Board of Education Meeting

Tuesday, June 20, 2023 6:00 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Meeting Call to Order**

1.A. Roll Call

1.B. Appoval of Agenda

2. **Pledge of Allegiance**

3. **Public Open Forum**

3.A. Recognition of Visitors

3.B. Public Comments

4. **Action Reports**

4.A. Consent Agenda

4.A.1) Minutes:
Regular Meeting May 15, 2023
Special Meeting May 15, 2023

4.A.2) Treasurer's Reports

4.A.3) Payment of Bills

4.A.4) Payment of Bills - Northern Kane County Regional Vocational System

4.A.5) Board Policy 7:270

4.A.6) CUSD 301 Personnel Report

4.A.7) NKRVS Personnel Report

4.B. Approve Middle School Track Overnight Trip

4.C. Approve Boys Track Overnight Trip

4.D. Approve Veterinary Affiliation Agreements

4.D.1) Renewal: Dundee Animal Hospital (Elgin)

4.E. Approve Refuse Bid

4.F. Approve Financial Depositories

4.G. Approve Student Activity Fund Treasurer

4.H. Appoint Audit Committee

4.I. Appoint Persons to Prepare Tentative Budget

4.J. Approve Resolution Designating Interest in the Education Fund, Operations and Maintenance Fund, Transportation Fund, and Working Cash Funds

4.K. Approve Resolution Authorizing Payment of Custodial/Maintenance Salaries and Utilities from Operations and Maintenance Fund in Lieu of Education Fund

4.L. Approve Contracts with Public Vendors that Exceed $1000 Net Revenue

5. **Information Items**

5.A. Prairie View Grade School SIP Presentation

5.B. Prairie Knolls Middle School SIP Presentation

5.C. Elementary Handbook Changes

5.D. Middle School Handbook Changes

5.E. High School Handbook Changes

5.F. Athletics and Activities Update

5.G. Faciltities Update

5.H. Northwestern Illinois Association (NIA) Executive Board Ballot

6. **Freedom of Information Act**

6.A. Local Labs - A copy of all records and email correspondence with Lurie Children's Hospital from July 1, 2022 through present

6.B. LRS Waste Management - Information regarding current waste provider and service information

6.C. University of Kentucky - Student directory information

6.D. SmartProcure - Quarterly request for staff information

6.E. Hello College - Student directory information

7. **Executive Session**

7.A. Adjourn to Closed Session to Hear Information Regarding:
The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Student disciplinary cases [5 ILCS 120/2(c)(9)]. Collective negotiating matters between the public body and its employees

or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)].
Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)].

8. **Open Session**

8.A. Adjourn Closed Session to Return to Open Session

8.B. Action Items from Closed Session

9. **Adjourn**

Central Community Unit School District 301
Board of Education Minutes

Where:	Central CUSD #301 District Office	Meeting:	Regular
Date:	May 15, 2023	Time:	6:00 p.m.

Board Members Present		**Administrators Present**	
Afeef, Junaid	Y	Stirn, Todd	Y
Falk, Marc	Y	Mongan, Esther	Y
Hemphill, Dornetria	Y	Pflug, Daina	Y
Nolan, Eric	Y	Ahlstedt, Carrie	N
Pappas, Morgan	Y	Barr, Christine	Y
Vogt, Fred	Y	Birkmeier, Shayne	Y
Gorman, Jeff	Y	Britts-Axen, Cathy	Y
		Buchs, Stephen	Y
		Culpepper, Cambron	N
		Engle, Graydon	N
		Farrington, Sarah	N
		Haug, Matthew	Y
		Jurs, Rebecca	N
		Juske, Ted	Y
		Kim, Karen	N
		Lewis, Kim	Y
		McCastland, Kerri	N
		Minehart, Megan	N
		Newquist, Matt	Y
		Nolan, Sarah	Y
		Paszt, Alex	Y
		Pereda, Edgar	N
		Podgorski, Patrick	Y
		Polowy, Dan	N
		Porto, Pam	N
		Potsic, Mike	Y
		Rodewald, Matt	Y
		Rourke, Melissa	Y
		Testone, Chris	N
		Tobin, Brian	Y

Roll Call — Roll was called at 6:00 p.m.

Present: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
Absent: None

Approve Agenda — Motion by Falk, second by Nolan, to approve the agenda as presented.

Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
Voting no: None
Absent: None

Consent Agenda	Motion by Falk, second by Nolan, to approve the consent agenda as presented. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman Voting no: None Absent: None
Approve FFA Overnight Trip	Motion by Afeef, second by Nolan, to approve the FFA overnight trip to the State FFA Convention scheduled for June 13-15, 2023. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman Voting no: None Absent: None
Approve SkillsUSA Overnight Trip	Motion by Falk, second by Hemphill, to approve the SkillsUSA overnight trip to the national competition scheduled for June 19-24, 2023. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman Voting no: None Absent: None
Approve the Bass Fishing Team Overnight Trip	Motion by Afeef, second by Hemphill, to approve the Bass Fishing team's state competition overnight trip scheduled for May 17-20, 2023. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman Voting no: None Absent: None
Approve the Best Buddies Overnight Trip	Motion by Falk, second by Hemphill, to approve the Best Buddies overnight trip to the leadership conference scheduled for July 21-24, 2023. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman Voting no: None Absent: None
Approve the Girls Track Overnight Trip	Motion by Falk, second by Hemphill, to approve the girls track overnight trip to the state competition scheduled for May 18-20, 2023. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman Voting no: None Absent: None
Approve the Mid-Valley Classroom Use Agreement	Motion by Afeef, second by Hemphill, to approve the classroom use agreement with Mid-Valley Special Education Cooperative for the 2023-2024 school year. Voting yes: Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman Voting no: None Absent: None

