to intentionally injure a person's reputation shall be considered in violation of the school policy against harassment. Further, students who willfully obstruct a school investigation by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to consequences for misconduct.
4. To dress and groom in a manner that is appropriate for the environment and meets reasonable standards of health, cleanliness, and safety.

5. To be present and punctual at all required school functions including Incentive Day activities as assigned.
6. To refrain from gross disobedience or misconduct or behavior that actually or potentially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

School Reporting to Law Enforcement Agencies

It is the duty of the principal to report to law enforcement any violation of the Cannabis Control Act and violations of Section 401 and 407 of the Illinois Controlled Substance Act that occur in the school, on school property, or on a school bus. In addition, the principal will report to law enforcement any violation of Putnam County ordinance 2002-01 which makes it unlawful for any person under eighteen (18) years of age to sell, barter, chew, use possess or smoke tobacco within the corporate limits of Putnam County.

Building Policies

1. No one is allowed to leave the building or the school grounds without the permission of the principal. This rule applies as well to students attending extracurricular activities. Students may not leave the school building during extracurricular activities unless their parent accompanies them.
2. Chewing gum is allowed at the junior high school as a privilege as long as it does not interrupt the educational process of others and does not become a distraction or nuisance on school grounds.
3. No student may open the locker of another student.
4. Students are not allowed in the classrooms before school, during noon periods, or after school without permission from and supervision of a teacher, the principal, or his/her designee. Furthermore, no one is allowed on campus without authorization.
5. Fighting, encouraging others to fight or participating in "play fighting" will not be tolerated. Any student participating in such behavior may be suspended from school, expelled, or otherwise disciplined. Any student participating in fighting or instigating a fight will receive an automatic 2 (two) days out-of-school suspension for the first violation. The student must meet with the school social worker upon returning to school. Further violations will result in additional suspensions and or expulsion.
6. Possession or use of explosives, firearms, or any other object that can reasonably be considered a weapon or a look-alike shall be prohibited on school buses, in school buildings, or on school grounds at all times, including at school-sponsored events at home or away. This includes any object (purchased or home-made) that may be classified as a weapon or any part of a weapon such as a knife, laser, used bullet shell or cartridge. Violation of this rule will necessitate disciplinary actions that may include suspension or recommendation for expulsion. To bring any kind of explosive material or look alike to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look alike or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety.
7. Any student, who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, or any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means the possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms 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; other objects if used or attempted to be used to cause bodily harm, include but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look alike thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

8. Personal belongings such as baseball cards or other collectibles, electronic devices such as games, pagers, radio, CD players, etc. are not allowed at school. **ABSOLUTELY NO BETTING OR TRADING OF ANY ITEMS, INCLUDING MONEY, IS ALLOWED IN SCHOOL, ON SCHOOL GROUNDS, OR ON THE BUSES.** Nuisance items confiscated from a student will remain with the principal until a parent or guardian picks up the items. Parents will be notified by letter that the item will be held for two weeks after which time the school shall not be responsible for the items. Students may possess cellular phones during the school day, but may not use cellular phones during the school day. (8:05 am-3: 15 pm) Students who use cellular phones or have them in clear view during the school day will face disciplinary consequences. Cellular phones may be allowed on field trips. The usage of cellular phones will be at the discretion of the teacher on or during a field trip. This includes the usage on the bus as well. The student who brings a cellular phone on a field trip is responsible for the loss, damage, or theft of their cellular phone.

9. School property, including but not limited to desks and lockers is owned and controlled by the District. School authorities are authorized to conduct administrative inspections of school property as a means of protecting the health, safety, and welfare of the District, its employees, and students without notice to or consent from the student or parent and without a search warrant.

10. Smoking, possession of tobacco products, alcoholic beverages or drugs or drug paraphernalia, e-cigs and e-cig products, electronic cigarettes and electronic cigarettes products, vaping, and vaping products, or being under the influence of same, is prohibited at any time, at any school in the School District. This rule also applies at any school-sponsored activity at home or away. Violation of this rule will necessitate disciplinary actions that may include suspension of up to ten (10) days and/or recommendation for expulsion. Students who are under the reasonable suspicion of being under the influence of a prohibited substance may be asked by a school administrator to submit to drug testing. The suspicion based drug policy and procedure can be found in Appendix B of this handbook.

11. Harassment of, or threats to, students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension and/or expulsion.

12. Damage to school property as a result of willfully irresponsible or destructive behavior by a student is not allowed; the student will be charged for the repair or replacement of the property damaged. The student may also be subject to disciplinary action.

13. Gross misconduct, which involves acts so serious that they require administrative action, could result in suspension or expulsion. Some examples of gross misconduct would include-but not be limited to- behavior that is injurious to a person or property, such as fighting; gross disrespect or insubordination, possession or use of a weapon, drugs, or drug paraphernalia, look-alike, or other controlled substances; willful disobedience; stealing; or other acts which are seriously disruptive and/or create a hazard to other students, staff, and/or school property.

14. Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Violations will result in disciplinary action.

15. Students are expected to be in class on time. Infractions to the tardy rule fall under the student choice discipline plan for students.

16. Students who cheat (defined as using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher) will face the following consequences:

- First Offense – A grade of “0” for the assignment, quiz, or test.
- Second Offences – A grade of “0” for the assignment, quiz, or test and a detention.
- Third and all subsequent offenses – A grade of “0” for the assignment, quiz, or test and an in-school suspension.

17. All members of the school community must treat each other with respect at all times. Disrespectful, demeaning or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Insubordination is the failure to obey a reasonable request.

18. The Board of Education recognizes that appropriate dress is necessary in order to maintain the orderly educational process of the school as well as to insure the health and safety of the students. Clearly, the responsibility for appropriate attire at school rests with the student and his/her parents. Students should maintain an appearance that will not disrupt the educational process or impair or endanger the health or safety of the student body.

19. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible. Some examples follow which are to be used as guidelines:

- The clothing that students wear should cover them from at least shoulder to mid thigh. Short shorts, halter or tube tops, transparent clothing, and bare midriffs are not allowed.
- A General guideline is shorts must be as long as the fingertips when a student is standing with arms straight down at their side in a relaxed position.
- A General guideline for tops is that they must have at least a 2 inch strap.
- Shorts and/or pants that sag below the waist exposing under clothing or are deemed to be too tight are not allowed.
- Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
- Outerwear, including coats, jackets, capes, hats, and bandanas are not to be worn in the building during the day. Additionally, sports bags, book bags, etc., may not be carried during the day.
- Clothing with holes in inappropriate places may not be worn.
- Shoes must be worn at all times.
- Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc. may not be worn.

Students who dress in an inappropriate manner will be given the opportunity to correct the situation. Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the Principal. The Principal will meet with the student in a timely manner, advise the student of the problem and alternatives. The Principal will attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken.

20. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.

21. Invitations to personal parties may not be distributed by students or parents at school. The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside the school day.

22. School parties and activities are planned for the school's students. While the help and support of parents with these parties and activities is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Continuous or repeated violations of the above policies will necessitate more severe disciplinary action that may include suspension or recommendation for expulsion. The administrator maintains a proper and accurate record of the offenses and disciplinary actions. In case of suspension, written notification will be sent to the parents and the Superintendent's office.

When and Where Conduct Rules Apply 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. Disciplinary Measures 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. Potential disciplinary measures include, without limitation, any of the following measures: 1. Notifying parents/guardians. 2. Disciplinary conference. 3. Withholding of privileges, including but not limited to attendance at dances, extracurricular events, or other school-related activities 4. Temporary removal from the classroom. 5. Return of property or restitution for lost, stolen, or damaged property. 6. In-school suspension. 7. After-school study. 8. Community service. 9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules. 10. Suspension of bus riding privileges. 11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds. 12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds. 13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law. 14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity; such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons; when the misconduct involves any verbalization or action that could be considered threatening to the safety and security of 49 students, staff, or the learning process; or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies. 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.

Disciplinary Options:

1. Parent conference with all the parties involved
2. Program modification
3. Temporary removal from class
4. Financial restitution (in cases where damage or loss is incurred)
5. In-school suspension (length to be determined by the Principal)

6. Out-of-school suspension (length can be from one to ten days)
7. If necessary: law enforcement involvement
8. Withdrawal of privileges
9. Expulsion - must be by recommendation of Principal and/or Superintendent with approval of the school board
10. Other options as deemed appropriate by the administrator

Detention Procedures:

Sixth through eighth graders will follow the guidelines set forth through the student choice discipline plan. Detentions can be either behavioral or academic. Students in grade sixth through eighth will be issued a detention after the student receives three (3) strikes for violating classroom rules during a single class period. A student that acquires five (5) tardies in the same class during a grading period will receive a detention. Also, a student that accumulates a total of ten strikes in the same class will be referred to the office and issued a detention.

A detention notice will be given to the student at least one day prior to the assigned detention. Additional copies will be forwarded to the office and student's VIP teacher on the day the notice is given. The student must return his copy, signed by the parent or guardian, to the VIP teacher at the start of the next school day. If a student fails to return his signed copy, an additional detention may be given. Any student returning a detention notice with a forged signature could be subject to disciplinary action including suspension or expulsion. On the day of the detention the home is responsible for providing transportation for the student.

Detentions are served on 2 days during the week (Normally Tuesdays and Thursdays) from 3:15-5:00 p.m. While serving a detention, students are given a disciplinary packet to complete that outlines behavior modification and making better choices for themselves, or may be allowed to complete homework.

Detentions are only rescheduled at the discretion of the principal.

Detentions that need to be rescheduled more than once will result in the following:

- First time - In-school suspension for the length of the detention.
- Second time - Saturday detention or one day out-of-school suspension as determined by the principal.

Those students who receive more than two detentions within one grading period are subject to more severe consequences AS FOLLOWS:

- 3rd Detention – Served as a Saturday detention (8:00 am – Noon) or In-School Suspension
- 4th Detention – Served as an in-school suspension or Out of School Suspension
- 5th and all subsequent detentions – served as an Out-of-School Suspension
- All attempts will be made to ensure proper interventions are implemented for the student after they receive a second detention to attempt to change their behavior.

Any student receiving a detention to be served on the day of extra-curricular practice or contest will not be allowed to participate in the practice or event on that date. Missing two practices or contests as a result of a detention will result in an unexcused cut. Detentions will not be rescheduled due to extra-curricular activities.

Saturday Detention

This program provides an alternative to certain out-of-school suspensions and another level of detention for more serious offenses. For example, Saturday detention might be appropriate in the case of a student who would otherwise be suspended out-of-school for failing to serve detention(s). This program would

not be an option for offenses considered gross misconduct, e.g., swearing/disrespect to staff and/or fighting.

Saturday detentions are served at the junior high. They begin at 8:00 a.m. and conclude at 12:00 p.m. Students who are late will not be admitted and will have their detention rescheduled. Students who fail to attend Saturday detention will be suspended from school for 1 day or serve their original suspension, whichever is greater. Students will report to the designated room with work sufficient to keep them busy for the entire period of time they are there. The rest of the building is off limits. Anyone who arrives at the detention room without sufficient materials will be sent home and counted as a no-show for that day.

Saturday detention is a place for quiet study. Regular school rules apply. There will be no sleeping, no talking, no food or drink, no radios or tape players of any kind, etc. allowed. Students are to remain in their assigned seats the entire time. A restroom and water fountain break will be determined by the detention supervisor.

Students may also be assigned a Saturday detention after accumulating too many after-school detentions. Any student who misses more than two detentions may be required to serve those detentions during a Saturday detention session.

Definitions of Suspension and Expulsion

Suspension

Suspensions are considered unexcused absences but students will receive credit for work during the period that they are suspended. The student has a right to the work that was done, and may complete assignments and have them corrected. However, it is the student's responsibility to obtain these assignments. When suspended, students are not to be on campus or at any extra-curricular events.

Expulsion

In cases of gross misconduct or disobedience, the Principal may recommend to the School Board that expulsion proceedings be initiated. The Board has the authority to expel a student for the remainder of the school year or up to one year.

In-School Suspension

1. A student who is suspended from class will work on any class work for the day plus additional assignments that the teacher assigns in lieu of classroom participation.
2. The student will report to the office upon arrival at school with all the necessary materials to do the assigned work.
3. The student will remain in the assigned seat unless given permission by the Principal or his/her designee to move.
4. The student is not allowed to sleep, talk, or sit and stare.
5. The student can work only on assigned class work. If the student has extra time he/she will be given extra work or be allowed to read a book. Work is checked to make sure that it is complete.
6. The student will be escorted to the restroom and then to the cafeteria to get his/her lunch tray. He/she will eat alone in the suspension area.
7. Violation of an in-school suspension could result in additional time (another day of in-school suspension) or if deemed necessary by the Principal an out-of-school suspension or Saturday detention.
8. An in-school suspension prohibits a student from participating in any extra-curricular activities (including games or practices) on the day of the suspension.

PARENTS AND STUDENTS PLEASE NOTE: If a disciplinary consequence causes a student to miss a game or activity which is changed to another day, the student will still miss the activity regardless of the date of serving the consequence.

Student Transportation

Generally, students cannot be transported on a bus other than the one to which they have been assigned. The only exception to this would be a genuine family emergency; the parent or designee would need to work with the Principal to arrange alternative transportation. Students can be issued a pass allowing them to be dropped off at a different bus stop on the students assigned bus route if a note, dated and signed by the parent, is brought to the office. In an emergency ONLY, a phone call from the parent or designee could be accepted.

School Bus Conduct Guidelines

Proper bus conduct is emphasized every year at the start of school. It is recommended that all riders, parents of riders, and staff become thoroughly familiar with the following regulations governing school bus riders.

While waiting for and approaching the bus:

1. Riders must be on time at the designated school bus stop. This bus will not wait for you.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

While riding the bus:

Much of the student transportation for the district is provided through Illinois Central Bus Company. Bus riders are expected to comply with the following rules, which are posted in each of the Ryder buses.

Use of Cameras on School Buses

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing videotapes is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator, transportation director, bus driver, sponsor, coach or other supervisor. Videotape may be reused or erased unless it is needed for an educational or administrative purpose.

In addition to the video portion of the tape, the audio portion may also be reviewed by the administration for investigative purposes.

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the School District discipline policy.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.

3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
 4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
 5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
 6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. As permissible by the bus company, administration may allow students to drink water depending upon environmental or other conditions.
 7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
 8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
 9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone until you can see the driver and the driver sees you. Never crawl under a bus.
 10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
 11. Never run back to the bus, even if you dropped or forgot something. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
1. Follow the drivers' instructions.
 2. Do not eat, drink or smoke on the bus.
 3. Keep all harmful materials (drugs, tobacco, weapons, etc.) off the bus.
 4. Keep all parts of your body and all objects to yourself and inside the bus.
 5. Keep the noise level down and remain seated facing forward.
 6. Keep the aisle clear and do not litter, write on, or damage the bus.

Bus riders are required to follow the rules posted within the bus. These rules can be summarized and following these four basic rules can substantially heighten the safety of each student:

1. Obey the driver at all times.
2. Stay in your seat when the bus is moving.
3. Keep hands, feet, and objects to yourself.
4. Keep the noise level down at all times on the bus.

Bus Misconduct Consequences

Appropriate conduct is expected at all bus stops and on the bus. Inappropriate behavior that creates a safety hazard, distraction to the bus driver, and/or infringes on the rights of other students will result in disciplinary consequences.

Application of bus misconduct consequences shall be determined at the discretion of the building principal, (WHO HAS THE AUTHORITY IN DETERMINING THE VALIDITY OF EACH BUS INCIDENT) and shall include, but not necessarily be limited to, the following consequences:
(7.220=R -SCHOOL POLICY)

FIRST OFFENSE - Written warning from bus driver to the Principal. Parental warning and detention or loss of recess may be assigned.

SECOND OFFENSE – Written incident report from the bus driver to the Principal. Parental notification and detention will be assigned.

THIRD OFFENSE – Written incident report from the bus driver to the Principal. Parental notification and bus suspension up to 9 days.

FOURTH OFFENSE - Written incident report from the bus driver to the Principal. Parental notification and bus suspension up to 10 days. BUS EXCLUSION FOR REMAINDER OF THE SCHOOL YEAR MAY BE RECOMMENDED TO THE BOARD OF EDUCATION.

FIFTH OFFENSE - Written incident report from the bus driver to the Principal. PARENTAL NOTIFICATION AND BUS EXCLUSION FOR REMAINDER OF THE SCHOOL YEAR WILL BE RECOMMENDED TO THE BOARD OF EDUCATION.

THE ABOVE OUTLINED PROCEDURES ARE ACCUMULATIVE PER SEMESTER. IN ADDITION, A STUDENT MAY BE SUSPENDED OR EXPELLED FROM THE BUS AT ANY TIME FOR GROSS DISOBEDIENCE OR MISCONDUCT.

Normal school attendance as outlined by the Illinois School Code is expected of all students. Students suspended from riding the bus must attend school or be considered truant.

NOTE: Bus riders are also subject to the rules applying to conduct on the school premises or at school events when using bus transportation.

STUDENT INTERNET RULES

Adopted from the Putnam County Community Unit School District's #535's letter to parents and "Authorization for Internet Access" 623.0E2 of the School Board Policy Manual.

Acceptable Use Policy for Internet Use All use of the Internet shall be consistent with the District's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users.

However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.

2. Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building Principal or designee will make all decisions regarding whether or not a use has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.

3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
- c. Downloading copyrighted material for other than personal use;

- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Gaining authorized access to resources or entities;
- g. Invading the privacy of individuals; h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent.
- j. Posting anonymous messages; k. Using the network for commercial or private advertising; 53
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- d. 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 authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

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

8. 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.

9. 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. Student, parent(s)/guardian(s), and teachers need sign this Authorization for Internet Access annually while enrolled or employed by the School District.

Additional PCJHS Rules 1. Using the Internet for chat rooms is not permitted at PCJHS.

2. Using the Internet in defiance of the rule may result in the loss of Internet privileges or District Internet access.

3. Loss of Internet privileges at PCJHS will impact some classes.

4. Using e-mail for any non-educational purpose is not permitted. Using e-mail for other than educational purposes may result in the loss of Internet privileges on school computers.

5. Chromebooks are provided to students for academic purposes only. Please refer to the Chromebook Policy for a detailed list of student responsibilities related to device usage.

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 school 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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district 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 complaint manager or any staff member.

Anonymous reports are also accepted by phone call or in writing. Complaint Managers: Michael Olson, Putnam County Jr. High School Principal. 815-882-2800 opt. 3 or olsonm@pcschoools535.org.

A reprisal or retaliation against any person who reports an act of bullying is prohibited.

A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

2 Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include namecalling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below.

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment of Students Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or 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 educational 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 conduct the basis for academic decisions affecting a student. The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort.

Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student nondiscrimination coordinator, building Principal, or a complaint manager.

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 for appropriate action.

Teen Dating Violence Prohibited

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.

Intimidation or Harassment

All students are to be free to attend school without concern of threats or demands. Sexual harassment is a form of discrimination that violates the 14th Amendment to the U.S. Constitution, Title IX or the Educational Amendments of 1972, and most state constitutions. In its simplest terms, sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcomed and is not asked for.