Approve the Veterinary Affiliation Agreements	Motion by Nolan, second by Hemphill, to approve the veterinary affiliation agreement renewals for our veterinary assistant students' externship hours.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	None
Approve the Paper Bid	Motion by Afeef, second by Hemphill, to approve the paper bid as presented.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	None
Approve the Fuel Bid	Motion by Nolan, second by Afeef, to approve the fuel bid as presented.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	None
Approve Board Delegate Authority	Motion by Nolan, second by Hemphill, to approve designations for Board Delegate Authority for 2023-2024 grants.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	None
Executive Session	Motion by Afeef, second by Nolan, to adjourn open session and move into executive session at 6:59 p.m.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	None
Open Session	Motion by Afeef, second by Falk, to adjourn executive session and return to open session at 9:04 p.m.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	None
Action Items from Closed Session	Motion by Gorman, second by Afeef, to reduce the suspension of student #1 to six days in school in the student's record and uphold all other aspects of the discipline assigned.	
	Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	None

Action Items from Closed Session — Motion by Nolan, second by Gorman, to uphold the denial of CEA grievance 22/23-02.

Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
Voting no:	None
Absent:	None

Adjourn — Motion by Afeef, second by Hemphill, to adjourn at 9:16 p.m.

Voting yes:	Afeef, Falk, Hemphill, Nolan, Pappas, Vogt, Gorman
Voting no:	None
Absent:	None

BOE Meeting

1. Roll Call

2. Pledge of Allegiance

3. Public Open Forum

3.A Recognition of Visitors – President Gorman and Dr. Stirn welcomed guests and thanked guests attending remotely.

3.B Public Comments – There were no public comments.

3.C Athletics and Activities Recognition - Assistant Principal Podgorski congratulated students who recently competed in a musical competition as well as SkillsUSA students who attended the state competition and will be traveling to the national competition. Activities and Athletics Director Juske recognized bass fishing students who will be attending the state competition and the girls track team who will participate in the state competition. Additionally, Mr. Juske provided an update on upcoming sectional competitions for various sports.

3.D Recognition of Board Service - Superintendent Stirn recognized outgoing Board members Mitch Penar and Laura Rabe, thanking them for their service to the District.

4. Action Items

4.A Consent Agenda– Business Manager Pflug reviewed the revenues and expenditures. The district received $97,222.19 in impact fees for 13 home starts for April, but there were no transition fees. We anticipate impact fees to be under budget approximately $350,000 and transition fees to be approximately $40,000 under budget for FY23. The bills payable are normal for May for both Central and Northern Kane.

4.B Approve FFA Overnight Trip – The Central FFA chapter will travel to the state FFA convention in Springfield, IL June 13-15, 2023.

4.C Approve SkillsUSA National Competition Overnight Trip – Assistant Principal Podgorski and two students will travel to Atlanta, GA for the national SkillsUSA competition June 19-24, 2023.

4.D Approve Bass Fishing Overnight Trip – Central's bass fishing team will travel downstate for the IHSA state fishing finals May 17-20, 2023.

4.E Approve Best Buddies Overnight Trip – Central's Best Buddies President and Vice-President will travel to Indiana University for the leadership conference July 21-24, 2023.

4.F Approve Girls Track State Competition Overnight Trip - Students from the girls track team will compete at the IHSA state track and field competition at Eastern Illinois University May 18-20, 2023.

4.G Approve Mid-Valley Special Education Cooperative Classroom Use Agreement - Dr. Stirn shared that we will be adding one classroom for Mid-Valley use at Prairie View Grade School for the 2023-2024 school year, for a total of four classrooms.

4.H Approve Veterinary Affiliation Agreements - The Board renewed twenty-two agreements with local veterinary sites for the 2023-2024 school year which will provide externship hours for students in the veterinary assistant program.

4.I Approve the Paper Bid - Business Manager Pflug recommended that we accept the bid from Midland Paper, who we have used in the past. Costs have gone down slightly since last year and we were able to distribute colored paper on hand to reduce the amount of paper purchased for next year.

4.J Approve the Fuel Bid - Business Manager Pflug recommended that we accept the bid from Feece Oil Company who has been a reliable provider in the past.

4.K Approve Board Delegate Authority - Business Manager Pflug recommended that we approve Graydon Engle as Board Delegate Authority for Central 301 grants per the Illinois Grant Accountability and Transparency Act.

5. Information Items

5.A Enrollment Report – We are currently up 137 students from last year at this time.

5.B Howard B. Thomas SIP Presentation – Principal Lewis and Assistant Principal Rourke presented information regarding the HBT's school improvement plan, including a focus on attendance, behavior, and achievement.

5.C Central Middle School SIP Presentation – Interim Principal Britts-Axen and Assistant Principal Paszt shared a video presentation and a student gave a speech to provide an overview of the school year.

5.D Referendum Update – Deputy Superintendent Mongan shared that we are forming a steering committee to work on plans for a new high school building in preparation for a 2024 referendum.

6. Freedom of Information Act

6.A Local Labs – We received a FOIA requesting the District's current and previous mission statements. We requested verification of a named representative but have not received a response.

6.B Data Research Partners - We received a FOIA requesting a listing of all District employees' names, email addresses, position and campus location. We were able to comply with this request in part.

6.C Laurie McDevitt - We received a FOIA requesting the number of students with IEPs or 504 plans who qualified to buy a parking pass and bought a parking pass for SY20, SY21, SY22, SY23 and

the percentage of the total population of juniors and seniors that have an IEP or 504 for these years. We were able to comply with this request.

7. Executive Session
   7.A Adjourn to Closed Session

8. Open Session
   8.A Adjourn Closed Session to Return to Open Session

   8.B Action Items from Closed Session
      8.B.1 The Board approved reducing the suspension of student #1 to six days in school in the student's record and upholding all other aspects of the discipline assigned.

      8.B.2 The Board approved upholding the denial of CEA grievance 22/23-02.

9. Adjourn

Next Meeting – June 20, 2023

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Jeff Gorman - Board President Marc Falk - Board Secretary

Central Community Unit School District 301
Board of Education Special Meeting Minutes

Where:	Central CUSD #301 District Office	Meeting:	Special
Date:	May 15, 2023	Time:	5:30 p.m.

Board Members Present		**Administrators Present**	
Afeef, Junaid	Y	Stirn, Todd	Y
Falk, Marc	Y	Mongan, Esther	Y
Hemphill, Dornetria	N	Pflug, Daina	Y
Nolan, Eric	Y	Ahlstedt, Carrie	N
Pappas, Morgan	Y	Barr, Christine	N
Penar, Mitch	N	Birkmeier, Shayne	Y
Rabe, Laura	Y	Britts-Axen, Cathy	Y
Vogt, Fred	Y	Buchs, Stephen	Y
Gorman, Jeff	Y	Culpepper, Cambron	N
		Engle, Graydon	N
		Farrington, Sarah	N
		Haug, Matthew	Y
		Jurs, Rebecca	N
		Juske, Ted	N
		Kim, Karen	N
		Lewis, Kim	Y
		McCastland, Kerri	N
		Minehart, Megan	N
		Newquist, Matt	Y
		Nolan, Sarah	Y
		Paszt, Alex	N
		Pereda, Edgar	N
		Podgorski, Patrick	N
		Polowy, Dan	N
		Porto, Pam	N
		Potsic, Mike	Y
		Rodewald, Matt	Y
		Rourke, Melissa	N
		Testone, Chris	N
		Tobin, Brian	Y

Roll Call — Roll was called at 5:32 p.m.

Present: Afeef, Falk, Nolan, Rabe, Gorman
Absent: Hemphill, Penar

Approve Agenda — Motion by Falk, second by Nolan, to approve the agenda as presented.

Voting yes: Afeef, Falk, Nolan, Rabe, Gorman
Voting no: None
Absent: Hemphill, Penar

President Pro Tem	Motion by Falk, second by Nolan, to name Gorman President Pro Tem.	
	Voting yes:	Afeef, Falk, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	Hemphill
Board President	Falk nominated Gorman for Board President. There were no other nominations. Gorman was elected by acclamation.	
Board Vice-President	Gorman nominated Nolan for Board Vice-President. There were no other nominations. Nolan was elected by acclamation.	
Board Secretary	Gorman nominated Falk for Board Secretary. There were no other nominations. Falk was elected by acclamation.	
Approve 2023-2024 Board Meeting Calendar	Motion by Falk, second by Nolan, to approve the 2023-2024 Board Meeting calendar.	
	Voting yes:	Afeef, Falk, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	Hemphill
Adjourn	Motion by Falk, second by Nolan, to adjourn at 5:42 p.m.	
	Voting yes:	Afeef, Falk, Nolan, Pappas, Vogt, Gorman
	Voting no:	None
	Absent:	Hemphill

BOE Meeting

1. Roll Call

2. Pledge of Allegiance

3. Public Comment - CEA President thanked outgoing Board members for their service and welcomed new Board members.

4. Information Items
   - 4.A <u>Abstract of Votes for the April 4, 2023 Election for Members of the Central 301 Board of Education</u> – Superintendent Stirn reviewed the official canvass of votes.

5. Action Items
   - 5.A <u>Oath of Office for Newly Elected Board Members</u> – Newly elected Board members recited the oath of office and took their seats on the Board.
   - 5.B <u>Organizational Meeting of the New Board</u> – Gorman was named President Pro Tem. Gorman was elected Board President by acclamation. Nolan was elected Board Vice-President by acclamation. Falk was elected Board Secretary by acclamation.
   - 5.C <u>Approve 2023-2024 Board of Education Meeting Calendar</u> – The Board approved the meeting calendar for the 2023-2024 school year.