It may be, but is not limited to: physical touching or interference with movement, verbal epithets, derogatory comments or slurs, and/or visual displays of derogatory cartoons, drawings, posters, or messages. In order to constitute sexual harassment, the conduct must be unwelcome, undesirable or offensive to the harassed person, and not be solicited or incited by that person.

Likewise, general harassment refers to conduct which targets race, nationality, ethnicity, religion or 59 disability. Harassment of, or threats to students, employees of the District, or the board of education on or off school grounds is not allowed.

Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed.

Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion.

Cyber Harassment

Any communication or materials created outside of school, including Internet messages, text messages, phone messages, that are discussed or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

Permit to Leave School

Students are not to leave the school building during the school day without receiving clearance from the office. Occasionally it becomes necessary for students to leave school during the day or for a portion of the day.

Students who leave with valid cause must receive permission from the main office. A doctor's note or other means of verification of absence may be required.

Students who become ill during the school day should report to the office. If possible, parents/guardians will be called to release the student.

No student will be released without permission from a parent or guardian identified on the emergency forms.

At no time should a student leave school without permission from the Principal's office.

Failure to observe this rule will result in an unexcused absence. Students in violation of this policy will be considered truant. Additional violations of this rule may result in suspension.

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 District. The District maintains student and parent resources on suicide and depression awareness and prevention. Much 73 of this information, including a copy of District's policy, is posted on the school website. Information can also be obtained from the school social worker.

General Information

School Hours

The office is open from 7:45 AM - 4:00 PM daily. The school day for 6th-8th grade students is 8:00 AM–3:15 PM.

Attendance

All students are required by law to attend school each day it is in session. Punctuality and regularity in attendance relate positively toward school achievement. Irregular school attendance makes the student feel insecure and requires a period of readjustment that slows down learning.

Tardiness is a part of attendance. Students are required to be in class on time. A student will be considered tardy if he/she is not in the classroom with required textbooks and materials when the tardy bell rings.

Attendance is computed and recorded as follows:

Tardy - Absent one hour or less.

Absent ½ day - Absent one to three and one-half hours.

Absent all day - Absent more than three and one-half hours.

Additionally, a student will be excused for up to 5 days 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. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

PARENTS OR GUARDIANS ARE TO CALL THE ABSENTEE REPORTING SERVICE AT 815-882-2800 x7 FOR THEIR CHILD PRIOR TO 10:00 A.M. THE DAY THE STUDENT IS ABSENT. IT WILL BE ASSUMED THAT THE STUDENT IS TRUANT UNLESS A PARENT/GUARDIAN CALLS BEFORE 10:00 A.M. ON THE DAY OF THE STUDENT'S ABSENCE. THE STUDENT WILL THEN RECEIVE AN UNEXCUSED ABSENCE.

If a student is absent from school, he or she is ineligible to attend any after school activities district wide on that day, without the approval of the principal.

A health certificate from a doctor is required for any of the following: contagious diseases, rashes, surgery, illness requiring a physician, absences of more than three days, and excuses from physical education classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent or guardian must call prior to the student's release time. The student is required to report to the office for an early dismissal slip prior to leaving the building. This early dismissal slip is to be given to the teacher when the student leaves the classroom. The parent or guardian will pick up the student in the school office. Students must sign the Departure/Return sheet in the office when leaving or returning to school at irregular hours.

If there is a possibility of a student being absent for more than one day, the parent should make the school aware of this possibility and no further calls will be necessary. For extended absences, phone calls on the first day of the student's absence and the day of the student's return are all that is required.

In order to provide adequate preparation time, parents or guardians requesting textbooks and/or assignments during their child's absence should contact the office prior to 8:30 A.M. Textbooks and/or assignments can then be picked up after 2:45 PM and before 3:45 PM.

Parents may request and pick up assignments for their child when he/she is ill or unable to attend school. Additional assignments may be requested when the previous ones have been returned to the teacher for evaluation. Work not returned must either be made up or a grade of zero will be recorded.

EXCESSIVE ABSENCES

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of five absences per semester. The sixth absence per semester is considered excessive and may result in a loss of credit. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.

Step 1: When a student has accumulated five (5) absences, excused or unexcused in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7th) day of absence in the same semester, a notice will be sent to the parents from the principal's office. The principal will contact the student and take appropriate steps to resolve the problem. The Regional Office of Education will be notified upon the 7th absence as well. In addition, students will be required to provide verification of further absences.

Step 3: On the tenth (10th) absence each semester, a notice will be sent to the parents from the principal's office. The Principal will consider the reasons for these absences and appropriate remediation conditions may be assigned. If these remediation conditions are not met, every absence after the 10th, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day.

Out of school suspensions count as unexcused absences toward this ten-day total.

Consideration of absences after the 10th absence

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official documentation of an appointment to the principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. **ABSENCES FOR AN EXTENDED PERIOD OF TIME FOR A VALID MEDICAL REASONS WILL BE BLOCKED AND COUNT AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY**

It is within the sole discretion of the junior high school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The principal is the only person who can excuse absences.

Make Up Work

Excused absences require that the student make up any work missed. It is the responsibility of the student to get assignments from the teachers. Ordinarily, the amount of time allowed will be the length of the absence.

Unexcused absences require that the student do extra assignments, approximately double the length of the regular classroom assignment. Students will receive credit for these assignments when they are completed and given to the teacher.

Pupil Absences for Vacation

Students whose parents take them out of school to accompany the family on a vacation or business trip will not be penalized. When arrangements are made in advance between the parents and the teachers, no penalty shall be made to a student's grade other than that normally resulting from missing class work.

Homework Requests During Absences

Homework assignments will be provided for students who are absent. Please contact the school prior to 8:30 a.m. with your request. Assignments will be ready for pick-up after 3:00 PM.

Parent Advisory Committee

The Parent Advisory Committee (PAC) for Putnam County Junior High is a committee of parents' representative of each village in the county and each grade level in the school. The purpose of the PAC is to provide direct two-way communication between the school and the parents. The committee will meet once each grading period (quarter) of the school year. One third of the PAC will rotate off each year in order to provide opportunity for as many parents to participate as possible but still provide continuity for the committee. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

Response to Intervention (Rti)

The Putnam County Junior High Rti team exists to assist students with problems related to academics, attendance, behavior, social/emotional, and other health related issues. The team consists of a coordinator and several staff members working together to develop an action plan of appropriate helping resources. Students may be referred to the program by faculty, staff, parents, or they may refer themselves. The goal is to develop the student's skills so that they can be successful in their academic experience. The services provided to students take precedent over exploratory course work within the school day.

Social Work

School social work services are available for all students and their families attending Putnam County Schools. Parents, students, or school staff may request social work service or consultation. All attempts will be made to coordinate services with the student's family, and parental consent will be required for ongoing services to students under the age of 12 years. School social workers provide individual, group,

and classroom based services. Student/family confidentiality is a paramount concern of the school social worker.

Incentive Days

On various occasions throughout the school year, students who have earned the opportunity may participate in Incentive Days. All students are expected to attend school on the Incentive Days as these days count as regular attendance days. If a student earns a detention, suspension, or expulsion, they are not eligible to participate on Incentive Days. If a student has excessive absences and/or excessive missing assignments prior to an Incentive Day, students may not be able to participate in order to catch up on missing work. Students who do not earn the reward or have make-up work to complete will be placed in a study hall.

Media Center/Computer Labs

The media center and computer labs are important elements of the educational program at Putnam County Junior High School. These areas provide students with opportunities for leisure reading, research, use of audio/visual materials, computer use, etc.

Except for 5th hour, the media center/computer labs are open to students from 7:30 A.M. to 3:15 P.M. When classes are in session at other times during the school day, students must have a pass from the classroom teacher before students can precede to the media center or computer labs.

There will be a five cent charge, starting the day after it is due, when the fine gets to \$2.00 the student is delinquent and cannot check out another book until the fine is paid. If the fine hits \$5.00, PCAT blocks the student from checking out any books. If a book is lost or damaged a letter will be sent out, but the system again will block the student from checking out a book, until the book is paid for.

Authorization for Internet Access

Each year, employees and students in Putnam County C.U.S.D. #535 are required to sign the Acceptable Use Policy in order to have access to the Internet and/or use e-mail. Parents who want their child to have Internet access must sign, date, and return the form sent by the school each year. The form states the following:

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the term of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Misuse of the Internet and/or the computer lab may result in the loss of privileges and other disciplinary actions including but not limited to detention or suspension.

Any communication or materials created outside of school that are discussed, distributed, or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. All students go directly to the cafeteria at lunchtime. Students have the option of selecting three items from the meal for that day. Food is not to be taken from the cafeteria at any time.

Students can pay for lunches in the office before school from 7:30-8:00 a.m. each day that lunch is served. It is the student's responsibility not to lose his or her lunch money. The school does not permit and is not responsible for those students who lend lunch money to other students.

In the event that it becomes necessary for a student to charge his/her lunch, it must be paid the following school day. Parents will also be notified of the charges as well. A cold sandwich or peanut butter sandwich will be provided if necessary. The cost of the school lunch is \$2.40 and breakfast costs \$1.60 per day. The cost of an additional milk is \$.40.

The use of the lunch program is a privilege. Repeated infractions of rules will jeopardize this privilege. Table manners appropriate for a public dining room are required. Food may not be traded or exchanged. When leaving the cafeteria, students form a single line to dispose of garbage. Glass bottles or cans are not allowed in the building.

Emergency School Closing/Inclement Weather

Schools may be closed unexpectedly due to severe weather, power failure, heating problems or for other reasons. In the event of an emergency, an attempt is made to notify as many homes as possible. The decision to close is made by the Superintendent and is based on information obtained from the local road officials, observations by the bus drivers, and personal inspections by the superintendent. Often this decision cannot be made much before the time buses are scheduled to leave in the morning.

Parents are encouraged to listen to local radio stations for information about the closing of school during inclement weather conditions. The following radio stations broadcast the information about the closing of school:

		A.M.	F.M.
WLPO/WAJK	LaSalle	Dial 1220	Dial 99
WIZZ/WSIQ	Streator	Dial 1250	Dial 98
WLRZ	Peru		Dial 101
WZOE	Princeton	Dial 1490	Dial 98.3

If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. It is important for school phone lines to remain open for important instructions and staff communications.

Lost and Found

Found articles are to be brought to the Lost and Found outside the office door. Students who have lost articles are to check to see if they have been turned in. Please put a nametag on your child's outer clothing, boots, and other supplies to help return any items that may have been found.

Withdrawals and Transfers

When students move from the District, parents must notify the school at least one day in advance. This allows time to complete transfer information for the school and get the parent's signature on the Release of Records and other required forms. Books must be returned to the teachers and any remaining fees must be paid in the office.

Accidents - First Aid - Illness

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. We are prohibited by law from going beyond this. Parents will be contacted and requested to come to school and assume the responsibility for any additional health care or decisions about what to do. Also, parents of students who become ill at school or are running a fever will be contacted to come for the child. The child must be fever free for 24 hours before returning to school. An Emergency Information form is sent home each year for the parents to correct and update. This information is essential when a child needs medical attention. Please keep the school informed of changes. In case of an emergency and a parent cannot be reached, the "Emergency Procedures" section will be followed. Please include in this section two names of adults who live in the District who can accept full responsibility for your child's care.

Asthma Medication and EpiPen

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "Medication Administration/Consent Form" and "Asthma Inhaler or Epinephrine Auto injector authorization form."

The School 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 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 medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medication At School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student."

It is the policy of the Board of Education that District personnel shall not assume responsibility for administering medications to students. If it is required that a student receive medication during the school day, the parent/guardian may visit school and administer the medication; if that is not possible, the Principal or his/her designee may administer the medication provided the school is given written instructions signed by the parent and the physician which contain the following information:

1. Student's name, name of medication, purpose, and duration
2. Time to be administered and dosage
3. Possible side effects of medication
4. Statement from the parent that the school will not be held responsible for any results of the medication.

5. How the parent/guardian wishes to retrieve the container(s) and/or any remaining medication at the end of the time during which it is to be administered.

Medication must be brought to/from school by the parent/guardian. When it is brought to school, it must be in the original container that should be clearly labeled. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the container(s). All medications must be kept in the office for the student.

These instructions apply to administering over the counter medication as well.

Forms to complete the above requirements are available in the office of each school or on the district website.

2.100 – Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance 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.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or 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 before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse 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.

For information on home or hospital instruction, contact Michael Olson, PCJH Principal. 815-882-2800 opt. 3.

5.20 – Student Medication

(Updated: November 2019)

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Commencement Attire

Gowns are required for the commencement ceremony. Students are measured for gowns at the school and charged a fee for the gown. The gown becomes the property of the student upon payment. Students should dress appropriately under the gown.

Care of School Property

Parents and students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break or do other damage to school property or equipment will be required to pay for the damage done or to replace the item.

Use of Telephone

Telephones in the school are for business purposes and may be used by students only in an emergency. A message from parents will be relayed or the student will be permitted to return the call. Except in emergencies, students (and teachers) will not be excused from class to come to the phone.

Personal Belongings

The school cannot be responsible for items such as electronic devices, I-Pods, gaming systems, cell phones, cameras, baseball cards, etc. Personal items not required for the school program are not permitted at school.

Lockers

All students are assigned book lockers, with combination locks. In order to protect possessions, students must comply with the following procedures:

1. Keep your combination a secret.
2. Keep your belongings in your own locker.
3. Be sure your locker is closed and locked when you leave it.
4. Keep your locker neat and clean, inside and outside.
5. Open and close your locker carefully. You are responsible for damage to the lock or locker.
6. No student is allowed to open the locker of another student.

Cell Phones

Cell phones have become an issue and a distraction during the school day. Students with cell phones at school should have them turned off and in their lockers during the school day to avoid unnecessary disturbances.

1st Offense = Warning and phone call home to parent about incident.

2nd Offense = Detention and parent picks up phone from school office.

3rd Offense = Detention/Suspension and parent picks phone up in the office. If this continues to be a problem, a parental meeting with administration will take place to discuss the issue behind the repeated misuse during the instructional periods of the day.

Locker and Desk Inspections

Lockers, desks, and other school property used for storing individual items must be used solely for storing items acceptable to the school. These areas may be inspected to ensure compliance with acceptable school use. Any inspection of the facilities will be made in a non-discriminatory manner. NOTE: Lockers and desks are school property and therefore subject to inspection at the discretion of school personnel.

Visitation

Parents are always welcome to visit Putnam County Junior High School. Parents should call in advance if a conference with a teacher or teachers is desired. The office needs to be notified if the parent intends to eat hot lunch. As required by the Illinois School Code, all visitors must report directly to the office before visiting any room or area of the building or campus. Students are not allowed to bring visitors to school as there is no apparent educational value to such visits and the educational process for enrolled students may be adversely affected.

Student Records - Rights of Parents and Students

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:

- a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs.
- b. Challenge the contents of the records by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If satisfaction is not obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
- c. Receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
- d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
5. The following is designated as public information and may be released to the general public unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parents' names and addresses, information about participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in the school.
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance.
7. Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian of each school and the superintendent of the district. Parents or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

Related Service Logs¹

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.

12.70 – 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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Sex Equity Title IX and Civil Rights Section 504

All students regardless of sex, race, color or creed are eligible for enrollment in all programs and/or activities in Putnam County Junior High School. Those students who feel they have been excluded because of sex and/or believe that their civil rights have been violated should contact the Title IX

Coordinator, District Superintendent, 402 East Silverspoon Avenue, Granville, Illinois 61326. Phone: (815) 882-2800 opt 5.

STUDENTS 7:180 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, 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 nonschool-related location, activity, function, or program** or from **the use of** technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program. Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, 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. Cyberbullying 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*. *Cyberbullying* 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 guidance counselors, school social

workers, school counselors, school psychologists, school nurses, **cafeteria workers, custodians**, bus drivers, school resource officers, and security guards. Bullying Prevention and Response Plan The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements: 1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior. 2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously **based** views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article 1 of the Illinois Constitution. 3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the 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 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. Nondiscrimination Coordinator:**

Name:

Mr. Carl
Carlson,
Supt..

Address:

400 E. Silverspoon Ave., Granville, IL 61326

Email:

carlsonc@pcschoools535.org
Telephone: (815) 882-2800 x5

Complaint Managers:

Name:

Ronda Cross, Principal

Address:

400 E. Silverspoon Ave., Granville, IL Email:

crossr@pcschoools535.org

Telephone:

815-882-2800, ext. 1

Name:

Carl Carlson, Superintendent

Address: 400 E. Silverspoon Ave., Granville, IL

Email:

carlsonc@pcschoools535.org

Telephone:

815-882-2800, ext. 5

Anonymous Reporting call: 815-882-2800 ext. 5

1. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students 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. 2. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things: a. Making all reasonable efforts to complete the investigation within 10 school days

after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. b. Involving appropriate school support personnel and other staff persons with **knowledge, experience**, and training on bullying prevention, **as deemed appropriate**, in the investigation process. c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received. d. Consistent with federal and State laws and rules governing student privacy rights,

providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the 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.

e Superintendent or designee shall investigate whether a reported act 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.

1. The Superintendent or designee shall use interventions to address bullying, which 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. 2. A reprisal or retaliation against any person who reports an act of bullying is **prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for **purposes of determining any consequences or other appropriate remedial** 3. 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 will be treated as *bullying* for purposes of determining any consequences or other appropriate **remedial** actions. The District's bullying prevention and response plan **must be based on the engagement** of a range of school stakeholders, including students and parents/guardians. 5. The Superintendent or designee shall post this policy on the District's 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 policy must 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. 6. 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: a. The frequency of victimization; b. Student, staff, and family **observations of safety at a school**; c. Identification of areas of a school where bullying occurs; d. The types of bullying utilized; and e. 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**.

1. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following: f. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying. g. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law. h. 6:65, *Student Social and Emotional Development*. Student social and emotional **development** is incorporated into the District's educational program **as required** by State law. i. 6:235, *Access to Electronic Networks*. This policy **states that the use of the**

District's electronic networks is limited to: (1) support of education and/or **research**, or (2) a legitimate business use. j. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from **harassing**, intimidating, or bullying a **student based on** an identified actual or **perceived characteristic** (the list of characteristics in 7:20 is the same as the list in this policy). k. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct. m. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that **causes** substantial disruption to school operations or interferes with the rights of other students or staff members. 1. The Superintendent or designee shall fully inform staff members of the District's goal **to prevent students** from engaging in bullying and the measures being used to accomplish it. This includes each of the following: a. Communicating the District's expectation and **State law requirement that teachers** and other certificated or licensed **employees maintain discipline**. b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying. c. Where appropriate in the staff development program, providing strategies to staff **members to effectively prevent bullying and intervene when it occurs**. d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

405 ILCS 491, Children's Mental Health Act. 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7. 23 III.Admin.Code §§1.240 and §1.280. CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED:

**January 16, 2018
Putnam County
CUSD 535**

INCLEMENT WEATHER (TORNADO) DRILL & SAFETY PLAN

The signal for an Inclement Weather Drill will be an announcement over the intercom. Upon identification of the signal, teachers will take charge of moving all students to an assigned Inclement Weather area as prescribed in the Inclement Weather Plan.