6. Adjourn

Next Meeting – June 20, 2023

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Jeff Gorman - Board President Marc Falk - Board Secretary

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Board Financial Report

- The Revenue and Expenditure Summary Reports are included in your Board Packet. Revenues are currently at 52.41% compared to 52.28% a year ago. Expenditures are at 70.69% as compared to 66.48% a year ago.

- The district received impact fees for $134,362.45 for 17 home starts for May. There were no transition fees received this month.

- The bills payable reports are normal for the month of June. There is a large volume of invoices as schools are wrapping up the fiscal year and preparing for the next school year. This month also includes bond interest payments $462,600, chrome books/monitors $802,877 and final construction bills for new the transportation and maintenance building of $343,685.

- Central 301 was awarded the FY2023 Digital Equity Formula Grant funded through ESSER Federal Funding in the amount of $1,584,000. This grant is to assist schools in closing the digital divide (1:1) and enable digital-age teaching and learning. Since we have been 1:1 for several years, we are only allowed to use the funds for certain technology infrastructure items. We will use these funds to update firewalls and purchase additional network switches and wireless access points to improve connectivity for staff and students.

Impact Fee Analysis

Date	City/Village	Amount	Houses	Transition Fees	Fund	YTD	YTD
FY23		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/11/2022	City of Elgin (June)	155,657.58	23	7,210.00	Debt Svc		
8/8/2022	City of Elgin (July)	215,312.61	25	0.00	Debt Svc		
9/12/2022	City of Elgin (Aug)	102,314.19	14	7,210.00	Debt Svc		
10/7/2022	City of Elgin (Sept)	116,694.00	15	0.00	Debt Svc/Cap Proj		
11/17/2022	City of Elgin (Oct)	50,046.00	9	0.00	Capital Projects		
12/20/2022	City of Elgin (Nov)	49,555.31	8	0.00	Capital Projects		
1/10/2022	City of Elgin (Dec)	35,062.12	5	0.00	Capital Projects		
2/10/2023	City of Elgin (Jan)	68,098.46	10	0.00	Capital Projects		
3/7/2023	City of Elgin (Feb)	36,518.05	6	0.00	Capital Projects		
4/7/2023	City of Elgin (Mar)	42,443.76	8	0.00	Capital Projects		
5/8/2023	City of Elgin (Apr)	97,222.19	13	0.00	Capital Projects		
6/12/2023	City of Elgin (May)	134,362.45	17	0.00	Capital Projects	1,103,286.72	153
Total FY23		**$ 1,103,286.72**	**153**	**$ 14,420.00**			
	Budget FY23-Cap Proj	900,000.00		55,000.00			
	Budget FY23-Debt Svc	515,800.00					
FY22		(Capital Projects/Debt Svc fund)		(Ed fund)			
7/13/2021	City of Elgin (June)	142,895.33	22	29,425.04	Debt Svc		
8/16/2021	City of Elgin (July)	72,627.88	14	0.00	Debt Svc		
10/5/2021	City of Elgin (Aug)	185,073.87	32	0.00	Debt Svc		
11/2/2021	City of Elgin (Sept)	56,813.62	10	4,190.04	Debt Svc		
11/8/2021	City of Elgin (Oct)	113,970.16	16	0.00	Debt Svc/Cap Proj		
12/6/2021	Kane County	3,454.40	2	0.00	Land Cash/Cap Proj		
12/13/2021	City of Elgin (Nov)	138,752.49	22	2,095.02	Capital Projects		
1/10/2022	City of Elgin (Dec)	121,286.29	15	0.00	Capital Projects		
2/8/2022	City of Elgin (Jan)	36,526.53	5	9,305.02	Capital Projects		
3/7/2022	City of Elgin (Feb)	106,896.38	18	9,305.02	Capital Projects		
4/12/2022	City of Elgin (Mar)	291,910.58	37	0.00	Capital Projects		
5/11/2022	City of Elgin (Apr)	271,003.52	30	0.00	Capital Projects		
6/17/2022	City of Elgin (May)	163,200.44	19	0.00	Capital Projects	1,704,411.49	242
Total FY22		**$ 1,704,411.49**	**242**	**$ 54,320.14**			
	Budget FY22-Cap Proj	478,000.00		140,000.00			
	Budget FY22-Debt Svc	522,000.00					
FY21		(Capital Projects/Debt Svc fund)		(Ed fund)			
6/29/2020	City of Elgin (May)	54,190.09	8	10,815.00	Debt Svc		
8/17/2020	City of Elgin (June)	123,782.79	26	18,610.04	Debt Svc		
8/17/2020	City of Elgin (July)	125,785.42	21	19,195.08	Debt Svc		
9/14/2020	City of Elgin (Aug)	97,690.96	15	6,285.06	Debt Svc		
10/3/2020	City of Elgin (Sept)	114,824.67	24	16,515.02	Debt Svc		
11/6/2020	City of Elgin (Oct)	191,750.53	28	20,120.02	Debt Svc/Cap Proj		
12/11/2020	City of Elgin (Nov)	109,137.36	15	9,305.02	Capital Projects		
1/11/2021	City of Elgin (Dec)	70,362.23	12	16,515.02	Capital Projects		
2/17/2021	City of Elgin (Jan)	113,563.63	17	14,420.00	Capital Projects		
3/15/2021	City of Elgin (Feb)	86,472.83	12	5,700.02	Capital Projects		
4/13/2021	City of Elgin (Mar)	184,600.64	38	18,610.04	Capital Projects		
5/10/2021	City of Elgin (Apr)	76,971.88	13	28,840.00	Capital Projects		
6/15/2021	City of Elgin (May)	118,463.45	18	18,025.00	Capital Projects	1,467,596.48	247
Total FY21		**$ 1,467,596.48**	**247**	**$ 202,955.32**			
	Budget FY21-Cap Proj	150,000.00		80,000.00			
	Budget FY21-Debt Svc	525,000.00					

Central Community Unit School Dist. 301
Revenue Summary Report
May 2023

	2022-23 Original Budget	% of Fund	May MTD	2022-23 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	40,126,854.00	55.53%	2,005,868.44	22,760,106.79	17,366,747.21	56.72%
Total State Revenue	29,598,274.00	40.96%	10,436.16	8,478,992.70	21,119,281.30	28.65%
Total Federal Revenue	2,539,437.00	3.51%	240,639.44	2,695,381.01	(155,944.01)	106.14%
Total Education Fund	**72,264,565.00**	**100.00%**	**2,256,944.04**	**33,934,480.50**	**38,330,084.50**	**46.96%**
20-O&M Fund						
Total Local Revenue	6,619,606.00	83.79%	374,487.23	3,818,483.56	2,801,122.44	57.68%
Total State Revenue	50,000.00	0.63%	824,230.00	874,230.00	(824,230.00)	1748.46%
Total Federal Revenue	1,230,384.00	15.57%	-	1,231,383.85	(999.85)	100.08%
Total O&M Fund	**7,899,990.00**	**100.00%**	**1,198,717.23**	**5,924,097.41**	**1,975,892.59**	**74.99%**
30-Debt Service Fund						
Total Local Revenue	8,945,925.00	100.00%	326,324.73	4,967,527.19	3,978,397.81	55.53%
Total Debt Service Fund	**8,945,925.00**	**100.00%**	**326,324.73**	**4,967,527.19**	**3,978,397.81**	**55.53%**
40-Transportation Fund						
Total Local Revenue	2,698,256.00	48.82%	121,224.09	1,608,175.76	1,090,080.24	59.60%
Total State Revenue	2,828,900.00	51.18%	-	2,854,391.03	(25,491.03)	100.90%
Total Transportation Fund	**5,527,156.00**	**100.00%**	**121,224.09**	**4,462,566.79**	**1,064,589.21**	**80.74%**
50-IMRF/SS Fund						
Total Local Revenue	1,918,086.00	100.00%	74,023.51	1,184,920.26	733,165.74	61.78%
Total IMRF/SS Fund	**1,918,086.00**	**100.00%**	**74,023.51**	**1,184,920.26**	**733,165.74**	**61.78%**
60-Capital Projects Fund						
Total Local Revenue	920,000.00	100.00%	110,529.45	552,027.08	367,972.92	60.00%
Total Capital Projects Fund	**920,000.00**	**100.00%**	**110,529.45**	**552,027.08**	**367,972.92**	**60.00%**
70-Working Cash Fund						
Total Local Revenue	99,090.00	100.00%	13,766.03	119,052.11	(19,962.11)	120.15%
Total Working Cash Fund	**99,090.00**	**100.00%**	**13,766.03**	**119,052.11**	**(19,962.11)**	**120.15%**
80-Tort Fund						
Total Local Revenue	883,598.00	100.00%	36,545.51	460,202.64	423,395.36	52.08%
Total Tort Fund	**883,598.00**	**100.00%**	**36,545.51**	**460,202.64**	**423,395.36**	**52.08%**
Revenue-All Funds						
1000 Total Local Revenue	62,211,415.00	63.19%	3,062,768.99	35,470,495.39	26,740,919.61	57.02%
3000 Total State Revenue	32,477,174.00	32.99%	834,666.16	12,207,613.73	20,269,560.27	37.59%
4000 Total Federal Revenue	3,769,821.00	3.83%	240,639.44	3,926,764.86	(156,943.86)	104.16%
Total Revenue-All Funds	**98,458,410.00**	**100.00%**	**4,138,074.59**	**51,604,873.98**	**46,853,536.02**	**52.41%**