Procedures and assignments are as follows: 1. Students go to an inside wall 2. Drop to your knees facing the wall 3. Bend over knees with hands covering head 4. Students are to remain quiet.

EARTHQUAKE DRILL & SAFETY PLAN

At the start of a drill, or as soon as shaking starts, the teacher asks students to drop and cover, facing away from windows. Students are to remain under shelter and silent until the shaking stops. Students who are in a classroom should crawl beneath desks or tables (if possible), place their heads between their knees, and cover their heads with their arms. Students should avoid being under the ceiling lights or near objects that could fall, such as bookcases, etc. Students who are in the hallways or large open areas should move to an interior wall, crouch down, and cover their heads with their arms. Students who are outdoors should move away from buildings and utility wires and either lie down or sit down. *Leave building as prescribed in the Building Evacuation Plan when the earthquake is over or instructed to do so by the teacher.

School Safety

In order to provide as secure an environment as possible, Putnam County Junior High School is included in the Putnam County Community Unit School District #535 Safe School Plan. This plan included not only school staff but also local law enforcement personnel. Anyone with information about possible school violence is urged to call the Illinois School Violence Tip Line at 1-800-477-0024, as well as local school authorities. This line is operated by the Illinois State Police. When tips come into this line, local law enforcement agencies and the school are immediately notified. From there, law enforcement authorities or the state police will follow-up on the report.

Fire Drills

Fire drills will be held throughout the school year in order to become routine. Participants must be serious and diligent at all times. Students and teachers will follow these general regulations during a drill or actual emergency.

1. Notification will be made by a steadily sounding horn.
2. Following your teacher's instructions, proceed in a single file from your room to your designated area.
3. Walk briskly, but do not run. Do not talk.
4. Teachers will see that doors and windows are closed and lights are out when leaving the building.
5. Students out of the room when the alarm sounds are to exit building at the nearest exit and rejoin their class.
6. Attendance is to be checked by the teacher when the class arrives at its designated area to account for all students assigned to them.
7. The principal or his/her designee will notify teachers and students when to return to the classroom.

In case of fire, pull the nearest alarm and report the location of the fire to the nearest teacher, and if possible, to the office.

Bus Evacuation Drills

Annually, our school bus transportation provider will bring buses and personnel to the school for the purpose of conducting bus evacuation drills for students, grades 6th – 8th.

Disaster Drills (Remain in the building)

Disaster drills will be held periodically throughout the school year. Participants must be serious and diligent. A few general regulations are necessary:

1. Notification will be made by announcement over the P.A. System: in the event that there is no electricity, notice to take cover will be made by three 5-second blasts at brief intervals from an air horn.
2. Pupils are to remain in their designated area until instructed to do otherwise.

ASBESTOS MATERIALS - NOTICE TO PARENTS/STUDENTS

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD No.535 have been re-inspected for asbestos-containing building materials by an accredited inspector. Also, an accredited Management Planner has prepared an Asbestos Management Plan. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

SEXUAL HARASSMENT POLICY

It is Board Policy to not discriminate on the basis of sex, marital status or pregnancy in District-operated or District-supported programs or activities. In addition, Board Policy prohibits sexual harassment or sexual intimidation of students by other students and District employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or school-related activities;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or school-related performance or creating an intimidating, hostile or offensive educational environment. Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Illinois Law or by Board Policy.

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the school community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student). If you feel that you have been discriminated against, harassed or intimidated on the basis of sex, please contact the Principal or Superintendent.

RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the District official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. 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 responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. 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, S.W., Washington, D.C. 20202-4605.

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or a program of the U.S. Department of Education (ED) funds more of the following protected areas ("protected information survey") if the survey in whole or in part -
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or

other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Ave., SW; Washington, D. C. 20202-5901

Military Recruiters' Access to Directory Information

As per the provisions delineated in the No Child Left Behind Act, the Putnam County High School Principal (or designee) will, upon the written request of a military recruiter, provide access to the Directory Information referred to in the above paragraph, unless written notice to the contrary is submitted to the Records Custodian or other official in writing, before October of the current year.

Free/Reduced Meal Applications

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by the mail to the parent/guardian.

HEALTH/WELLNESS INFORMATION

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill (ie, fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **please keep the office informed of any changes**. In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools (if your child is sent home from school with either vomiting or diarrhea they should not return for 24 hrs after symptoms have stopped)
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

The school will observe recommendations of the Illinois Department of Public Health 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.
3. 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.

Care of Students with Diabetes

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 building principal or district nurse. Parents/guardians are responsible for and must:

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Concussion Policy

See Eligibility for Extracurricular Activities

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. 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.

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering preschool and 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 exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

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 certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Please check with the school nurse if you have questions regarding immunization and health requirements.

Medication at School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student." 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school

Self-Administration of Asthma Inhalers and Epinephrine Auto-injector:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector Authorization Form. An Asthma Action Plan should also be requested from your child's doctor. 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 storage of any medication by school personnel.

Forms to complete the above requirements are available in the office of each school and on the school website.

Sex Education/Safety

According to Illinois School Code: 105 ILCS 5/27-13.2, all Illinois public schools, grades K-8 are required to provide five days advance notice to parents or guardians of when instruction is being presented to students regarding the recognition and avoidance of sexual abuse. Additionally, students are not required to participate in such instruction and parents or guardians, upon written request, may disallow their child from this instruction.

Students will not be required to take or participate in any class or course in comprehensive sex education 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.

Snacks and Birthday Treats

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 purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

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.

Students with Food Allergies and Chronic Illness

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 student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse at (815) 882-2800.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student 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.

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

LEGAL REF.: *Vernonia School Dist. 47 v. Acton*, 515 U.S. 646 (1995).
Willis II v. Anderson Community School Corp., 158 F.3d 415 (7th Cir. 1998).

CROSS REF.: 7:140, 7:190, 7:200, 7:210

APPROVED: January 28, 2002

ADMINISTRATIVE PROCEDURES RULES FOR CONDUCTING SUSPICION-BASED DRUG AND/OR ALCOHOL TESTING OF STUDENTS

I. Purposes

The purposes of Putnam County Community School District No. 535's Suspicion-Based Drug and Alcohol Testing Policy are 1) to protect the health and safety of students 2) to enforce the Board of Education's policy prohibiting the possession or use of drugs or alcohol by students on school grounds or at school-related activities and 3) to offer counseling at the parents' expense as an alternative to punitive action for first time offenders.

II. Definitions

A. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol; reasonable based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The observation may relate to the chronic and withdrawal effects of controlled substances.

B. Prohibited Substances are substances prohibited under the District's Student Discipline Policy.

III. Breathalyzer Testing

A. Reasonable Suspicion

1. When a District employee has reasonable suspicion to believe that a student is under the influence of alcohol, the employee shall report the student to the principal or District administrator.

B. Testing Procedures

1. The principal or District administrator may request that the student submit to a Breathalyzer test to determine if there is any alcohol in the student's system.

2. If the student consents to the test, the test will be performed by a private service provider trained in administering the test. Two District employees shall observe while the test is administered.

3. A student who refuses to undergo a breathalyzer test may be disciplined in accordance with Board Policy, based upon the facts giving rise to reasonable suspicion that the student has violated Board Policy which may include the following:

- a. Voluntary, successful alcohol counseling from an approved provider by the administrator.
- b. Suspension

- c. Expulsion
- d. Alternative /Safe School recommendation
- e. Or any combination of any of the above
- III. Drug Testing

- A. Reasonable Suspicion

When a District employee has reasonable suspicion to believe that a student is under the influence of drugs in violation of Board Policy, the employee shall report the student to the principal or District administrator.

- B. Testing Protocol

1. The District will select St. Margaret's Hospital or any of their affiliated agencies. They are to follow the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations and be certified by the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting organization.
2. The selected laboratory will provide training and direction to those who supervise the testing, set up the collection environment and supervise the chain of custody of specimens.
3. After it is collected by St. Margaret's and turned over to the testing laboratory, each specimen shall be tested for the presence of prohibited substances.

- C. Testing Procedures

1. The student will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker prior to testing.
2. Before submitting the specimen, the student will fill out, sign and date any form, which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the principal or District administrator or tester that he/she is taking prescription medication, or of other circumstances which may affect the results of the test.
3. A sanitized kit containing a specimen bottle will be given to the student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form confirming that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.
4. The person administering the test will be of the same gender as the student providing the sample. Each student will be asked to remove his/her coat and wash his/her hands in the presence of the test administrator prior to entering the restroom stall. The door of the stall will be closed so that the student is by himself/herself while providing the specimen. The test administrator will wait outside of the restroom stall. The student will have two minutes to produce a specimen. The toilet will contain blue dye so the water cannot be used to dilute the sample.
5. The student will remain at the collection site until the student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and disciplined according to Board policy. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure.
6. If tested at school, after the student has produced a specimen, lab personnel will seal and transport the specimen to the testing laboratory. Testing can also be held at St. Margaret's or any of their affiliated agencies.
7. If tested at school, a specimen is deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. If a specimen is deemed invalid, the student will be asked to provide another specimen as soon as possible.

- D. Confidentiality

1. In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number. The results of the urinalysis will be mailed back to the principal or District administrator with no student name attached; only the random identification number will appear on the results sheet.
2. Positive test results will be disclosed on a "need to know" basis to school personnel.
3. School personnel with knowledge of drug test results shall not disclose the test results except as may be required to enforce this policy.

- E. Notice of Test Results and Consequences

1. Upon receipt of the test results from the laboratory, the authorized employee will notify the student and his/her parent(s) or guardian(s) of the test results. The student and his/her parent(s) or guardian(s) may submit any additional

information challenging the positive test result. The student and his/her parent(s) or guardian(s) may also challenge the test results by requesting that a certified laboratory of their choice, at their expense, test the urine specimen again.

2. If the urinalysis indicates the presence of prohibited substances in the student's system, the student shall be referred for discipline as provided by Board Policy which may include the following:

a. Successful counseling from an approved provider by the administration.

b. Suspension

c. Expulsion recommendation

d. Alternative/Safe School recommendation

e. Or any combination of any of the above

3. The results of the urinalysis test may be used in a student discipline hearing.

4. A student who refuses to undergo the urinalysis based upon reasonable suspicion may be disciplined on the basis of facts giving rise to reasonable suspicion, but shall not be subject to additional discipline for refusal to submit to urinalysis.

IV. Financial Responsibilities

A. The District will pay for all initial testing and any follow up testing necessitated by invalid specimens.

B. Any additional testing will be at the expense of the student and his/her parent(s) or guardian(s).

LEGAL REF.: *New Jersey v. T.L.O.*, 469 U.S. 325, 333 (1985)

Veronia School District 47 v. Acton, 515 U.S. 646, 115 S.Ct. 2386 (1995)

Bridgeman v. New Trier H.S.D., NO. 203, 128 F.3d 1146 (7th Cir. 1997)

CROSS REF.: 7:140, 7:240, 7:241, 7:300

APPROVED: January 28, 2002

RANDOM DRUG TESTING OF STUDENTS PARTICIPATING
IN EXTRACURRICULAR ACTIVITIES
GRADES SIX THROUGH TWELVE

Students who avail themselves of the privilege of participating in grade six through grade twelve extracurricular activities in Putnam County School District 535 act as representatives of the District, and are viewed as leaders within the school and community.

To protect the health and safety of students engaging in extracurricular activities and to insure that student leaders and School District representatives maintain high standards of conduct, it is the policy of Putnam County School District to require that students submit to random drug, alcohol or tobacco testing as a condition of participating in extracurricular activities. The Administration shall establish rules and regulations implementing this policy.

Nothing in this policy precludes administering a drug, alcohol, or tobacco test to a student participating in extracurricular activities based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting drug or alcohol use. Any drug, alcohol, or tobacco test on the basis of reasonable suspicion conducted shall be performed in accordance with the test procedures specified in the rules implementing this policy.

LEGAL REF.: *Vernonia School Dist. 47 J v. Acton*, 515 U.S. 646 (1995).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998), *cert. Denied* 119 S.Ct. 68 (1998)

Schuill by Kross v. Tippecanoe County School Corp, 864 F.2d 1309 (7th Cir. 1988).

CROSS REF.:
APPROVED:

7:140, 7:190, 7:200, 7:210
April 15, 2002

ADMINISTRATIVE PROCEDURES
RANDOM DRUG TESTING OF EXTRACURRICULAR
PARTICIPANTS IN GRADES SIX THROUGH TWELVE

I. Purposes

Putnam County School District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide, which is in epidemic proportion. We also recognize that some Putnam County students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs, alcohol and/or tobacco during their school years. Because participants in extracurricular activities are especially respected in our society and held in high esteem by our student body, they are expected to be good examples of conduct, sportsmanship, and training, which includes abstaining from the use of drugs, alcohol, and tobacco. Moreover, participants in extracurricular activities who use illegal substances can be a danger to themselves both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other participants, as well as, to provide a legitimate reason for the students to say "NO" to drug and alcohol use and to provide an opportunity to those taking drugs to receive help in locating programs that can provide assistance, Putnam County High School and Junior High School will conduct a random drug testing program for extracurricular participants. The program is not designed to be punitive. It is designed to prevent drug, alcohol, and tobacco use, to educate student extracurricular participants as to the physical, mental, and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe and drug free environment for students and to assist them in getting help when needed.

Our purpose of this policy is to deter the use of prohibited substances and to protect the health and safety of students. Another purpose is maintaining high standards of conduct for extracurricular participants as role models and representatives of the District. It is not designed to provide a means that the school may use to discipline a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other disciplinary purposes.

II. Definitions

A. Extracurricular Activities (are) school sponsored activities outside of the regular school day, conducted by and representing Putnam County Schools where participation is voluntary, no academic credit or grades are awarded, and are competitive or performance in nature in grades 6-12, including but not limited to the following list of extracurricular activities: Junior High School Athletics, Scholastic Bowl, High School Activities, Band and Choral competition, Scholastic Bowl, drama contest, drama performance, cheerleading, Panteras, and FFA competition teams.

B. Extracurricular Participant (is) any student who is trying out for or participating in any school activity listed above.

C. Prohibited Substances are substances that are prohibited under the District's Student Discipline Policy or defined by criminal statute of the State of Illinois, alcohol and tobacco.

D. Self-Reporting is the process of a student voluntarily coming forward and seeking help for a problem with an illegal drug, alcohol, or tobacco.

III. Consent

A. Consent Form – To try out for or to participate in any school sponsored extracurricular activity, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in extracurricular activities, he/she (hereafter "the participant") will consent to the substance testing program outlined in this procedure. The parents or guardians of the student will be informed of the policy and procedures of the testing program and an open sign up period designated to extend until the beginning of the school year. Students deciding to try out or participate in an extracurricular activity after the first day of school will be required to be tested at the parent/guardian expense after the signed consent form is returned. This testing will occur on the next scheduled testing date; the participant will remain eligible for testing for the remainder of the school year (see non-initial consent).

B. Student Transfers – A student that transfers into Putnam County Schools will be provided a copy of this policy. Transfer students and their parents will be given a reasonable period of time (not to exceed five school days) to determine whether or not the student intends to participate in the activities described. If within that period of time the student decides to participate then a consent form must be signed. The student is then eligible and the name will be entered into the pool of names and remain subject to testing throughout the year.

C. Non-Initial Consent – Students deciding to participate after the initial sign-up deadline will be required to be tested at the parent/guardian's expense after the signed consent form is returned. This testing will occur on the next scheduled testing date. The participant will remain in the testing pool for the remainder of the school year. The student will become eligible for participation four weeks after the testing date.

D. Re-consent – Should a student decide to resume participating in any extracurricular activity or activities, such student shall be treated as a student who decides to participate after the initial sign up period.

E. Withdrawal of Consent – Consent for participation may be withdrawn under the following conditions:

1. Should a student be unsuccessful in trying out for a team or activity under the tryout procedures of the school choose not to be involved in any other activity for the remainder of the school year, the parents/guardians shall send a letter requesting the removal of the student's name from the random list.

2. Should a senior student choose not to be a participant in any additional qualified extracurricular activities for the remainder of the student's career, the parents/guardians shall send a letter so indicating and request removal from the random list.

F. Self-Reporting – Student self-reporting is a process designed to allow a student to recognize a prohibited substance problem and bring it to the attention of staff and/or an administrator. Under this policy a student received no consequence for self-reporting but must undergo a substance abuse assessment and counseling. This is a non-punitive referral. However, once a student is randomly selected the self-reporting process is no longer an option. Second and subsequent self-reports will be reviewed individually in regard to the basis for the self-report, this policy and the extracurricular code.

IV. Testing Protocols

A. The District will select a laboratory that follows the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations. The Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting agency must also certify the laboratory.

B. The selected laboratory will provide training and direction to those who supervise the testing program, set up the collection environment and supervise chain of custody of the specimens.

C. After it is collected and turned over to the testing laboratory, each specimen will be tested for the presence of prohibited substances.

D. Students may be tested for nicotine, alcohol, or illegal substances.

V. Testing Procedures

A. Students participating in extracurricular activities periodically will be subject to random testing for illegal substances throughout the school year. Students will not be given advance notice of the drug testing.

B. Each student will be assigned a number. The principal or District administrator will select a random amount of the students periodically for drug testing. Student identification numbers will be selected by the testing facility.

C. Each student selected, will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the tests. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker before testing.

D. Before submitting a specimen, the student will fill out, sign and date any form that may be required by the testing laboratory. The form shall state that if a student chooses they may notify the administrator that they are taking prescription medication, or of any other circumstances that may affect the outcome of the test.

E. For urine samples a sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form stating that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.

F. When obtaining a urine sample the testing personnel administering the test will be of the same gender as the student providing the sample. Each student will be instructed to remove his/her coat and wash his/her hands prior to entering the restroom. The door to the restroom will be closed so that the student is alone in the stall while providing the specimen. The principal and testing personnel will wait outside the restroom. The student will have two minutes to produce a urine sample. The toilet will contain a blue dye so the water cannot be used to dilute the sample.

G. Selected students will remain at the testing site until each student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 30 ounces of fluid. If still unable to produce a specimen after three hours, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in extracurricular activities. In addition, the parents/guardian will be informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility testing (eligibility?).

H. After the student has produced a specimen, lab personnel will seal and transport the specimen to the laboratory.

I. A specimen will be deemed invalid if its seal is broken or tampered with after leaving the student's possession and before arriving at the lab. The student will be asked to provide an additional sample as soon as possible. The student will remain eligible for extracurricular activities pending the completion of the testing.

VI. Noncompliance

If the extracurricular participant or his/her parents/guardians refuse to sign the consent form for substance abuse testing, the student will not be permitted to be a member of the activity until the consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the participant will be considered in violation of this policy and automatically be ineligible as a participant until testing is completed.

VII. Confidentiality

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the participant, his/her parents/guardians, and school officials designated by the superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the extracurricular code of conduct. The test result will not be part of the participant's extracurricular file or permanent record but will be kept in a secure file in the principal's office. The results of testing, whether negative or positive, will be kept until the student graduates. At that time all results/ records of this policy related to the individual will be destroyed.