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May 2023

Account Number	Description	2022-23 Original Budget	May MTD	2022-23 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	30,490,856.00	1,172,042.98	15,443,589.41	15,047,266.59	50.65%
10R000 1140 0000	SPECIAL ED TAXES	6,340,098.00	245,984.70	3,200,189.75	3,139,908.25	50.48%
10R001 1510 0000	INTEREST	210,100.00	55,892.74	637,610.29	(427,510.29)	303.48%
10R002 1611 0000	LUNCH, STUDENTS	558,000.00	122,902.36	1,121,096.24	(563,096.24)	200.91%
10R002 1620 0000	LUNCH, ADULTS	3,700.00	-	-	3,700.00	0.00%
10R000 1711 0000	ATHLETIC ADMISSION	50,000.00	809.00	54,499.52	(4,499.52)	109.00%
10R000 1720 0000	ATHLETIC PART FEE	175,000.00	760.00	145,335.00	29,665.00	83.05%
10R002 1720 0000	OTHER FEES	270,100.00	42,473.20	296,459.07	(26,359.07)	109.76%
10R000 1799 0000	ACTIVITY ACCOUNTS REVENUE	429,000.00	176,959.56	504,064.63	(75,064.63)	117.50%
10R000 1811 0000	TEXTBOOK INCOME	775,000.00	121,777.88	818,510.06	(43,510.06)	105.61%
10R000 1830 0000	TECHNOLOGY FEES	425,000.00	55,755.85	327,689.88	97,310.12	77.10%
10R000 1930 0000	TRANSITION FEES	55,000.00	-	14,420.00	40,580.00	26.22%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND	100,000.00	686.67	2,095.67	97,904.33	2.10%
10R000 1970 0000	DRIVERS ED B-T-W	50,000.00	10,573.50	59,770.00	(9,770.00)	119.54%
10R002 1991 0000	CAREER PATHWAYS	145,000.00	-	61,500.00	83,500.00	42.41%
10R000 1999 0000	OTHER LOCAL REVENUES	50,000.00	(750.00)	73,277.27	(23,277.27)	146.55%
Total Local Revenue		**40,126,854.00**	**2,005,868.44**	**22,760,106.79**	**17,366,747.21**	**56.72%**
10R000 3001 0000	EVIDENCE-BASE FUNDING	9,066,540.00	-	7,420,678.55	1,645,861.45	81.85%
10R001 3001 0000	EVIDENCE-BASE FUNDING-MV COOP	225,000.00	-	191,195.91	33,804.09	84.98%
10R002 3001 0000	EVIDENCE BASED FUNDING-ALOP	78,000.00	7,436.16	80,250.37	(2,250.37)	0.00%
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	425,000.00	-	635,549.77	(210,549.77)	149.54%
10R000 3120 0000	SPECIAL ED - ORPHANAGE	2,000.00	-	-	2,000.00	0.00%
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	98,849.00	-	86,223.75	12,625.25	87.23%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	1,970.00	-	2,452.00	(482.00)	124.47%
10R002 3235 0000	CTE FFA 3 CIRCLES GRANT	23,615.00	3,000.00	24,744.00	(1,129.00)	104.78%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	20,000.00	-	814.42	19,185.58	4.07%
10R000 3370 0000	DRIVER ED	48,000.00	-	37,083.93	10,916.07	77.26%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	19,600,000.00	-	-	19,600,000.00	0.00%
10R000 3999 0000	OTHER STATE REVENUE	5,000.00	-	-	5,000.00	0.00%
10R001 3999 0000	LIBRARY GRANT	4,300.00	-	-	4,300.00	0.00%
Total State Revenue		**29,598,274.00**	**10,436.16**	**8,478,992.70**	**21,119,281.30**	**28.65%**
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	260,000.00	49,625.07	547,867.11	(287,867.11)	0.00%
10R000 4300 0000	TITLE I LOW INCOME	290,000.00	53,488.00	150,287.00	139,713.00	51.82%
10R000 4400 0000	TITLE IV-A SSAE GRANT	16,100.00	-	11,911.00	4,189.00	73.98%
10R000 4600 0000	IDEA PRESCHOOL	7,180.00	44.00	567.00	6,613.00	7.90%
10R000 4620 0000	IDEA FLOW THROUGH	790,620.00	48,558.00	683,539.00	107,081.00	86.46%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	140,000.00	87,530.37	375,595.10	(235,595.10)	268.28%
10R000 4745 0000	CARL PERKINS	15,744.00	-	18,792.95	(3,048.95)	119.37%
10R000 4905 0000	TITLE III IEP GRANT	1,200.00	-	1,988.00	(788.00)	165.67%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	35,235.00	-	36,100.00	(865.00)	102.45%
10R000 4932 0000	TITLE II-TEACHER QUALITY	42,912.00	830.00	31,330.00	11,582.00	73.01%
10R000 4991 0000	MEDICAID MATCHING-ADMIN OUTREACH	110,000.00	-	58,070.18	51,929.82	52.79%
10R000 4992 0000	MEDICAID MATCHING-FEE FOR SVC	190,000.00	-	290,930.52	(100,930.52)	153.12%
10R003 4998 0000	ESSER III GRANT (ARP)	439,166.00	188.00	280,870.15	158,295.85	63.96%
10R004 4998 0000	ARP IDEA FLOW-THROUGH	181,814.00	376.00	191,666.00	(9,852.00)	0.00%
10R005 4998 0000	ARP IDEA PRESCHOOL	19,466.00	-	15,867.00	3,599.00	0.00%
Total Federal Revenue		**2,539,437.00**	**240,639.44**	**2,695,381.01**	**(155,944.01)**	**106.14%**
Total Education Fund		**72,264,565.00**	**2,256,944.04**	**33,934,480.50**	**38,330,084.50**	**46.96%**
20R000 1111 0000	TAXES	6,070,624.00	235,492.68	3,065,869.07	3,004,754.93	50.50%
20R000 1230 0000	CORP PERSONAL PROPERTY TAX	369,932.00	89,045.66	368,014.37	1,917.63	99.48%
20R001 1510 0000	INTEREST	70,050.00	32,390.99	270,258.93	(200,208.93)	385.81%
20R001 1720 0000	PARKING FEES	34,000.00	-	33,150.00	850.00	97.50%
20R000 1910 0000	RENTALS	40,000.00	17,267.50	48,434.00	(8,434.00)	121.09%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	5,000.00	-	1,215.42	3,784.58	24.31%
20R000 1999 0000	OTHER REVENUE	30,000.00	290.40	31,541.77	(1,541.77)	105.14%
Total Local Revenue		**6,619,606.00**	**374,487.23**	**3,818,483.56**	**2,801,122.44**	**57.68%**
20R000 3001 0000	EVIDENCE-BASE FUNDING	-	824,230.00	824,230.00	(824,230.00)	0.00%
20R000 3925 0000	SCHOOL MAINTENANCE GRANT	50,000.00	-	50,000.00	-	0.00%
Total State Revenue		**50,000.00**	**824,230.00**	**874,230.00**	**(824,230.00)**	**1748.46%**
20R002 4998 0000	ESSER II GRANT (CRRSA)	112,760.00	-	112,759.00	1.00	100.00%
20R003 4998 0000	ESSER III GRANT (ARP)	1,117,624.00	-	1,118,624.85	(1,000.85)	100.09%
Total Federal Revenue		**1,230,384.00**	**-**	**1,231,383.85**	**(999.85)**	**100.08%**

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Revenue Detail Report
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Account Number	Description	2022-23 Original Budget	May MTD	2022-23 FYTD	Remaining Budget	FYTD Percent
Total O&M Fund		**7,899,990.00**	**1,198,717.23**	**5,924,097.41**	**1,975,892.59**	**74.99%**
30R000 1112 0000	TAXES	8,395,075.00	321,833.79	4,362,880.82	4,032,194.18	51.97%
30R001 1510 0000	INTEREST	35,050.00	4,490.94	88,846.37	(53,796.37)	253.48%
30R000 1930 0000	IMPACT FEES	515,800.00	-	515,800.00	-	100.00%
Total Local Revenue		**8,945,925.00**	**326,324.73**	**4,967,527.19**	**3,978,397.81**	**55.53%**
Total Debt Service Fund		**8,945,925.00**	**326,324.73**	**4,967,527.19**	**3,978,397.81**	**55.53%**
40R000 1113 0000	TAXES	2,640,736.00	101,287.68	1,433,293.67	1,207,442.33	54.28%
40R000 1415 0000	FIELD TRIP FEES	500.00	-	375.00	125.00	75.00%
40R001 1510 0000	INTEREST	30,020.00	19,911.41	155,041.59	(125,021.59)	516.46%
40R000 1950 0000	PRIOR YEAR REFUND	17,000.00	-	16,853.00	147.00	99.14%
40R000 1999 0000	OTHER REVENUE	10,000.00	25.00	2,612.50	7,387.50	26.13%
Total Local Revenue		**2,698,256.00**	**121,224.09**	**1,608,175.76**	**1,090,080.24**	**59.60%**
40R000 3500 0000	STATE AID, REGULAR	1,510,500.00	-	1,584,246.86	(73,746.86)	104.88%
40R000 3510 0000	STATE AID, SPECIAL ED	1,318,400.00	-	1,270,144.17	48,255.83	96.34%
Total State Revenue		**2,828,900.00**	**-**	**2,854,391.03**	**(25,491.03)**	**100.90%**
Total Transportation Fund		**5,527,156.00**	**121,224.09**	**4,462,566.79**	**1,064,589.21**	**80.74%**
50R000 1114 0000	IMRF TAXES	916,538.00	33,460.20	513,939.84	402,598.16	56.07%
50R000 1151 0000	SOC SEC/MEDICARE TAXES	916,538.00	33,460.20	513,939.84	402,598.16	56.07%
50R000 1230 0000	CORP PERSONAL PROPERTY TAX	64,000.00	-	88,192.97	(24,192.97)	137.80%
50R001 1510 0000	INTEREST	21,010.00	7,103.11	68,847.61	(47,837.61)	327.69%
Total Local Revenue		**1,918,086.00**	**74,023.51**	**1,184,920.26**	**733,165.74**	**61.78%**
Total IMRF/SS Fund		**1,918,086.00**	**74,023.51**	**1,184,920.26**	**733,165.74**	**61.78%**
60R001 1510 0000	INTEREST	20,000.00	13,307.26	98,902.81	(78,902.81)	494.51%
60R000 1930 0000	IMPACT FEES	900,000.00	97,222.19	453,124.27	446,875.73	50.35%
Total Local Revenue		**920,000.00**	**110,529.45**	**552,027.08**	**367,972.92**	**60.00%**
Total Capital Projects Fund		**920,000.00**	**110,529.45**	**552,027.08**	**367,972.92**	**60.00%**
70R000 1115 0000	TAXES	84,080.00	3,364.33	43,804.58	40,275.42	52.10%
70R001 1510 0000	INTEREST	15,010.00	10,401.70	75,247.53	(60,237.53)	501.32%
Total Local Revenue		**99,090.00**	**13,766.03**	**119,052.11**	**(19,962.11)**	**120.15%**
Total Working Cash Fund		**99,090.00**	**13,766.03**	**119,052.11**	**(19,962.11)**	**120.15%**
80R000 1120 0000	TAXES	840,798.00	33,460.20	437,809.09	402,988.91	52.07%
80R001 1510 0000	INTEREST	2,800.00	3,085.31	22,393.55	(19,593.55)	799.77%
80R000 1999 0000	REFUND PRIOR YEAR EXPENDITURES	40,000.00	-	-	40,000.00	0.00%
Total Local Revenue		**883,598.00**	**36,545.51**	**460,202.64**	**423,395.36**	**52.08%**
Total Tort Fund		**883,598.00**	**36,545.51**	**460,202.64**	**423,395.36**	**52.08%**
	Revenue-All Funds					
1000	Total Local Revenue	62,211,415.00	3,062,768.99	35,470,495.39	26,740,919.61	57.02%
3000	Total State Revenue	32,477,174.00	834,666.16	12,207,613.73	20,269,560.27	37.59%
4000	Total Federal Revenue	3,769,821.00	240,639.44	3,926,764.86	(156,943.86)	104.16%
	Total Revenue-All Funds	**98,458,410.00**	**4,138,074.59**	**51,604,873.98**	**46,853,536.02**	**52.41%**