Under this testing program, no staff member, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.

VIII. Random Selection of Participants for Testing

At the beginning of each school year, each participant shall be assigned a number by the principal or his designee. The selection of the numbers will be computer generated and will include an M or F for male/female designation of students to help with staffing needs for the tests. Students will be eligible for random testing throughout the school year. The student number will be selected and the students tested in the order of selection.

IX. Notification of Participation Selection/Absence

The selected participants will be notified to report to the Principal's office on the day of the test. The student will then be escorted to the test site. If the student is absent from school, and the absence is unexcused, the student will be ineligible for competition until the next testing date; the participant will automatically be tested on the next date. If the absence is excused, the participant will remain eligible for practice and competition but will automatically be tested on the next date. After testing, a participant's number will be returned to the testing population and subject to reselection during the next testing cycle. Participants will be subject to random testing throughout the school year.

X. Testing Results

A. The principal or District administrator will provide notice of positive test results to the affected student and to his/her parents or guardians if the student is a minor.

B. The student and his/her parents or guardians may submit any additional information challenging the positive test result. Requesting that a certified laboratory, at their expense, test the specimen again may also challenge the results.

C. If the positive result is not challenged or is verified upon retesting, the principal or District administrator will meet with the student and his/her parents or guardians, if the student is a minor. At this meeting the student and his/her parents or guardians will be informed of the results and given a list of substance abuse counseling and assistance agencies.

D. Also at this meeting, the principal or administrator will inform the student, and his/her parents or guardians if the student is a minor, of the consequences for the first positive drug test as follows:

1. The student will be declared ineligible from participation as outlined in the extracurricular code.

2. The period of ineligibility may be held in abeyance or reduced by half during a probationary period during which the parents may choose to enter their child in a counseling program.

3. A second or third positive test will result in the automatic imposition of the consequences described in the Extracurricular Code of each school.

E. If at any time during the testing the student refuses to submit to the testing and/or follow the procedures provided for in this policy the student will be suspended from participating in extracurricular activities. This would be viewed as the equivalent of a positive test.

F. All students who test positive for prohibited substance must test again with a negative result prior to becoming eligible to participate.

XI. Financial Responsibility

A. The District will pay for all initial random tests, all initial reasonable suspicion tests and all initial follow-up tests necessitated by an invalid specimen. If a student and his/her parents challenge the test results and request a follow-up test, that test will be the financial responsibility of the student and his/her parents or guardians.

B. Counseling and subsequent treatment by non-school agencies is the financial responsibilities of the student and his/her parents and guardians.

C. Subsequent tests to regain eligibility are at the expense of the parent/guardian.

XII. Non-Participants

Any parent or guardian of a District student who is not involved in extracurricular activities may have the option of enrolling that student in this random substance-testing program. The student will be subject to all the policies and procedures contained herein. All testing for non-participants will be at the expense of the parents/guardians.

XIII. Compliance With Other Rules

Rules issued by athletic associations, school sponsored organizations or other entities, which regulate Putnam County School District's extracurricular activities, shall be enforced in conjunction with this policy. Any student who violates a rule or requirement as a member of a team or an activity will be subject to the consequences as defined in the applicable rules.

XIV. Severability

If any section of this policy cannot be enforced according to its terms, that section will be severed and will not affect the enforceability of the remainder of this policy.

Drug Testing Consent Form
Putnam County Junior High School
2019-2020

I, _____ (student's name) have reviewed and read the Putnam County School District policy on Random Drug Testing of Students Participating in Extracurricular Activities and its implementing rules. I understand that as a condition of participating in _____ (name the extracurricular activity) I will be subject to random urinalysis tests for detection of prohibited substances and may also be tested on the basis of reasonable suspicion. I accept the method of obtaining urine specimens, testing and analysis of the urine specimens and all other rules of the Board of Education, which

involve random drug testing of students involved in extracurricular activities. I agree to fully cooperate with the testing procedures.

I consent to the limited disclosure of the sampling, testing and results of the testing as provided for in the policy and the rules, and to that extent I waive any right to non-disclosure provided for by state or federal statute.

Student Signature

Parent/Guardian Signature

Date

Date

Parent/Guardian Signature

Date

Note: Required signatures are the following – each student per extracurricular activity and parents/guardian.

PUTNAM COUNTY JUNIOR HIGH SCHOOL

2019-2020 PARENT/STUDENT HANDBOOK

After you have read, understand, and agree to follow the policies and procedures in the Handbook for PCJH, please sign the bottom portion of this page.

I agree to follow the policies and procedures listed in this handbook for PCJH.

PRINT STUDENT NAME

STUDENT SIGNATURE

DATE

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location.

Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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 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.
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 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.

2.100 – Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance 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.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or 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 before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse 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.

For information on home or hospital instruction, contact Michael Olson, PCJH Principal. 815-882-2.

5.20 – Student Medication

(Updated: November 2019)

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure 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.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

6.30 – Student Behavior

Student Behavior¹

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - 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 or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - Any 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.
 - "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.
 - 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.
 - 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.

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.

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. 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, present school identification or submit to a search.
6. Engaging in 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.
7. 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 students 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 a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. 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: (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.
18. 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 studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. 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.

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.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

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.

Disciplinary Measures

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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in 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.

Weapons Prohibition

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 shall be expelled for a period of not less than one year but not more than 2 calendar years:

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 shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles 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, including "look alikes" of any firearm as defined above.

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.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. 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: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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.

8.10 – Search and Seizure

Search and Seizure [1](#)

In order to maintain order safety 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 the 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 Searches

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 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 or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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.

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.

10.60 Related Service Logs

Related Service Logs¹

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.

12.70 – 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, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

6.40 – Prevention of and Response to Bullying, Intimidation, and Harassment

Prevention of and Response to Bullying, Intimidation, and Harassment¹

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 and school 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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

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

Complaint Manager

Michael Olson- Principal

PCJH

13183 North 350th Ave. McNabb, IL 61326

815-882-2800 opt. 3

olsonm@pcschoools535.org

PUTNAM COUNTY SCHOOL DISTRICT #535



2020-21

PreK-5th Student Handbook

Primary & Elementary School

Board of Education Mission Statement: *Where all students will learn and succeed...and all means ALL.*

Reviewed: April 30, 2020

TABLE OF CONTENTS

INTRODUCTORY INFORMATION

Administrative Welcome

2-3

Responsibilities	3-4
Equal Educational Opportunities	4
SCHOOL INFORMATION	
Academic Standards	4-5
Asbestos Policy	5
Attendance & Truancy	5-7
Bicycle Rules	7
Bullying/Sexual Harassment/Intimidation	7-8
Bus Information/Student Transportation	8-10
Cell Phone	10
Class Parties	10-11
Controlled Substances and Look Alikes	11
Discipline	11-14
Dismissal Procedures	14-16
Dress Code	16
Eligibility for Extracurricular Activities	16-17
Emergency Drills & Dismissal	17-18
English Language Learners (EL)	18
Homeless Students	18
Homework Policy	18
Internet/Technology Acceptable Use Policy	18-19
Lunch & Breakfast	19
Elementary & Secondary Education Act (formerly No Child Left Behind Act)	19
Parent Teacher Conferences	19
Party Invitations	20
Pesticide Application	20
Preschool Home Visits	20
Preschool Screenings	20
Publishing Student ID/Picture/Information	20
Recess	21
Registration	21
Residency	22
Response to Intervention (RtI)	22
Retention/Promotion	22
Search & Seizure	23
Security Cameras	23
School Hours	23-24
Special Education	24
Student Privacy Protections	24
Student Records	24-26
Suspicion-Based Drug and Alcohol Testing Policy	26
Teacher Qualifications	26
Testing and Assessment	26
Title I	26-28
Violent Offender Community Notification	29
Visitors	29
Volunteer Opportunities (Prek-5th)	29
Weapons	29
Withdrawal and Transfer	29-30

HEALTH/WELLNESS INFORMATION

Accidents-First Aid-Illness	30
Care of Students with Diabetes	31
Concussion Policy	31
Head Lice	31
Health Examination and Immunizations	31
Medication at School	32
Sex Education/Safety	32
Snacks & Birthday Treats	33
Student Biometric Information	33
Students with Food Allergies and Chronic Illness	33

2020-21 Handbook Committee

Adriane Shore, Board of Education Member	Dianne Alleman, Kindergarten Teacher
Josie Hall, 5th Grade Teacher	Katie Main, School Nurse/Parent Representative
Brenda Schmidt, Elementary School Secretary	Angie Migliorini, Primary School Secretary
Courtney Balestri, Elementary School Principal	Chawn Huffaker, Primary School Principal

Disclaimer: This handbook is not intended to create a contractual relationship with the students, rather it is intended to describe the school, its current practices, procedures, rules and regulations/code of conduct. Membership or participation in a school sanctioned activity is a privilege and not a right. This handbook may be amended during the school year without notice.

Belief Statements

Character Counts in school, at home and in our community. We believe that all students can become responsible, productive citizens of good character with support between the school, community and parents/guardians. The best educational decisions will be made for ALL students and with appropriate instruction, all students can learn. Education today is NOT limited to the classroom, but rather to all spaces that the child occupies. We know that a learning environment needs to be caring, supportive and promotes mutual respect.

Parents/Guardians

A parent/teacher/board member committee was developed within school board policy guidelines for this student handbook which addresses most of the school functions, discipline, etc. for Putnam County Primary and Elementary Schools. The school furnishes a copy of the handbook to parents/guardians enrolling students within fifteen days after the start of school or a student transferring to the school during the school year. The committee, in cooperation with local law enforcement agencies, shall include policy guideline procedures to establish and maintain a reciprocal reporting system between the school and local law enforcement agencies regarding criminal offenses committed by the student. (105 ILCS 5/10-20.14)

This handbook provides students and families an opportunity to be familiar with the rules and regulations, procedures and other relevant information necessary for the orderly function of the school. It has been structured to promote student progress academically and behaviorally. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

Welcome

Dear Students and Parents/Guardians,

We would like to welcome you to the 2020-2021 school year at Putnam County Primary School (PCPS) and Putnam County Elementary School (PCES). We are pleased that you have registered with the Putnam County School system and look forward to being partners in your child's learning this year. Teamwork is an expectation we have for ourselves and our families. We want to create a child-centered learning environment that focuses on the achievement of each student. Our students need your support, involvement and encouragement throughout the school year. We encourage you to provide opportunities for reading every night with your child and help them develop good study habits at home. Let's work together to reach our students' education goals and make this year, and every one to follow the most rewarding we possibly can.

We have developed this handbook so that it can act as a guide to inform you about our schools, school environments, expectations and accomplishments. Please read your handbook and support us when rules and regulations need to be utilized for student learning. Contact us if any questions, problems or concerns arise. We want to work together and resolve issues quickly, fairly and with a learning purpose.

The faculty and staffs of PCPS and PCES would like to extend a very warm greeting to you and your child(ren) and hope that the coming school year will be a positive and exciting learning experience for all of you. Together in Education,

Chawn Huffaker
Primary School Principal

Courtney Balestri
Elementary School Principal

Responsibilities

Parental

A successful school experience originates in the home. It is the obligation of the parents by their teaching and examples set forth to develop their child's attitude and foundational learning. Parents will:

1. Instill a respect for authority, for the rights of adults and other children, and for property.
2. See that your child is clean, rested and in good health.
3. Ensure daily attendance and promptness.
4. Talk with your child about school activities, assignments, report cards, progress reports and other school communication that comes home with your child.
5. Provide supplies, time and a place for homework that encourages completion and accuracy.
6. Maintain appropriate regular communication with the school regarding your child's progress, behavior, health concerns, or significant information that may be useful in making education decisions.
7. Understand and comply with rules of the school concerning student conduct and safety for all students of the building.

Student

A successful student wants to learn and improve himself/herself academically and behaviorally. Students will:

1. Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.
2. Take personal pride in their work, achievements and personal appearance. Students will be courteous and set high personal standards for him/herself.
3. Cooperate with all adults and peers.
4. Exhibit the type of behavior that shows respect for the school community. Students will accept diversity, regardless of religion, race, national origin, sex, or handicap.

Staff

A supportive staff will create the best environment for learning for the whole school community. All staff will::

1. Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.
2. Be positive role models.
3. Provide a safe, happy and caring environment for learning and teaching.

4. Employ instructional strategies which encourage the development of self-discipline and self-respect.
5. Develop and maintain the PAWS behavior intervention system which facilitates student learning.
6. Seek conferences with parents in an effort to assist students academically, socially or emotionally.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure with the building principal.

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.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Schools (pursuant to 105 ILCS 5/2-3.8).

SCHOOL INFORMATION

Unless otherwise specified in the section, all of the following information pertains to both the Primary and Elementary schools.

Academic Standards

Formal parent/teacher conference times are set in the school calendar each semester and teachers contact parents as needed throughout the school year in an effort to build a partnership in support of the student's effort and progress. Parents are encouraged to contact their child's teacher any time if there are questions or insights they might wish to share.

Primary:

Curriculum and instructional practices are evaluated on a continuous manner so as to provide the best opportunity for each student to reach his/her potential. In order to accurately reflect the new standards and methods in which students are assessed, we developed a "standards-based" report card. The report cards will be issued every twelve weeks (trimester) of the school-year in an effort to keep parents informed of the student's progress as well as sharing the Fall, Winter and Spring assessment results through the AIMSwebPlus assessments conducted in K-2nd grade. These assessments are intended to be one more piece of evidence on how the child is performing and learning with the instructional strategies used in the classroom. Adjustments are made to student settings and interventions as needed to gain the highest impact on their learning.

Report cards are distributed on the last school day of the week following the ending date of the grading period (trimester) or at parent/teacher conferences. During the 1st and 2nd trimesters signed report cards should be returned to the school on the next day of school.

ACADEMIC AREAS is as follows:

Exceeds Core Standards - E

Meets Core Standards - M

Needs Support Core Standards - N

Developing - D

Elementary:

Academic excellence is the goal targeted through all instruction, both formal and informal assessment. Curriculum and instructional practices are evaluated in a continuous manner so as to provide the best opportunity for each student to reach his/her potential. Report cards are issued every twelve weeks (trimester) of the school year in an effort to keep parents informed of the student's progress.

ACADEMIC AREAS is as follows:

A = 100% - 90%
B = 89% - 80%
C = 79% - 70%
D = 69% - 60%
F = 59% and below

ACADEMIC SPECIALS is as follows:

E = Excellent
S+ = Very Good
S = Average
S- = Below Average
N = Failure

EFFORT/ASSIGNMENTS is as follows:

O = Outstanding
S = Satisfactory
U = Unsatisfactory

The missing work that resulted in an "Incomplete" must be made up by the end of the following grading period. Whatever work has been complete by the end of the following trimester will be evaluated and a grade marked for the "Incomplete" at that time. "Incomplete" will not be marked for the third trimester.

Asbestos Policy

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings. In accordance with AHERA regulations, the buildings of Putnam County CUSD No. 535, have been re-inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

Attendance & Truancy

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, and is enrolled, attending school during the entire time school is in session.

In the event of illness or other excused absence, parents/guardians are to call the school absentee reporting line, 1-815-882-2800 (Opt. #6), for their child by 9:00 a.m. on the day the student is absent.

A physician's note is required to return to school after any of the following: contagious diseases, rashes, surgery, illness requiring a physician, excuses from physical education class, and absences of five or more consecutive days. A student is considered tardy if they arrive after 8:15 a.m. In order to preserve the instructional time of students, children other than enrolled students, are not allowed to attend classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed note explaining the reason for the early dismissal to the office. The student must be picked-up in the school office.

Excused Absences:

- Student illness
- Death in the family
- Medical and/or dental appointments that cannot be arranged outside the school day

Unexcused Absences/Tardiness:

- Oversleeping
- Missing the bus
- Hunting/fishing, shopping, etc.
- Unexplained “personal reasons”

Excessive Absences/Tuancy:

Student attendance is critical to the learning process. Students who miss 5% (9 days) or more of the prior 180 regular school days without valid cause (a recognized excuse by the school) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the LaSalle/Marshall/Putnam County ROE Truancy Officer
- Hearing before the County Truancy Officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Other school-based action to be decided by the principal.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.

Interventions:

Step 1: When a student has accumulated five (5) absences, excused or unexcused, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7th) absence, excused or unexcused, a notice will be sent to the parents from the principal's office. Additional steps may include a school/family conference, referral to a truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the (9th) absence, excused or unexcused, a notice will be sent to the parents from the principal's office. The principal will consider the reasons for these absences and if a referral has not been made to the county truancy officer, contact will be made at this time. Additional interventions will also be considered at that time.

Consideration of absences after the 9th absence:

Each absence after the 9-day limit will be recorded as unexcused unless deemed excused by the administration. If a student is sent home due to illness, this is also considered an excused absence.

Perfect Attendance Recognition:

Students will be recognized for “Perfect Attendance” at the end of the school year. Students must be in attendance the full day, every day of the school year. Additionally, students may accumulate no more than two incidences of tardiness for the entire school year in order to receive the award.

Bicycle Rules

Students from all schools within Putnam County School District #535 may ride their bicycles to school. All bicycles should be properly parked and locked at the bicycle rack. The school is not responsible for damaged or stolen bicycles.

Students should walk bikes on and off the sidewalks and across intersections. Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules-of-the-Road.

Bullying/ Sexual Harassment/ Intimidation

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from 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 school computer/device that is accessed at a nonschool-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.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are to immediately report any bullying to a school employee. A report may be made orally or in writing to the district 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 complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Primary School Complaint Manager:
Clayton Theisinger, High School Principal
402 E. Silverspoon Street
Granville, Illinois 61326
815-882-2800 (Opt. #4)
crossr@pcschoools535.org

Elementary School Complaint Manager:
Courtney Balestri, Elementary Principal
326 S. Fifth Street
Hennepin, IL 61327
815-882-2800 (Opt. #2)
balestric@pcschoools535.org

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

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

Sexual Harassment/Discrimination:

Harassment of, or threats to students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion. Putnam County School District will neither condone nor tolerate harassment or sexual harassment of students by anyone. The District believes that every student has the right to be free from the harm perpetrated by anti-social acts while the student is attending school. All students are to be free to attend school without concern of threats or demands. Students who believe they are being harassed by another student(s) should contact a teacher or the administration.

Bus Information

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published after student registration. Once a stop is set and assigned, students are not permitted to ride a bus other than the bus to which they are assigned unless residency changes.

Most buses are equipped with video cameras. Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. Videotapes may also be viewed at random. Viewing of videotapes is limited to individuals such as the superintendent, principals, transportation director, bus driver, sponsor, coach, or other supervisor. Parents and guardians are not permitted to view videos per school law.

Buses are provided for transportation to and from school only, and students are assigned to their bus according to where they live in the community. Only students enrolled in PC schools may ride the buses.

Bus Safety:

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Bus Discipline:

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days

for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Removal of bus privileges for the year and/or suspension from school attendance may result for such misconduct. Normal school attendance as outlined by the *Illinois School Code* is required of students; and students suspended from riding the bus must attend school or be considered truant.

Please note: Taking pictures or videos of any kind is prohibited on the bus. Any violation of this rule may result in an immediate suspension from the bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Please be advised that the rules for safe and efficient transportation of the students are fully supported by school district administration and the Board of Education. Guidelines regarding the continuum of interventions to be used for notice of misconduct are as follows:

- Student is notified, counseled, and may miss recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and will receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and given a 1-5 day bus suspension. Parent is notified of offense and written report is sent home with parent response requested.
- Student is notified, counseled, and given a bus suspension up to ten days. Parent is notified, written report sent home, with parent response requested.
- Student is notified of the offense, counseled, suspended up to ten days, and a bus expulsion may be recommended to the Board of Education. Parent is notified, written report is sent home, and parent response is requested.

Students are expected to follow all rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district 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 a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

For questions regarding school transportation issues, contact the building principal.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANYTIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Preschool Bus Information:

Although preschool busing is not a required state mandate, currently PC is able to provide limited transportations to the various communities of the district. Bus stops are established by administration and the bus company with allowable funds. Administration will establish stops with one in each town and at a daycare provider's residence (provided there are 3 or more students receiving daycare services from that location on a daily basis). Proof of students receiving daycare services will be required and if dishonorable practices are found the bus stop will be eliminated for the rest of the school year.

Parents or guardians must be at the stops at the scheduled time for pick-up and drop-off. Bus stops cannot be changed unless the change is permanent. Bus drivers will be instructed to proceed to the next stop after two minutes of waiting. This is to keep the bus on schedule for all of the other adults waiting to receive students off the bus. If no one is at the stop, the student will be brought back to the school and they will need to be picked-up from the office. If a parent misses picking-up their child three times, bus privileges will be revoked by the administration for a period of time.

Special Education Bus Information:

Students with special needs that require transportation according to the Individualized Education Plan (IEP) team will be accommodated according to their IEP.

Cell Phone

Cell phone and electronic device usage for any reason is prohibited during school hours. If students choose to bring their cell phone or electronic device to school, it must be turned off and kept in the student's bookbag. Any usage of cell phones or electronic devices will result in the item being confiscated. After the first offense, the student may retrieve the cell phone or electronic device from the principal at the end of the day. Subsequent violations will require a parent or guardian to retrieve the item. Students are encouraged to leave all electronic items at home as Putnam County Schools are not responsible for broken, lost or stolen items.

Class Parties

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 purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Primary:

School parties and activities are planned for the school's students. While the help and support of parents with these parties is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Elementary:

In order to assure a safe environment for our students and staff, parents will be limited to attending **one of the following** classroom holiday parties: Halloween, Christmas, Valentine's Day. Please note: all family members and friends are invited to line the route for the Halloween parade, however those parents who are signed up to help during the classroom party will be the only parents allowed in the building.

Your child's homeroom teacher will arrange a parent sign up during supply drop off night or at the beginning of the school year. We thank you for your cooperation.

Controlled Substances and Look Alikes

Students are prohibited from bringing any kind of alcohol, tobacco, controlled substances, or look-alike substances to school or any school function.

"Look-alike substance" means a substance other than a controlled substance which:

- (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or
- (2) is expressly or implied represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

For the purpose of determining whether the representations made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance, the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- (a) Statements made by the student in control of the substance concerning its nature, use or effect;
- (b) Statements made to the recipient of that substance may be resold for profit;
- (c) Whether the substance is packaged in manner normally used for the illegal distribution of controlled substances;

(d) Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

Discipline

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

Conduct Rules:

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 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.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - 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 or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - Any 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.
 - "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.
 - 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.

- 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.
- 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.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Violations:

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and 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." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. 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, present school identification or submit to a search.
6. Engaging in 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.
7. Engaging or encouraging other students to engage in behaviors such as bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student. 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 a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
13. Being absent without a recognized excuse.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
16. 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: (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.

17. 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 studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
18. 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.

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.

Disciplinary Measures:

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. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians by letter or phone
2. Parent/Teacher conference (In some cases, the student may be required to attend.)
3. Disciplinary conference with principal
4. Oral apology
5. Write letter(s) of apology
6. Withholding of privileges such as recess
7. Temporary removal from the classroom
8. Return of property or restitution for lost, stolen or damaged property
9. In-school suspension
10. After-school intervention, such as detention, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
11. Community service
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
13. Suspension of bus riding privileges
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

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.

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

No employee of the school district shall participate in or arrange for the interrogation of a student of the District, without the express prior approval of the principal or his/her designee.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the District expulsion procedures.

In addition to the rules outlined in the handbook, the principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

Dismissal Procedures

It is illegal to pass a school bus, from either direction, if the stop arm is extended and/or the lights are flashing this includes buses on school grounds.

Preschool:

Please use caution when driving through our parking lot. A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. Parking spaces are provided because cars cannot be parked in the bus lane for safety purposes. Please be sure to hold your child's hand to and from the preschool door, which is door B. Remember that our behavior sets an example for our children.

Please inform us with a note or phone call if someone other than those you have originally authorized will be picking up your child. The authorized person must be able to present a photo ID.

Primary School:

Regular Dismissal:

Parent pick-up begins at 3:05 p.m. and crosswalk supervision begins at 3:15 p.m. on regular dismissal days.

2:05 Dismissal:

Bus students should arrive home one hour early on these days. Parent pick-up begins at 2:05 p.m and crosswalk supervision begins at 2:10.

Below are some reminders about student drop-off and pick-up:

1. No one is at the school to supervise the children until 7:15 a.m.
2. Parents/Guardians need to be very careful when using the front of the school building to drop students off. This is a very busy time for the buses, and it is not the best place to drop-off and pick-up students.
3. It is strongly suggested that parents/guardians use the crosswalk located at the corner of Silverspoon and Colby or the back parking lot of the school to drop-off and pick-up students. A crossing guard is on duty from 7:15 a.m. to 8:00 a.m. to help the students in the morning, and a crossing guard will walk the students from the Primary School to the crosswalk at the end of the school day. The crosswalk is not supervised December 1st through February 1st. Parents/Guardians wishing to speak with the office or teachers, and parents/guardians waiting for students at the front of the school, will need to park. The back lot is used for drop-off and pick-up only.
4. All students arriving after 8:00 a.m. may be dropped off in the front of the school by the front entrance. Please watch for late buses. They have the right-of-way.
5. Pick-up begins at 3:05 p.m. in the back lot. Please pull-up to door entry E not door entry C. Please have your family name tag displayed. No car pick-ups can be made in the front of the school because of the buses.

If your child is a walker, he/she will be walking from the school with the crossing guard to the corner of Silverspoon and Colby. The crosswalk is not supervised starting December 1st through February 1st.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, before 2:30 p.m. Due to hundreds of students being dismissed from the school students cannot be routinely dismissed from only the office.

Elementary School:

Students will enter and exit school using the North Door (North/Flagpole). Parents may drop off students in the morning at the designated drop off area at the West end of the School only. Parents may park in the West parking lot after 8:30 a.m. A crossing guard will be on duty at the corner in the afternoon only.

Bus riders will be supervised by staff members and dismissed at the appropriate times through the North Door. Walkers will be dismissed from the North Door at approximately 3:05 p.m. Students who routinely ride a bus home, but who are being picked up by the parent/guardian that day, will be dismissed with walkers.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, **before 2:30 p.m.** Again, due to safety concerns, students cannot be routinely dismissed from the classrooms or office. Your understanding and cooperation is much appreciated. All parents must stop by the office if picking up a child directly from the classroom.

SAFETY NOTE: For the safety of our students and staff, parents (or any adult picking up a student after school) will refrain from entering the building to pick up their child. All students will be escorted to the four corners with early or later walkers for pick-up.

Dress Code

Students and their parents are encouraged to select respectable styles of dress that are appropriate for a healthy educational environment and that support the achievement of the educational goals of the community. While the responsibility for appropriate attire at school rests with the student and his/her parents, students should maintain an appearance that will not impair or endanger their health or safety. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible, but the following examples will serve as guidelines:

- Clothing students wear should cover them from at least the shoulder to mid-thigh. Short shorts, spaghetti strap tank tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed. Students that wear leggings or other form fitting pants must wear a shirt that completely covers their bottom.
- Coats, jackets, capes, and hats are not to be worn in the building during the day; additionally sports bags, book bags, etc, may not be carried during the day.
- Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
- Any clothing or symbols that relate to gang symbols, gang membership, etc., may not be worn.
- Shoes must be worn. Sandals, high heels and flip-flops are discouraged due to injuries. Students maybe asked to change into their PE shoes for safety.
- In the Primary building students spend a lot of time on the carpet, girls are encouraged to wear shorts under skirts and dresses.

Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.

Eligibility for Extracurricular Activities

In order to participate in an extracurricular activity after school, (ie – concerts, sports, class parties, book clubs, etc.) a student must be in attendance by 10:00 AM of that school day. (An exception to this would be prior approval to be granted by the school principal (ie., Doctor's appt., ortho appt. etc.)

Elementary:

A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest. A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.

Eligibility is checked every week. In order to remain eligible, a student may have no failing grade in any academic and/or academic specials subject. If one failing grade is received, the student may NOT participate in practices or meetings and may NOT participate in any scheduled activities until the next eligibility check. If a student is ineligible for a third time during the same activity, he/she will be declared ineligible for the remainder of that activity. This eligibility applies to all extracurricular activities.

Sports Concussion:

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary 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.

Emergency Drills & Dismissal**Emergency Management Plan:**

The Putnam County School District's Emergency Management Plan is available in the district & Principal's office and is updated annually with all appropriate emergency agencies involved in the review process.

Emergency Dismissals - In case of an emergency dismissal, children should have an alternate place to go should a parent not be at home. Parents are asked to discuss an alternative plan with their child(ren) and to make appropriate arrangements for use of the plan.

Fire Drills:

Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill.

Tornado Drills/Warning:

Tornado drills are conducted annually at PCPS/PCES. Students practice several times where and what to do in the event that an announcement is given. These procedures are also taught for multiple different locations in the building depending on where the students are during the initial announcement.

In the event of a tornado warning, children will be told to go to an assigned area for their class. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day, the children will not be dismissed until the "all clear" signal is given. No student will be dismissed prior to the all-clear unless the parent/guardian signs the student out at the school's office. By signing the sheet, the parents/guardians are indicating to the school that they are taking the child(ren) from the school premises and assume all responsibility for what may happen, regardless of the warning.

Law Enforcement Drill:

A law enforcement drill is required annually with our local and/or county officials. This drill allows administration and law enforcement to cooperatively and safely practice procedures in case of a threat inside or outside of the school building. Students are present for the drill but know it is a drill through announcements and their teachers preparing them.

School may be closed unexpectedly due to severe weather, power failure, or other reasons. Parents are advised to listen to local radio stations for information about the closing of school during inclement weather conditions. If there is no radio announcement, school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications. The school's Blackboard Connect system will be used to contact parents. Please make sure the school has your contact number.

When weather conditions are such that by delaying the start of school either one or two hours the buses can then safely complete their routes, it will be announced as early as possible on the radio stations. When such an announcement of delayed start is made, school opening will be delayed that amount of time and no students are expected in the building before the delayed opening time.

All announcements concerning adjustments in the school schedule due to inclement weather will be made using the district's messaging system and your local radio stations.

English Learners (EL)

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Students are tested to determine eligibility and services after the Home Language Survey form is completed at registration. If students qualify for language support services, these services are provided until the student demonstrates sufficient skill to exit the program based upon the State ACCESS test, or until a parent withdraws them from the program.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Ronda Cross, Principal at PCPS, or Courtney Balestri, Principal at PCES.

Homeless Students

When a child (PK-12th) loses permanent housing and becomes a homeless person as defined by 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.

The Putnam County CUSD #535 homeless liaison is Jamie Taylor. She can be reached by calling 815-882-2800 (Option #1 for Primary or #2 for Elementary) or by email at taylorj@pcschoos535.org.

Homework Policy

Primary/PCES - Through review of previously taught content, each grade level will communicate homework procedures PreK-5th grade. The school's "Homework Policy" is intended to (1) foster informative and supportive communication between school and home, (2) continue the development of individual responsibility, and (3) increase academic performance.

Requests for homework will be honored for students who are absent. Teachers will address the length of time a student has to complete and return the homework to school. Requests for homework should be made by contacting the school before 9:00 a.m.

Internet/Technology Acceptable Use Policy

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Rules and guidelines for the use of the Internet are aligned with *Authorization for Internet Access*, 623.0E2 of the School Board Policy Manual. Each student, teacher, or community member must sign the *Authorization* each year, agreeing to follow the District's rules as a condition for using the District's internet connection. No student may access or use the internet without a signed form on file in the school. The use of the District's internet is a privilege, not a right. Failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The building principal will make all decisions regarding whether or not a user has violated this *Authorization*, his or her decision is final.

Lunch & Breakfast

Lunch is \$2.30, breakfast is \$1.45, milk only is \$0.40, and soy milk is \$0.95 which can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Teachers will send breakfast, lunch money, and any of your instructions to the office every morning. All record keeping for the hot lunch program is maintained in the office. Putnam County Schools follow established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

A parent, adult or special guest is welcome to join a student for lunch beginning in October (this is limited to once a month). The cost for an adult school lunch is \$2.70. If you plan on eating hot lunch, the office needs to be notified by 10:00 a.m.

Parents are welcome to bring lunch for their child or children during the lunch period but cannot bring lunch to any other student.

The lunch program operates as a debit account, not a credit account. However, no child is ever allowed to go without lunch. Students who bring a cold lunch are encouraged to avoid "junk food" and other non-nutritious items. Carbonated beverages are not permitted in the cafeteria. For safety reasons, glassware should not be used. Trading of lunches and/or lunch items is not permitted. During the first 10 minutes students eat (no talking to encourage eating at this age) and the second 10 minutes students can talk quietly.

Free/Reduced Meal Applications:

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by mail to the parent/guardian. Snack/Extra milk (0.40) and soy milk (0.85) is not included.

Elementary and Secondary Education Act (Formerly Known as: No Child Left Behind Act)

The *No Child Left Behind Act of 2001*, signed into law on January 8, 2002, is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965. This update vastly increases the federal government's role in the operation of public schools and imposes many new and complex obligations on local school districts. Of particular interest to parents is the assurance that all our teachers are duly certified and highly qualified and that you have the right to request information regarding the professional qualifications of your child's teacher(s).

A parent will also be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered "highly qualified" under the ESEA guidelines. As well as its comprehensive provisions on school improvement, teacher quality, and instructional programs, ESEA also has numerous other requirements, such as regulations concerning student privacy, military access to student directory information, community access to school facilities and guidelines for the exercise of religious freedom in the schools. As required by ESEA, Putnam County Community Unit School District No. 535 certifies that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

Parent-Teacher Conferences

Formal Parent/Teacher conferences are held District-wide once during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades PreK-5 hold conferences on an “as needed” basis, either on the phone or in person. Parents are encouraged to contact their child’s teacher at any time if they have a question or concern.

Party Invitations

The classroom teacher, with approval of the principal, may distribute invitations to personal parties only when they include every student in the classroom or all of the boys or all of the girls in the classroom. Invitations to personal parties may not be distributed directly by students or parents at school. The distribution of party invitations during the school-day can often cause problems in the classroom for the teacher as well as for the students. We encourage distributing party invitations outside of the school day. Note: Birthday balloons are not allowed to be delivered to school due to the distraction to the learning environment.

Pesticide Application

Putnam County CUSD #535 is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and nonchemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pests may be used. If such a control is used, parents and staff members can be informed of such prior to an application.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

Preschool for All Home Visits

The purpose of the home visit is to make a connection between the teacher, child and family. The preschool teachers visit all new students and their families. Visits will last about 30 minutes and they will be scheduled at the beginning of each school year. The teacher provides information about the program, answers parental questions and has an activity to play with the family.

Preschool Screenings

Putnam County Primary School screens students entering preschool to identify and serve the most at-risk children. The screening instruments and activities measure each child’s development in the areas of vocabulary, visual-motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills, and cognitive development. Due to children growing and developing over time, a student’s screening data cannot be older than six months upon enrollment into the Preschool for All program (PFA).

The screening is conducted on a community-wide basis and is developed and implemented with cooperation from the LaSalle/Putnam County Educational Alliance for Special Education.

Putnam County provides two screenings a year during the months of August and April. A third screening is scheduled if deemed necessary. Children may be screened by LEASE at locations other than Putnam County and request the screening results be shared with Putnam County to determine eligibility for PFA. Fall enrollment for the next school year is determined after each screening. If the program is full, a wait list is started and used throughout the year as availability allows.

Publishing Student ID/Picture/Information

A parent or guardian must notify the office in writing, at the beginning of each year, if they do NOT want their child’s picture, name, other directory information or work published. This will include electronically, in the newspaper, and on

the district website. Due to other students' public media restrictions, no one is allowed to take/post pictures of any child(ren) but their own.

Recess

Weather permitting, students have recess outside after lunch. When the weather is inclement, including a wind chill factor of 30 degrees or lower, recess is held in the school gym. Please be sure a coat, hat/scarf, boots, and mittens/gloves are used on any given day when weather is cold.

When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.

Registration

Preschool Registration/Enrollment Information:

Preschool for All program serves only 3-5 year old children who are not age-eligible for kindergarten (i.e., age 5 on or before September 1 of the school year in which the program is implemented).

Those children currently enrolled in the program remain in the program until they become eligible for kindergarten. When there are openings in the program, children are enrolled based on their at-risk status. The most at-risk children are enrolled first as determined to be the most at-risk by a screening identifying circumstantial risk factors, eligibility criteria, and information from the parent interview. At risk enrollment includes children from Early Intervention, Early Head Start, and Prevention Initiative.

Waiting List for Preschool:

When the Preschool program for Putnam County identifies more children who are in need of services than we have available spots, a waiting list is created.

At the time children are screened, points are assigned through the screening process and parent interview. Those children with the most at risk points are admitted into the program. If we have more children than spots, a waiting list is created and children with the most points are placed at the top of the list. After the most at-risk children are considered, then consideration is given to those at-risk children who will be attending kindergarten the following year.

As seats become available in the program, the parent of the child with the most points will be contacted to discuss admission into the program.

Fee Waivers:

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive. Students receiving a fee waiver are not exempt from charges for lost and damaged books, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians complete the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free or reduced lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.;
- or

2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

Residency

Proof of residency is required every year. Two forms of proof are required at the time of registration. Examples of acceptable forms are: Driver's license, utility bill, phone bill, or a lease agreement.

Change of Residence Due To Military Service:

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school for a pupil whose residence is determined under this condition.

Response to Intervention or Multi-Tiered System of Support (Rtl or MTSS)

Response to Intervention (Rtl) integrates assessment and intervention within a 3-tiered system to maximize student achievement. During the fall, winter, and spring universal screening of core content is reviewed to help determine students' strengths and weaknesses in the areas of reading and math.

All students receive Tier I Rtl as part of the classroom curriculum. If universal screening, along with classroom data, indicates a student is significantly below grade level in reading or math, then they will receive Tier II Rtl support. This support will consist of an additional thirty minutes of daily reading or math instruction. This instruction is a supplement, not a substitute for the reading or math instruction received from the classroom teacher. When students receive Tier II Rtl support they will be progress monitored every two weeks and their progress will be reviewed by a team every six weeks. A student may receive Tier III Rtl support if they have not made significant progress as determined by the team.

The focus of instruction during PreK-5th grade Rtl will be early writing strategies, phonemic awareness, phonics, fluency, comprehension, number sense, math facts, concepts and application, and computation to name a few. Communication is very important, so parents will be kept well informed of their child's growth and progress through reports and/or graphs depending on the level of intervention received.

Retention/Promotion

In compliance with School Board Policy 7.30, the building principal shall assign students to classes. Placement, promotion, or retention shall be made in the best interest of the student after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. The building principal will direct and assist teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance. In accordance with the Illinois Education Reform Act and in compliance with School Board Policy 6.280, both quantitative measures and qualitative assessment will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents within the prescribed time frame. If a student is currently part of a case study evaluation or receiving Special Education services, placement decision shall be determined by the student's educational team.

Elementary:

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic subjects of Reading, English, Math, Science and Social Studies. Parents of students, who are in danger of non-promotion, will be notified by registered mail by May 1st, including notification throughout the year of failing grades.

Search & Seizure

In order to maintain order, safety 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 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 the 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 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 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.

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.

Social Networking Website Notification:

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.

Security Cameras

All Putnam County Schools are equipped with security cameras. Putnam County Schools maintain 24-hour video security with cameras placed at entrances and in hallways. Videotapes are reviewed when a safety or security issue is reported. They may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. Those individuals with a legitimate educational or administrative purpose are the Superintendent, building administrators, or educational personnel. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

School Hours

The office is open from 7:30 a.m. to 4:00 p.m. Teachers are in the building from 7:45 a.m. to 3:45 p.m. daily. Students may not be dropped off at school until 7:15 a.m. at the earliest and breakfast is not served until 7:30.

Preschool class times are 8:15-10:45 a.m. or 12:15-2:45 p.m. Daily attendance is expected at the Preschool level. Failure to attend can jeopardize the student's enrollment in the state grant program.

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 7:50 a.m. Students who are walkers should not arrive until 7:55 a.m. unless they are coming for breakfast. Classes begin at 8:00 a.m. Students will be considered tardy after 8:15 a.m.

Special Education

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. For more information, please contact Director of Special Services, at 815-882-2800, ext. 423.

Student Privacy Protections

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. Sexual behaviors or attitudes.
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 program eligibility.

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.

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.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

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 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.

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.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student 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 consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. 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 responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
5. 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, S.W., Washington, D.C. 20202-4605. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights transfer from the parents to a student who is 18 years-old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will

also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non emergency, invasive physical examination or screening as described above.

Suspicion-Based Drug and Alcohol Testing

Board Policy 7:241 – The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity.

The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy (Board Policy 7:241 – R) in compliance with applicable laws governing drug and alcohol testing of students

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Testing and Assessment

Regular and on-going classroom assessment is used to monitor student progress and guide instruction. In addition to such local testing, students in grades 3rd through 5th take the PARCC test. Additionally, 5th grade students take the Illinois Science Assessment. This testing is required by the State of Illinois and is given in the spring on the dates determined by the State. In addition, PCPS & PCES students complete AIMSweb Plus testing in reading and math three times a year.

Title I

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading. Putnam County Schools provide a Title I program for students with an identified need in the area of reading. As of the 2016-2017 school year, the Primary and Elementary Schools will be approved for "schoolwide" status with the Board and State. Students PreK-5th grade can be served by the grant.

Students are screened with a multiple-step process to determine eligibility for Title I and must have parent permission to participate in the program. Once eligibility is established students of approximately 3-5 students go to the Title I classroom and work in a small group with a certified Reading Specialist. The Reading Specialist will work on reading skills such as: Phonemic Awareness, Phonics, Fluency, Comprehension and Writing. Each student is periodically assessed and progress information is sent home to the parents at least quarterly. Students remain in the program until meeting established exit level criteria. Each year the criteria has to be reestablished for the grant program.

If a student is eligible for Title I services, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to

ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

Parental Involvement:

The school and its teachers provide meeting times, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy. Parents will also receive monthly newsletters from the Title I teacher to keep them informed of what is transpiring with their child's services and to share information on best practices for reading instruction. Parents will also be asked to complete a survey at the end of the school year in order to obtain feedback on programming and services.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Parent Advisory Council	Contact: Carl Carlson, Superintendent of Schools
Preschool for All Grant	Contact: Chawn Huffaker, Primary School Principal
Title I Annual Improvement Planning	Contact: Chawn Huffaker, Primary School Principal
English Learners Grant	Contact: Courtney Balestri, Elementary School Principal

The school provides Parents/Guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- Timely responses to suggestions.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Chawn Huffaker, Primary School Principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Assurances:

Putnam County's Title I program has been designed and implemented in accordance to all requirements of the grant. The programming for the schools is coordinated by the Title I director. All instructions of the Title I program consult with the classroom teachers on a regular basis in order to insure a coordinated effort exists in the buildings.

Comparability of Services:

The required comparability documents are housed at Putnam County Primary School in the superintendent's office. These documents include: comparability report, the district wide salary schedule, board policy on salary and material equivalence among schools. PC pays it's Title I teachers according to his/her position on the negotiated salary schedule. At this time, PC has two title one teachers to serve the two buildings with K-5th grade students.

Allowable Costs Requirement:

Information pertaining to allowable costs is housed at Putnam County Primary School in the superintendent's office. Documents may include the following: class schedules, purchase orders, teacher schedules, excess program cost calculations and teacher contracts.

Needs Assessment:

Putnam County Primary and Elementary conduct an annual Title I needs assessment survey in the spring. The survey is based upon needs teachers identify to improve teaching and learning. The results of the survey can be found in the office of the Primary School or Elementary School.

Student performance will be measured utilizing AIMSweb Plus at the Primary School and Elementary. Results are presented to parents during parent/teacher conferences or they are sent home with the student three times a year. Assessment data is utilized to determine if students are making adequate progress or if their intervention needs to be changed.

Student Selection Criteria:

Student selection may be based on any or all of the following multiple criteria: classroom performance, AIMSweb Plus, running records or a teacher's common assessments. Copies of the criteria are maintained by the classroom teacher or the Title I teacher.

Program Improvement and Evaluation:

Local evaluation of the Title I programming plan is an ongoing process. The Title I instructors may conduct pre and post tests on individual students. The assessment of the students in Kindergarten are a combination of local benchmarking and classroom assessment. Title I teachers are also responsible for gathering all information pertinent to effective evaluation of student progress while enrolled in the program. Instruments such as AIMSweb Plus, Fountas and Pinnell, etc., will assist in assessing decoding skills, fluency and comprehension.

Program Quality:

PC makes every effort to provide documentation of the quality of this program. Examples of this documentation may include any of the following:

- Minutes from data team meetings for student movement in the tiered levels of intervention
- Notes and records from conferences attended by those associated with Title I programming will be kept and housed in the teacher's classroom.
- Desired outcomes as outlined on the Title I application under program goals and objectives represent broad program goals. Specific goals and objectives for students enrolled in Title I can be found outlined in the teacher's lesson plans.
- Title I teachers maintain individual student progress folders which are located in the Title I classrooms.

Violent Offender Community Notification

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/>.

Visitors

All doors to the buildings are kept locked during the day, including the main entrance. All persons entering the building during the school day are required to stop in the office for a visitor pass before proceeding to a classroom or other area of the building.

Classroom visits should be pre-arranged at least 24 hours in advance with classroom teachers as to not interrupt teaching and allow time to prepare as necessary.

Volunteer Opportunities (PreK - 5th)

Parents/guardians are welcome to volunteer for class parties, field trips, or other school functions at the request of a teacher and/or availability of volunteer positions open. Parents/guardians can also volunteer to help teachers prepare materials for class, such as making copies and cutting things out.

Weapons

To bring any kind of explosive material or look-alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look-alikes, or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct.

The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis, the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms 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; other objects if used or attempted to be used to cause bodily harm include, but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Conceal & Carry is not permitted on school property.

Withdrawal and Transfer

When a family moves from the District, please notify the school office at least one day in advance. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. The school shall then forward written information relative to the grade levels, subjects, and record of academic grades achieved, current health records, and a most current set of standardized test reports, if applicable. The district, within 10 days after the student has paid all of his/her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

Upon receipt of a Release of Records form from the new school, which must be signed by the parent/guardian(s), student records will be sent to the new school.

Please remember that all books must be returned to the teachers and any remaining fees (ie, lunch) must be paid in the school office.

HEALTH/WELLNESS INFORMATION

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill (ie, fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **please keep the office informed of any changes**. In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (**your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication**)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools (if your child is sent home from school with either vomiting or diarrhea they should not return for 24 hrs after symptoms have stopped)
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

The school will observe recommendations of the Illinois Department of Public Health 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.
3. 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.

Care of Students with Diabetes

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 building principal or district nurse. Parents/guardians are responsible for and must:

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Concussion Policy

See Eligibility for Extracurricular Activities

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. 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.

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering preschool and 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 exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

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 certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Please check with the school nurse if you have questions regarding immunization and health requirements.

Medication at School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student."

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 by completing a "School Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school

Self-Administration of Asthma Inhalers and Epinephrine Auto-injector:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector Authorization Form. An Asthma Action Plan should also be requested from your child's doctor. 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 storage of any medication by school personnel.

Forms to complete the above requirements are available in the office of each school and on the school website.

Sex Education/Safety

According to Illinois School Code: 105 ILCS 5/27-13.2, all Illinois public schools, grades K-8 are required to provide five days advance notice to parents or guardians of when instruction is being presented to students regarding the recognition and avoidance of sexual abuse. Additionally, students are not required to participate in such instruction and parents or guardians, upon written request, may disallow their child from this instruction.

Students will not be required to take or participate in any class or course in comprehensive sex education 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.

Snacks and Birthday Treats

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 purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

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.

Students with Food Allergies and Chronic Illness

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 student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse at (815) 882-2800.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student 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.

As Superintendent, I Recommend to Approve New Business Items

Handbooks

- The handbooks were reviewed by committees involving students, staff, board member, and community members. Also, the admin team uses the Illinois Principals Association Model Handbook as reference to make sure all required items are included.

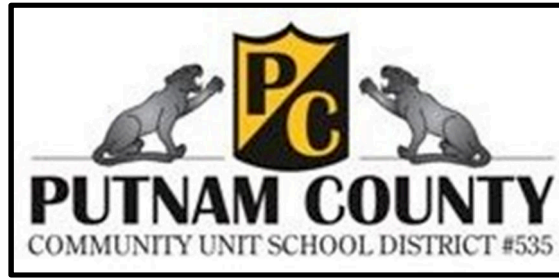
K-5 Content Acceleration Policy

- Mrs. Balestri and Mrs. Cross have spent a great deal of time working together in developing the Content Acceleration Policy. This is a very important piece for our district to have in place especially if we are ever approached by a family or families wondering how their child may qualify for an advanced placement or working ahead in a grade level due to strong academic skills. This policy contains researched base approaches that outlines developmentally appropriate targets. I want to thank both Mrs. Balestri and Mrs. Cross for their work on this project.

District Goal

Demonstrate increased academic achievement for all students

Improve communications among all stakeholders in the District and Communities.



Putnam County Primary School and Putnam County Elementary School

Early Entrance, Content Acceleration and Grade Level Acceleration Administrative Policy

Putnam County CUSD #535 believes that all students across the achievement continuum should be challenged and supported to develop their potential. Some students need a higher level of instruction and can best be achieved by affording them access to curricula along with learning environments above their chronological age level for content. This policy describes the process that shall be used for evaluating students for possible accelerated placement or content acceleration and identify students who should be granted early admission to kindergarten or first grade. The policy shall be applied equitably and systemically to all students referred to acceleration regardless of race, ethnicity, gender, religion, sexual orientation, disability, gifted and talented status, twice/multiple exceptionality, English language proficiency or socioeconomic background.

CONTENT OR GRADE ACCELERATION COMMITTEE MEMBERS

Becky Boudreau, 5th Grade Teacher	Josie Hall, 5th Grade Teacher
Amy Bell, 2nd Grade Teacher	Katie Sobkowiak, 1st Grade Teacher
Angie Serafini, Kindergarten Teacher	Jennifer Smith, Reading Specialist
Courtney Balestri, PCES Principal	Ronda Cross, PCPS Principal

ACCELERATION, EARLY ENTRANCE DEFINED

“Accelerated placement” is the placement of a student at the instructional level that best matches that student’s needs by allowing access to curriculum that is usually reserved for peers who are older or in higher grades than the student. Accelerated placement is early entrance to kindergarten or first grade, individual subject acceleration, and whole grade acceleration. Acceleration placement is not limited to those students who have been identified as gifted and talented, but rather is open to all students who demonstrate high ability and who may benefit from accelerated placement. Eligibility for accelerated placement shall also be open to all students regardless of race, ethnicity, gender, religion, sexual orientation, disability, English language proficiency, or socioeconomic status.

“Early entrance to kindergarten” is the admission of a student to kindergarten who will not yet be five years old by September 1 of that school year.

“Early entrance to 1st grade” is the admission of a student to first grade who will not yet be six years old by September 1 of that school year and who has not completed kindergarten. Students who are younger than six upon starting first grade but who were admitted early to kindergarten do not need to be reevaluated prior to admission to first grade.

“Whole grade acceleration” is the practice of assigning a student to a higher grade level than is typical given the student’s age on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.

“Individual subject acceleration” is the practice of assigning a student to specific content at a higher instructional level than is typical given the student’s grade for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.

ANNUAL PUBLICATION OF POLICY

This policy will be reviewed periodically by the PCPS and PCES committee and administration. Access to the policy and forms will be made available to district staff and parents at each school and will be posted on the district’s website. Administration will provide inservice on the procedures annually.

REFERRAL PROCESS

- a. Referral Procedures
 - i. Referrals: Any student residing in the district may be referred by a teacher, parent/guardian or administrator of the student to the principal for evaluation for possible acceleration or grade advancement.
 - ii. Intake Referrals: The referring person shall complete the appropriate section of the referral form and submit to the principal. The principal shall then forward the form (Appendix A, Content or Grade Level Acceleration Application) to the appropriate individuals so that the remaining sections may be completed up to thirty (30) school days of the referral.
- b. Written Parental Consent: The principal of the referred student shall obtain written permission from the student’s parent or guardian to evaluate the student for possible accelerated placement. The district shall evaluate all students who are referred for evaluation and whose parent or guardian have granted permission to evaluate the student for possible accelerated placement. If existing data shows that a student does not meet the district established criteria, a request may be denied at the principal’s discretion. To be considered for acceleration, a student must be performing above the 95% percentile on nationally normed assessments.
- c. Timeline:

- i. Students residing in the district who are referred for evaluation for possible accelerated placement during the school year shall receive a determination within thirty (30) school days.
- ii. Students residing in the district who are referred for evaluation for possible accelerated placement sixty (60) or more days prior to the start of the school year shall be evaluated in advance of the start of the school year such that the student may be placed in the accelerated placement on the first day of school. In all other cases, including but not limited to students transferring into the district, evaluations of a referred student shall be scheduled at the principal's discretion and placed in the accelerated setting(s) at the time recommended by the team determining whether the student met qualifications.

EVALUATION PROCESS

The policy will utilize a fair and equitable decision-making process that involves multiple persons and the parents/guardians. The team is responsible for gathering relevant, reliable and comprehensive data in order to determine when and what type of accelerated placement is appropriate for that student.

a. Evaluators

- i. Principal
- ii. Classroom Teacher
- iii. Social Worker
- iv. School Psychologist

b. Multiple Evaluation Criteria

The evaluation process shall include multiple, valid and reliable indicators. The criteria used to determine whether accelerated placement is appropriate should be reasonable and helpful in assessing whether a student is ready for the accelerated placement or content. For students that are recommended for whole grade acceleration, the District may use a scale like the Iowa Acceleration Scale or Gifted Evaluation Scale (GES-3). For students that are referred for possible acceleration in an individual subject area, above grade level assessment in that subject area will be used as a part of the evaluation process. Evaluators will be assigned on an individual student/case basis. Refer to Appendix B for Multi-Criteria Evaluation Matrix.

- i. Assessments that are utilized as a part of the evaluation process shall be:
A) instruments appropriate given the needs of the student (e.g., linguistically appropriate); B) appropriate to the accommodations as the student may be entitled to by the terms of the IEP/504; and C) given after written consent is gained by the parent or guardian of the student.
 - ii. The student's desire to be accelerated shall be considered in the decision-making and transition planning process.
- c. Procedures for Notifying Parents/Guardians of the Decision
 - i. A parent or legal guardian of the student shall be notified in writing of the outcome of the evaluation process within thirty (30) school days of the submission of the referral. This notification shall include instructions for appealing the outcome of the evaluation process.
 - ii. A parent or legal guardian of the referred student may appeal in writing the decision of the evaluation team to the Superintendent within fifteen (15) days of being notified of the team's decision. The Superintendent shall review the appeal and notify the parent or guardian who filed the appeal of their decision within fifteen (15) days. The Superintendent's decision shall be final. A student may be referred and evaluated again in the next calendar school year and the evaluation team will begin the process again.
- d. Communication of the Decision to Student's Educators

The decision that a student is eligible for accelerated placement shall be communicated to the student's current teacher(s) and to all teachers, including specialists, and relevant administrative personnel at the level to which the student will be accelerated, to ensure that all are informed and prepared to support the placement. Once a child has been placed in accelerated content or grade level acceleration, the student shall remain in the placement through their 5th grade year. Upon entrance to the junior high, students will be evaluated for appropriate class placement.

CONTENT ACCELERATION

- a. The evaluation team shall create a written placement and transition plan (Appendix C) for students selected for content acceleration in the designated areas/subjects found eligible through assessment. The written plan will be provided to the student's parent or guardian and will detail the type of acceleration the student will receive and strategies to be used to support the student to facilitate a successful transition to the accelerated setting during a transition period specified in the written plan. Any accommodations or modifications the student is entitled to

receive under an IEP or 504 plan shall be available in the accelerated content setting.

b. Communication of the Decision to Student's Educators

The decision that a student is eligible for accelerated placement shall be communicated to the student's current teacher(s) and to all teachers, including specialists, and relevant administrative personnel at the level to which the student will be accelerated, to ensure that all are informed and prepared to support the placement. Once a child has been placed in accelerated content, the student shall remain in the placement through their 5th grade year. Upon entrance to the junior high, students will be evaluated for appropriate class placement.

ACCELERATED PLACEMENT

a. The evaluation team shall create a written placement and transition plan for students selected for whole grade acceleration or acceleration in specific subject area(s). The written plan will be provided to the student's parent or guardian and will detail the type of acceleration the student will receive and strategies to be used to support the student to facilitate a successful transition to the accelerated setting during a transition period specified in the written plan. Any accommodations or modifications the student is entitled to receive under an IEP or 504 plan shall be available in the accelerated setting.

b. Students that are accelerated placement will be monitored each semester by the teacher of record.

c. Communication of the Decision to Student's Educators

The decision that a student is eligible for accelerated placement shall be communicated to the student's current teacher(s) and to all teachers, including specialists, and relevant administrative personnel at the level to which the student will be accelerated, to ensure that all are informed and prepared to support the placement. Once a child has been placed in grade level acceleration, the student shall remain in the placement through their 5th grade year. Upon entrance to the junior high, students will be evaluated for appropriate class placement.

STATE REQUIREMENTS

- a. The Superintendent or their designee shall ensure that accelerated students participate in appropriate state assessments based on guidance from the Illinois State Board of Education.
- b. The Superintendent or their designee shall ensure that data regarding accelerated placement is collected and reported in accordance with rules adopted by the Illinois State Board of Education.

APPENDIX A - Content or Grade Level Acceleration Application

PUTNAM COUNTY CUSD #535
Content or Grade Level Acceleration Application

Student Name:	DOB:
Gender:	Current Grade:

Home Phone:	Cell Phone:
Email Address:	Person Requesting Acceleration:

1. Is early entrance into Kindergarten requested? Y N
2. Is early entrance into 1st grade requested? Y N
3. Is content acceleration requested to be considered? Y N
4. Is grade level acceleration requested to be considered? Y N
5. Does the student currently have a sibling in the same grade? Y N
6. Does the student currently have a sibling in the next grade? Y N
7. Does the student receive any special services (EL, 504, IEP, etc.)? Y N
8. If yes, please specify:

9. Please provide a description of why you believe content or grade level acceleration is needed at this time. (Attachments with additional information are permissible):

As the parent/guardian of the above named student, I understand the following:

- 1. I am authorizing CUSD #535 to utilize appropriate assessments to determine appropriate education placement for my child.***
- 2. Student and parent support of full-grade level acceleration is essential for this intervention to be successful.***
- 3. If applicable, I authorize CUSD #535 to gather data from my child's previous school.***

Parent/Guardian Signature: _____ Date: _____

Building Principal Signature: _____ Date: _____

This form should be submitted to your child's school office:

**Putnam County Primary School
400 E. Silverspoon Avenue
Granville, IL 61326**

**Putnam County Elementary School
326 S. 5th St.
Hennepin, IL**

APPENDIX B - Multi-Criteria Evaluation Matrix

**PUTNAM COUNTY CUSD #535
Multi-Criteria Evaluation Matrix
(Kindergarten - 5th Grade)**

Student Name: _____ **Current Grade:** _____

Evaluation Team Members:

Content Acceleration or Placement Acceleration**Evaluation Completed By:** _____

ELS/KIDS Assessment	Approaching	Meeting	Exceeding
Oral Language			
Phonological Awareness			
Print Awareness			
Writing			
Number & Numerical Operations			
Classification & Algebraic Thinking			
Geometry & Measurement			
Scientific Inquiry			
Self-Regulation (PK-K)			
Play (PK-K)			
SSIS SEL Composite			
Other: _____			

K-5th Grade:**Section Completed By:** _____

Local Assessment	Below 95%	95% or Above
All AIMSweb Math Measures		
All AIMSweb Reading Measures		
Other: _____		

3rd-5th Grade:

Section Completed By: _____

State Assessment	Approaching (3)	Meeting (4)	Exceeding (5)
Reading			
Math			

K-5th Grade:

Section Completed By: _____

Teacher Assessment	Developing/89% or below	Meeting/90%	Exceeding/95%
Reading			
Math			
Written Expression			
Social Science			
Science			
Social Emotional Maturity Scale			

Teacher Notes for Assessment Detail:

Early Entrance Points and Recommendation:

YES NO N/A

Content Acceleration Points and Recommendation:

YES NO N/A

Grade Level Acceleration Points and Recommendation:

YES NO N/A

Developmental and Interpersonal Factors Recommendation: YES NO N/A

Acceleration Type Considered: _____

_____ **The student meets requirements**

_____ **The student does NOT meet requirements**

Parent/Guardian Signature: _____ **Date:** _____

Administrative Signature: _____ **Date:** _____

APPENDIX C - Content Acceleration Student Plan

PUTNAM COUNTY CUSD #535
Content Acceleration Student Plan
(Kindergarten - 5th Grade)

Student Name: _____ **Date:** _____

DOB: _____ **School:** _____

Grade Level: _____ **Transition Date:** _____

Type of Acceleration:

Specific Subject(s) _____

Grade (from/to) _____

Early Entrance (K or 1st) _____

Monitored Areas:	Annual Goals:	Strategies:	Success

By signing above, I acknowledge that I have read and understand the terms of the Content Acceleration policy set for by Putnam County CUSD #535.

School Administrator Signature/Date: _____

Putnam County Primary School

400 E. Silverspoon Avenue

Granville, IL 61326

815-882-2800 (Opt. #1)

Putnam County Elementary School

326 S. 5th St.

Hennepin, IL

815-882-2800 (Opt. #2)

APPENDIX D - Placement Acceleration Student Plan

PUTNAM COUNTY CUSD #535
Placement Acceleration Student Plan
(Kindergarten - 5th Grade)

Student Name: _____ **Date:** _____

DOB: _____ **School:** _____

Chronological Grade Level: _____ **Accelerated Placement Grade Level:** _____

Transition Date/New Grade Level Term Begins: _____

Monitored Areas:	Goal:	Strategies:	Success Indicators:
Academic			
Interpersonal			

Family			

Staff member assigned to monitor implementation of this plan: _____

Parent/Guardian Signature/Date: _____

By signing above, I acknowledge that I have read and understand the terms of the Content Acceleration policy set for by Putnam County CUSD #535.

School Administrator Signature/Date: _____

Putnam County Primary School
400 E. Silverspoon Avenue
Granville, IL 61326
815-882-2800 (Opt. #1)

Putnam County Elementary School
326 S. 5th St.
Hennepin, IL
815-882-2800 (Opt. #2)

JOINT COMMITTEE MTG. NOTES AND AGENDAS:

PreK-5th Grade Content Acceleration/Accelerated Placement Mtg.

Putnam County Elementary School

3:10-3:45

Sept. 25, 2019

AGENDA

- Purpose of Content Acceleration & Placement
- Definition & Types of Acceleration
- Who is Eligible & What is the Criteria?
- Formalization of Process

- Other

PCPS Leadership Team Mtg.

10-8-19, 11-12-19

AGENDA

- Acceleration Content
- Acceleration Forms
- Other

PreK-5th Grade Content Acceleration/Accelerated Placement Mtg.

Putnam County Primary School

3:15-3:45

Feb. 4, 2020

AGENDA

- Draft Proposal Distributed Prior to Joint Meeting (Comment section open on the Google Doc)
- Review Draft Policy Proposal for Implementation Feasibility
- Other

As Superintendent, I Recommend to Approve New Business Items

Handbooks

- The handbooks were reviewed by committees involving students, staff, board member, and community members. Also, the admin team uses the Illinois Principals Association Model Handbook as reference to make sure all required items are included.

K-5 Content Acceleration Policy

- Mrs. Balestri and Mrs. Cross have spent a great deal of time working together in developing the Content Acceleration Policy. This is a very important piece for our district to have in place especially if we are ever approached by a family or families wondering how their child may qualify for an advanced placement or working ahead in a grade level due to strong academic skills. This policy contains researched base approaches that outlines developmentally appropriate targets. I want to thank both Mrs. Balestri and Mrs. Cross for their work on this project.

District Goal

Demonstrate increased academic achievement for all students

Improve communications among all stakeholders in the District and Communities.

**Recommendation to Approve Wellness Policy for Putnam County
C.U.S.D. 535**

As superintendent, I recommend the annual approval of the district Wellness Policy. (For your review, the link to the Wellness Plan on our website is provided:

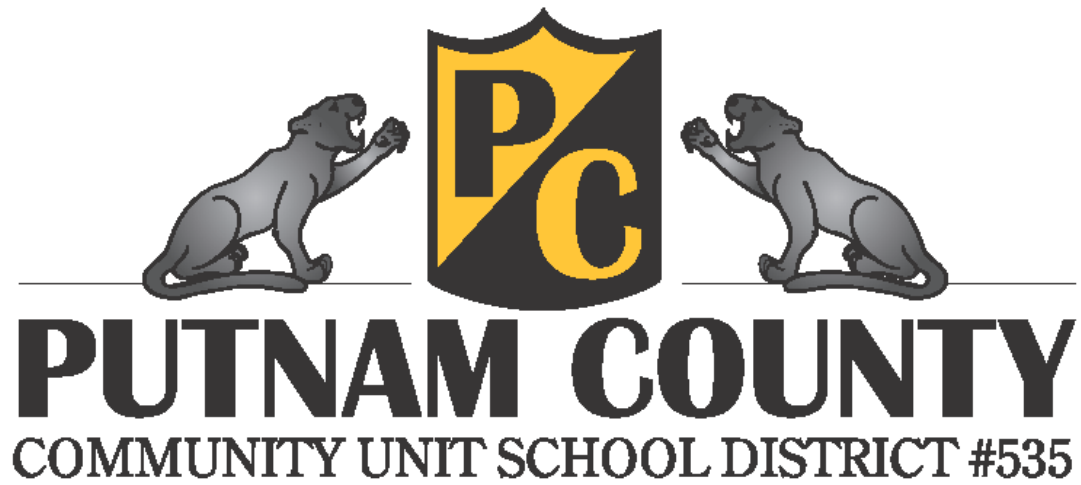
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/137427/Wellness_Policy.pdf

Rationale

This is an annual review that is required by school code.

District Goal

Improve communication among all stakeholders in the Putnam County School District and communities.



WELLNESS POLICY

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

WELLNESS POLICY

BELIEF STATEMENT

The Board of Education of Putnam County Community Unit School District #535 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle, recognizing the positive relationship among good nutrition, physical activity, and the capacity of students to develop and learn. The school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits to promote health and wellness, good nutrition, and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

BELIEF STATEMENT

The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity, and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including without limitation, goals for nutrition education, physical activity, and other school based activities that are designed to promote student wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation; and involvement of parents, students, school food service providers, the school board, and the public in developing this policy.

RATIONALE

A disturbing number of children are inactive and do not eat well. As a result, 16 percent of children and adolescents are overweight, and this represents a three-fold increase since 1980. Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role that schools can play in health promotion, this law requires local education agencies to participate in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The objectives of the wellness policy are to improve the school nutrition program, promote student health, and reduce childhood obesity. Public Act 094-0199 amends the Illinois School Code, requiring the Illinois State Board of Education to establish a state goal that all districts have a wellness policy.

The connection between learning and nutrition is well documented. Healthy eating patterns are essential for students to achieve their highest academic potential, full physical and mental growth, and lifelong health and well being. Healthy eating is substantially linked to reduced risk for mortality and development of many chronic illnesses. Schools have a responsibility to help students acquire the knowledge and skills that are necessary to establish and maintain lifelong healthy eating patterns. Wellness plans that are planned and implemented effectively have demonstrated a positive influence on children's health.

Schools have a responsibility to help students establish and maintain lifelong habits of remaining physically active. According to the U.S. Surgeon General, regular physical activity is one of the most important ways in which people can maintain and improve their physical health, mental health, and overall well-being. Regular physical activity reduces the risk of heart disease, high blood pressure, colon cancer, diabetes, and even premature death.

GOALS FOR NUTRITION EDUCATION

1. Students in grades kindergarten through grade 12 shall receive nutrition education as part of a sequential program that is coordinated within a comprehensive health education curriculum. The program shall be designed to provide students with the knowledge and skills necessary to use healthy eating behaviors and shall be aimed at influencing students' knowledge, attitudes, and eating habits. As eating habits are established at an early age, special emphasis should be placed on nutrition education in preschool through primary grades. The curriculum should also be consistent with and incorporate the relevant Illinois Learning Standards.
2. Nutrition education shall be integrated into the standards-based lesson plans of other school subjects, such as math, science, language arts, physical education, health, family/consumer sciences, and social sciences to maximize classroom time and to achieve positive changes in students' eating behaviors.
3. A minimum of fifty contact hours of nutrition education is recommended for students each school year. These contact hours can be provided through a combination of classroom instruction, nutrition education in the cafeteria, health fairs, field trips, and/or assemblies.
4. The nutrition education program may include enjoyable activities such as contests, taste testing, promotions, field trips, and school gardens.

GOALS FOR PHYSICAL ACTIVITY

1. Students in kindergarten through grade 12 shall participate in daily physical education that enables them to achieve and maintain a high level of personal fitness, emphasizing self-management skills including energy balance (calories in minus calories out). This program should also remain consistent with the Illinois Learning Standards and should be coordinated within a comprehensive health education curriculum.
2. It is recommended that elementary students participate in physical education for a minimum of 150 minutes per week, and middle school students for 225 minutes per week (National Association for Sport and Physical Education recommendations). Special emphasis should be placed on promoting an active lifestyle in kindergarten through primary grades as health habits are established at a young age. Accommodations shall be made for students with disabilities, 504 plans, and other limitations.
3. Schools shall provide a daily supervised recess period for elementary students.
4. Students shall be provided opportunities for physical activity through a range of before and after school programs including intramurals, sports programs, or physical activity clubs.

5. As students should engage in a minimum of 60 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

Parent Partnerships

1. Schools shall support parents' efforts to provide a healthy diet and daily physical activity for their children. This support shall begin in elementary school and continue through middle and high school.
2. Parents shall be provided information to help them incorporate healthy eating and physical activity into their children's lives. This information may be provided in the form of handouts, postings on the school website, newsletter articles, or presentations in workshop settings that focus on nutrition and healthy lifestyles.

Consistent School Activities and Environment-Healthy Eating

1. It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family, and school staff.
2. School meals shall be served in clean, safe, and pleasant settings with adequate time provided for students to eat, at a minimum, in accordance with state and federal standards and guidelines. The National Association of State Boards of Education recommends that students have adequate time to eat, relax, and socialize.
3. All food service personnel shall have adequate pre-service training and regularly participate in professional development activities that provide strategies including coordination of classroom and cafeteria activities.
4. Food providers should attempt to involve families, students, and other school personnel in choosing nutritious food and beverage selections for their local schools. This could include surveys, committees, taste-testing, and other activities designed to provide input into the decision-making process.
5. Food providers should work with suppliers to obtain foods and beverages that meet the nutrition requirements of school meals.
6. Food providers should work closely with school instructional staff to reinforce nutrition instruction and foster an environment where students can learn about and practice healthy eating.
7. Food providers shall take every measure to ensure that student access to foods and beverages on school campuses meet federal, state, and local laws and guidelines.
8. Students, parents, school staff, and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options and shall be provided with a list of recommended food and beverage options. (Attachment B).
9. School-based organizations shall be encouraged to raise funds through the sale of items other than food.
10. To reduce competition with nutritionally balanced school meals and enhance student safety, it is recommended that, to the extent that it is practical, student are not permitted to leave school grounds to purchase foods or beverages.

11. Partnerships between schools and businesses are encouraged. To meet wellness objectives, it is recommended that commercial advertising relationships involve foods and beverages that meet nutrition standards. (Attachment A).
12. Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods, and whole grain products.
13. Nutrition education shall be provided by trained and well-supported staff with adequate pre-service and in-service training.
14. All foods and beverages made available on campus shall comply with the federal, state, and local food safety and sanitation regulations.
15. To ensure safety and security of food, access to any area involved in storage, preparation, or service of food on the school campus shall be limited to authorized personnel.

Consistent School Activities and Environment-Physical Activity

1. Physical education shall be provided by trained and well-supported staff that is certified by the state to teach physical education. All physical education teachers shall regularly participate in continuing education activities that impart the knowledge and skills needed to effectively promote enjoyable lifelong healthy eating and physical activity among students.
2. Physical education classes should have a student to teacher ratio comparable to those in other curricular areas.
3. The physical education program shall be closely coordinated with the other components of the overall school health program. When possible, physical education topics should be integrated within other curricular areas.
4. Schools are encouraged to limit extended periods of inactivity. When activities, such as mandatory testing, make it necessary for students to be inactive for long periods of time, it is recommended that schools give breaks during which they are encouraged to stand and be moderately active.
5. Schools are encouraged to develop community partnerships with other child-serving organizations such as park districts and YMCA's to provide students opportunities to be active.
6. Schools are encouraged to provide student and community access and promote the use of the school's physical activity facilities outside of the normal school day.
7. Physical activity facilities and equipment on school grounds shall be safe.
8. Schools are encouraged to work with the community to create a community environment that is safe and supportive of students walking or biking to school.

Food or Physical Activity as a Reward or Punishment

1. School personnel shall be encouraged to use nonfood incentives or rewards with students (Attachment D) and shall not withhold food from students as punishment.
2. School personnel should be discouraged from using physical activity as a punishment or from withholding physical education class as a punishment.

NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE ON SCHOOL CAMPUSES DURING THE SCHOOL DAY

1. Food providers shall offer a variety of age-appropriate, appealing foods and beverage choices and employ food preparation, purchasing, and meal planning practices consistent with the current Dietary Guidelines for Americans.
2. All foods and beverages sold individually (apart from the reimbursable school meal) on school campuses during the school day should meet nutrition standards (Attachment A).
3. Nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods, and whole grain products, should be encouraged whenever food is sold or otherwise offered at school.

GUIDELINES FOR SCHOOL MEALS

1. School meals shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program and all applicable state and local laws and regulations.

MEASURING AND IMPLEMENTATION AND COMMUNITY INVOLVEMENT

1. The district superintendent shall be charged with operational responsibility for ensuring that each school meets the local wellness policy requirements.
2. The district superintendent shall appoint a district wellness team/council that includes at least one school administrator, parent, school board member, student, and representatives of the school food authority to help develop, implement, and evaluate the wellness policy.
3. The appointed district wellness team/council shall be responsible for:
 - a. creating and maintaining bylaws for operation;
 - b. assessment of the current school environment;
 - c. development and/or review of a wellness policy;
 - d. presenting the wellness policy to the school board for approval;
 - e. recommending revision of the policy as deemed necessary by the wellness team/council.
4. The principal or other designee of each campus shall be responsible for the implementation of the local wellness policy and shall appoint a school-based evaluation team to develop and implement an annual evaluation plan.
5. The school-based evaluation team shall report their findings to the campus principal and develop with him/her a plan for improvement, as needed.
6. The wellness team/council shall hear reports from each campus group annually or as needed.
7. Before the end of each school year, the wellness team/council shall recommend to the district superintendent any revisions to the policy it deems necessary.
8. The wellness team/council shall report to the superintendent and school board annually on the progress of the wellness team/council and the status of compliance by the campuses (or as deemed necessary by the superintendent).

Attachment A

Food or Beverage	<i>HealthierUS School Challenge</i> Nutrition Standards* These criteria focus on decreasing fat and added sugar, increasing nutrient density, and moderating portion size.
Fruits and Non-Fried Vegetables	Fruits and vegetables may be fresh, frozen, canned or dried, and they must be found in the Food Buying Guide for Child Nutrition Programs. http://schoolmeals.nal.usda.gov/FBG/2003FBG%20Section%202.pdf Examples of products that <i>cannot</i> be sold/served as a fruit or vegetable include: • Snack-type foods made from vegetables or fruits, such as potato chips, and banana chips; • Pickle relish, jam, jelly; and • Tomato catsup and chili sauce
Approved Beverages	• Flavored or plain reduced fat (2%), low-fat (1%), skim/nonfat fluid milk meeting State and local standards for pasteurized fluid milk and/or USDA approved alternative dairy beverages⁴; • 100% full-strength fruit and vegetable juices; and • Water (non-flavored, non-sweetened, <i>and</i> non-carbonated) • Carbonated drinks – diet ONLY
Any Other Individual Food Sales/Service	• Calories from total fat must be at or below 35%**<i>, excluding nuts, seeds, and nut butters</i>. This is determined by dividing the calories from total fat by the total calories and multiplying by 100. If calories from fat are not available, multiply the grams of fat by 9 to equal calories from fat. • Calories from saturated fat must be at or below 10%. This is determined by dividing the calories from saturated fat by the total calories and multiplying by 100. If calories from saturated fat are not available, multiply grams of saturated fat by 9 to equal calories from saturated fat. • Total sugar must be at or below 35% by weight. This is determined by dividing the grams of total sugar by the gram weight of the product and multiplying by 100. This includes both naturally occurring and added sugars. This limit does not include fruits and vegetables or flavored milk as defined above. • For vending sales the item package or container is not to exceed 200 calories.

⁴There are no USDA approved dairy beverages at this time. Public Law 108-265 (Child Nutrition Program Reauthorization) authorizes the Secretary of Agriculture to establish nutritionally equivalent non-dairy beverages by July 1, 2005. Please check with the Illinois State Board of Education for clarification.

*The above *Nutrition Standards* are criteria for sales/service of a la carte and/or vended items from the United States Department of Agriculture's *HealthierUS School Challenge*. Please be aware that these criteria are only meant to apply to individually sold foods and that foods sold as part of a reimbursable school meal may not necessarily meet these criteria although menus meet the nutrition standard set by the U.S. Department of Agriculture for school meals. Local policy makers may wish to modify the standards but should be aware that this may make schools ineligible to meet the criteria for the *HealthierUS School Challenge*.

**The *Dietary Guidelines for Americans 2005* recommend a total fat intake of 20 to 35% for school-age children.

Attachment B

Healthful Food and Beverage Options for School Functions*

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honey dew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit -- nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Fruit salad
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice or fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots,
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix (dried fruits and nuts)
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Lean meats and reduced fat cheese sandwiches (use light or reduced fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nut, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip (Ranch, onion, bean, etc.)
- Low-fat muffins (small or mini), granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk and milk products (string cheese, single-serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

**This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices. Not all food and beverage items on this list will necessarily meet district nutrient standards (Attachment A) as items vary in sugar, fat and calorie content from brand to brand. However, all of the items in the list are believed to be consistent with the intent of the wellness policy to promote student health and reduce childhood obesity.*

Attachment C

Fundraising Ideas

- Raffle
- Candles
- Book sale
- Cookbook
- *Car wash
- *Walkathons
- Student artwork
- Stuffed animals
- Stadium pillows
- School photo ID
- Educational games
- Holiday decorations
- Shopping donation programs
- School mascot temporary tattoos
- Faculty and/or student talent show
- Teacher/student sports competition
- Auction of donated goods and services
- Balloon bouquets for special occasions
- Bottled water with the schools own label
- Refillable water bottle with the school logo
- Glow in the dark novelties (popular at dances)
- Greeting cards, especially designed by students
- School calendars with all the important school dates on them
- Party bags for kids' birthday parties filled with non-food novelties
- Sale of flowers and balloons for the family to purchase for student graduates
- School spirit items – tee shirts, sweatshirts, sweatpants, lanyards, pennants, bracelets and caps
- Growing and/or selling flowers and plants for holidays such as Valentine's Day and Mother's Day

*These fundraisers have the added benefit of promoting physical activity for students.

Attachment D

Classroom rewards

- A smile
- Going first
- Verbal praise
- Sit by friends
- Teaching the class
- Helping the teacher
- Enjoy class outdoors
- A field trip for the class
- Choosing a class activity
- Walk with a teacher during lunch
- Eat lunch outdoors with the class
- Eat lunch with a teacher or principal
- Extra credit or class participation points
- Taking care of the class animal for a day
- Have lunch or breakfast in the classroom
- A photo recognition board in a prominent location in the school
- A note from the teacher to the student commending his or her achievement
- A phone call, email, or letter sent home to parents or guardians commending a child's accomplishment
- Recognition of a child's achievement on the school-wide morning announcements or school website
- Ribbon, certificate in recognition of achievement or a sticker with an affirming message (e.g. "Great job")
- Take a trip to the treasure box (filled with: stickers, temporary tattoos, pencils, pens, highlighters, sidewalk chalk, notepads, erasers, bookmarks, etc.)

References

1. Prevalence of Overweight among Children and Adolescents: United States, National Center for Health Statistics. www.cdc.gov/products/pubs/pubd/hestats/overwght99.htm
2. Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265, Sec. 204). <http://thomas.loc.gov/bss>
3. Public Act 094-0199, www.ilga.gov/legislation/publicacts/fulltext.asp?Name=094-0199
4. Illinois School Code, www.ilga.gov/legislation
 - a. Daily Physical Ed Requirements – Section 27-6 of the School Code (105 ILCS 5/27-61)
 - b. Rules for Comprehensive Health Education – (23 Ill. Adm. Code 253) issued pursuant to the Critical Health Problems and Comprehensive Health Education Act (105 ILCS 110).
5. Illinois Learning Standards, Illinois State Board of Education, 1997, www.isbe.state.il.us/ils
6. Nutrition services: An essential component of comprehensive school health programs – Joint Position of the American Dietetic Association, Society for Nutrition Education, and the American School Food Service Association, Journal of Nutrition Education 35:2, 2003.
7. Executive Summary, Shape of the Nation 2001. National Association of Sports and Physical Education (NASPE), 2001, www.aahperd.org/naspe/pdf_files/shape_nation.pdf
8. Dietary Guidelines for Americans 2005, Department of Health and Human Services and Department of Agriculture, 2005, www.health.gov/dietaryguidelines
9. Fit, Healthy and Ready to Learn. National Association of State Boards of Education, 2000.
10. MyPyramid.gov, United States Department of Agriculture, www.mypyramid.gov
11. Minimum School Meal Requirements – section 9(f)(I), 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(I), 1766(a))
12. Minimum School Meal Requirements – subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779)
13. Illinois School Food Service – Ill. Adm. Code Section 305.

Putnam County CUSD #535
Medical Cost Analysis

BlueCross BlueShield															
Current		Renewal		Negotiated 1 Year Rate Guarantee		Negotiated Est. 2 Year Rate Guarantee		Option 1 1 Year Rate Guarantee		Option 1 Est. 2 Year Rate Guarantee		Option 2 1 Year Rate Guarantee		Option 2 Est. 2 Year Rate Guarantee	
MPP9391F								MIBPP0070		MIBPP0070		MIBPP2090		MIBPP2090	
\$657.37		\$707.08		\$638.07		\$657.21		\$661.64		\$681.49		\$641.60		\$660.85	
\$1,496.33		\$1,533.58		\$1,383.90		\$1,425.42		\$1,435.00		\$1,478.05		\$1,391.55		\$1,433.30	
\$1,217.76		\$1,340.72		\$1,209.86		\$1,246.16		\$1,254.54		\$1,292.18		\$1,216.55		\$1,253.05	
\$2,056.70		\$2,167.21		\$1,955.69		\$2,014.36		\$2,027.92		\$2,088.76		\$1,966.50		\$2,025.50	
\$85,963.58		\$92,049.94		\$83,065.86		\$85,557.84		\$86,133.94		\$88,717.96		\$83,525.25		\$86,031.01	
		\$6,086.36		-\$2,897.72		-\$405.74		\$170.36		\$2,754.38		-\$2,438.33		\$67.43	
		7.08%		-3.37%		-0.47%		0.20%		3.20%		-2.84%		0.08%	
In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
\$1,500	\$3,000	\$1,500	\$3,000	\$1,500	\$3,000	\$1,500	\$3,000	\$1,500	\$3,000	\$1,500	\$3,000	\$2,000	\$4,000	\$2,000	\$4,000
\$4,000	\$8,000	\$4,000	\$8,000	\$4,000	\$8,000	\$4,000	\$8,000	\$4,500	\$9,000	\$4,500	\$9,000	\$6,000	\$12,000	\$6,000	\$12,000
80%	60%	80%	60%	80%	60%	80%	60%	80%	60%	80%	60%	80%	60%	80%	60%
\$3,500	\$7,000	\$3,500	\$7,000	\$3,500	\$7,000	\$3,500	\$7,000	\$3,500	\$10,500	\$3,500	\$10,500	\$4,000	\$12,000	\$4,000	\$12,000
\$10,200	\$20,400	\$10,200	\$20,400	\$10,200	\$20,400	\$10,200	\$20,400	\$10,500	\$31,500	\$10,500	\$31,500	\$12,000	\$36,000	\$12,000	\$36,000
\$200 then 80%	\$300 then 60%	\$200 then 80%	\$300 then 60%	\$200 then 80%	\$300 then 60%	\$200 then 80%	\$300 then 60%	80%	\$300 then 60%	80%	\$300 then 60%	80%	\$300 then 60%	80%	\$300 then 60%
\$150 then 80%	\$250 then 60%	\$150 then 80%	\$250 then 60%	\$150 then 80%	\$250 then 60%	\$150 then 80%	\$250 then 60%	80%	60%	80%	60%	80%	60%	80%	60%
\$400 then 80%	\$400 then 80%	\$400 then 80%	\$400 then 80%	\$400 then 80%	\$400 then 80%	\$400 then 80%	\$400 then 80%	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150
\$10	60%	\$10	60%	\$10	60%	\$10	60%	\$30	60%	\$30	60%	\$30	60%	\$30	60%
\$60	60%	\$60	60%	\$60	60%	\$60	60%	\$50	60%	\$50	60%	\$50	60%	\$50	60%
\$1,000	\$3,000	\$1,000	\$3,000	\$1,000	\$3,000	\$1,000	\$3,000								
\$0/\$5		\$0/\$5		\$0/\$5		\$0/\$5		\$0		\$0		\$0/\$10		\$0/\$10	
\$10/\$15		\$10/\$15		\$10/\$15		\$10/\$15		\$15		\$15		\$10/\$20		\$10/\$20	
\$35/\$45		\$35/\$45		\$35/\$45		\$35/\$45		\$30		\$30		\$35/\$55		\$35/\$55	
\$75/\$85		\$75/\$85		\$75/\$85		\$75/\$85		\$50		\$50		\$75/\$95		\$75/\$95	
\$150		\$150		\$150		\$150		\$150		\$150		\$150		\$150	
N/A		N/A		N/A		N/A		N/A		N/A		\$250		\$250	

Quoted rates are subject to change based on final underwriting evaluation, including any changes to the submitted census date, requested benefits, and proposed effective date.
Prepared by: American Central Insurance, 3300 Hedley Rd, Springfield, IL. 62711
Agent: Jeremy Travelstead

As superintendent, I recommend to approve the new two-year Health Insurance Plan presented by Blue Cross Blue Shield:

Rationale

- I have provided the various options presented by Blue Cross Blue Shield. Our current monthly rate is \$85,963.58. The two best options come directly after the initial renewal before negotiating. You will see that the suggested renewal rate would have gone up 7% and be over \$92,000 per month. However, we have two great options with a 1-year rate that shows a 3.37% rate decrease or a 2-year rate guarantee of 0.47% decrease. Anytime we are able to avoid high percentage increases in our health coverage is a win for the Board and Staff. Also, our ancillary coverage (dental, vision, life) provided by Guardian remains a flat rate with zero increase.
- While the 1-year rate decrease does have a bit more of a savings, I believe it is in our best interest to lock in the 2-year rate guarantee. Nobody knows just what health care coverage will look like as this pandemic plays out. We might be able save some dollars for one year but with no guarantee after that our rates could skyrocket.
- Mathematically, the 2-year rate guarantee gives the same great coverage and will still be less each year than we paid this past year.
- My recommendation is to approve the 2-year Health Coverage Plan.

District Goal

Maintain fiscal responsibility while enhancing our services



Lift Bus Lease Quotation

New X Pre-Driven

Prepared For: Putnam County C.U.S.D. #535
Carl Carlson (Superintendent)
400 East Silverspoon Ave.
Granville, IL 61326

Unit Price: **One (1) New 2020 Chevy/Collins 18+1wc Pass School Bus** (Stock Group 19-314)
2 Year Annual Lease Payment:.....**\$15,844** per bus per year
3 Year Annual Lease Payment:.....**\$13,533** per bus per year

Mileage Allowance: 24,000 per year, with a \$0.35 per mile overage charge at lease end

Estimated Delivery: Summer 2020

-
- This quotations is firm for 45 days
 - First Payment due upon delivery
 - Credit cards will not be accepted for payments for new or used bus purchases
 - Stock units are subject to prior sale,
 - Pricing includes a Graphics allowance of up to \$490
 - Includes Delivery, Lettering, State Safety Inspection and Org. License and Title

PLEASE NOTE: Midwest Transit Equipment, Inc. is engaged in the business of buying, selling and servicing buses, not leasing them. It has, however, established a relationship with a respected independent leasing company to offer customers who wish to lease buses a convenient and reasonably-priced means of doing so. Accordingly, if you elect to lease buses the leasing company will purchase the buses from Midwest Transit for lease to you, and Midwest Transit will provide you with all warranty and maintenance services.

Submitted By:

Matt Lawrence 5/13/2020

Regional Sales Manager
Midwest Transit Equipment, inc

As superintendent, I recommend to approve the new two-year lease for one new activity lift bus:

Rationale

- We are currently coming up on the end of our current two-year lease agreement with Midwest Central for our yellow lift activity bus. We have been very pleased with the service and support of Midwest Central since we began leasing the smaller buses. Also, the district moved from having one to two activity buses to help offset overall transportation costs. Many of our activities through FFA, extracurricular activities, and other smaller group needs continue to utilize these vehicles and the monthly rate does offset requesting additional routes from Johannes.
- The district having a lift bus is cost effective as we can transport special needs students to appropriate placement settings. The past few years this bus has been used to transport a student(s) to Hammitt in Bloomington. That student is transitioning to Circuit Breaker this fall so it will have way less miles over the course of the year. Based on this move, we will be able to use this bus for that route and reduce the use of Johannes for that route. Again, this saves the district additional dollars in the area of transportation.
- If we do keep the miles lower than normal, I may look to extend this to a third year. After three years, the bus no longer has a warranty and any expenses would then be on the district.
- I recommend that we approve a new two-year lease agreement and keep the bus fleet in full service under warranty.

District Goal

Maintain fiscal responsibility while enhancing our services

Recommendation to Set Summer Worker Hourly Rates

As Superintendent, I recommend that we set summer worker hourly rates as follows: First Year Summer Workers at \$11.00/hour and Returning Workers at \$13.00/hour.

These are labor intensive jobs with lots of lifting, cleaning, hauling objects, etc. This rate increase will also start the district on the path of having to pay \$15/minimum wage by 2025.

Normally, the summer workers begin once school is out. With the closure and moving to remote learning, we have had workers busy for the past 4-5 weeks. Also, we originally hired ten summer workers. With the extra time provided due to being able to start sooner, we were able to only bring back the returning workers. We are looking at having four full-time and one part-time worker this summer. We also did not hire the summer mowers since we have more time to tackle both the inside and outside needs of the buildings.

District Goal

Maintain fiscal responsibility while enhancing the work being done in the district

Recommendation to Schedule an Alternate HS Graduation Date Separate from the Drive Up Ceremony on May 18th

As superintendent, I recommend that we schedule an alternate HS Graduation date with the hopes of being able to conduct a traditional ceremony. I suggest we schedule the alternate graduation date for Sunday, July 26, 2020 at 2:00 PM. In the event that the pandemic situation has improved for such an event to be held, we will conduct a ceremony for those interested in participating. My other recommendation is that if this event can't be held as scheduled due to State Guidelines, then the event will not take place nor will there be a rescheduled date.

We all feel terrible for the seniors and their families. It is my sincere hope that we can hold the alternate event in July.

District Goal

Improve communication among all stakeholders in the Putnam County School District and communities.



Putnam County Elementary School

***326 S. 5th St.
Hennepin, IL 61327***

***Phone Number 1-815-882-2800
Fax Number 1-815-925-7435***

With the recent retirement announcement from a 4th grade teacher, a vacancy was posted to fill this position for the 2020-21 school year. During the posting period, a current 5th grade teacher, Mrs. Hall, expressed interest in possibly moving to the 4th grade vacancy. I took this request into consideration throughout the interview process to see where current staff and teacher candidates would be a good fit.

After thorough consideration I would like to recommend Ms. Lainie Schweickert to be hired for the 2020-21 school year as a 5th grade teacher.

I conducted an interview via Zoom with Ms. Schweickert in which we discussed her instructional experiences, classroom management skills and strong work ethic. Ms. Schweickert originally sought her degree in Exercise and Movement Science, but decided that her drive and passion was working with kids which led her to go back to school to seek her teaching degree. Ms. Schweickert was raised in Peru and has expressed her excitement about being close to home while working in a small community and school that has a great reputation. I am confident that Ms. Schweickert will be a strong addition to the elementary school as well as the district.

Ms. Schweickert has completed all necessary courses and tests to receive her teaching license from Western Governors University in Utah. She is currently waiting to receive her certificate from the university and will immediately seek her Illinois licensure upon requisition from WGU. I have been in contact with Mr. Chris Dvorak, ROE 35 Superintendent. We previewed her unofficial transcripts and we are confident that this process will be completed this summer. If in the instance Ms. Schweickert's Illinois license is not available by the first day of next school year, she is able to still fulfill the teaching position, however she would be considered a long term substitute.

As superintendent, I recommend to approve the personnel recommendations as listed below:

Retirement

- Debbie Ward is retiring at the end of this school year after 25 years as an educator with 13 of those years in Putnam County. She outlined in her letter the satisfaction and appreciation for working in Putnam County. On behalf of the District, I want to thank Debbie for her dedication and passion for educating our students. We wish her the best in her future plans.
- Chris Walker is retiring at the end of this school year after 32 years as an educator with 19 of those years in Putnam County. He also outlined in his letter much appreciation for his time here and in education. His letter only stated teaching but not coaching. We would look to not rehire him as a softball coach and make the position available to someone in the district that would be interested or qualified. On behalf of the District, I want to thank Chris for his dedication and passion for educating our students. We wish him the best in his future plans.

Hires

- Lainie Schweickert – as a Fifth Grade Classroom teacher starting for the 2020-2021 school year. Josie Hall, was a fifth grade teacher, but is very interested moving internally to the open fourth grade position from Debbie Ward's retirement. These are both solid moves for our school district.

District Goal

Demonstrate increased academic achievement for all students