Central Community Unit School Dist. 301
Expenditure Summary by Fund Report
May 2023

	2022-23 Original Budget	% of Fund	May MTD	2022-23 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	32,163,472.00	44.52%	2,592,411.55	28,103,742.06	-	4,059,729.94	87.38%
2000 Benefits	8,809,859.00	12.19%	703,290.34	8,160,219.58	10,500.00	639,139.42	92.75%
3000 Purchased Services	3,432,182.00	4.75%	458,334.21	2,429,168.18	340,320.25	662,693.57	80.69%
4000 Supplies	3,056,061.00	4.23%	159,606.98	1,825,793.86	1,043,644.65	186,622.49	93.89%
5000 Capital Outlay	255,596.00	0.35%	7,066.16	31,483.16	-	224,112.84	12.32%
6000 Other/Dues/Fees	24,341,774.00	33.69%	374,809.04	3,902,463.78	56,741.98	20,382,568.24	16.27%
7000 Non-Capital Equipment	191,193.00	0.26%	28,336.57	222,476.05	321,602.60	(352,885.65)	284.57%
Total Education Fund	**72,250,137.00**	**100.00%**	**4,323,854.85**	**44,675,346.67**	**1,772,809.48**	**25,801,980.85**	**64.29%**
20-O&M							
1000 Salaries	2,205,890.00	27.65%	170,704.39	1,864,868.03	-	341,021.97	84.54%
2000 Benefits	572,390.00	7.17%	44,109.43	499,575.17	-	72,814.83	87.28%
3000 Purchased Services	1,258,500.00	15.78%	46,928.61	1,154,394.71	83,195.77	20,909.52	98.34%
4000 Supplies	1,664,000.00	20.86%	196,433.17	1,237,855.80	19,149.88	406,994.32	75.54%
5000 Capital Outlay	2,149,857.00	26.95%	301,767.81	2,151,275.97	195,687.74	(197,106.71)	109.17%
6000 Other/Dues/Fees	2,000.00	0.03%	935.00	2,989.56	-	(989.56)	149.48%
7000 Non-Capital Equipment	125,000.00	1.57%	10,410.82	228,025.79	8,965.87	(111,991.66)	189.59%
Total O&M	**7,977,637.00**	**100.00%**	**771,289.23**	**7,138,985.03**	**306,999.26**	**531,652.71**	**93.34%**
30-Debt Service							
3000 Purchased Services	3,000.00	0.03%	-	2,380.00	-	620.00	79.33%
6000 Other/Bonds	8,785,976.00	99.97%	-	8,323,375.00	462,600.00	1.00	100.00%
Total Debt Service	**8,788,976.00**	**100.00%**	**-**	**8,325,755.00**	**462,600.00**	**621.00**	**99.99%**
40-Transportation							
1000 Salaries	2,405,730.00	45.35%	204,985.40	2,121,142.45	-	284,587.55	88.17%
2000 Benefits	130,160.00	2.45%	11,137.47	124,474.03	-	5,685.97	95.63%
3000 Purchased Services	1,714,000.00	32.31%	46,773.74	1,941,530.22	10,816.24	(238,346.46)	113.91%
4000 Supplies	720,400.00	13.58%	48,201.70	405,361.17	28,885.76	286,153.07	60.28%
5000 Capital Outlay	60,000.00	1.13%	-	-	-	60,000.00	0.00%
6000 Other/Dues/Fees	215,000.00	4.05%	160.00	8,890.20	1,281.00	204,828.80	4.73%
7000 Non-Capital Equipment	60,000.00	1.13%	-	1,660.00	-	58,340.00	2.77%
Total Transportation	**5,305,290.00**	**100.00%**	**311,258.31**	**4,603,058.07**	**40,983.00**	**661,248.93**	**87.54%**
50-IMRF/SS							
2000 Benefits	1,976,776.00	100.00%	146,479.01	1,618,726.12	-	358,049.88	81.89%
Total IMRF/SS	**1,976,776.00**	**100.00%**	**146,479.01**	**1,618,726.12**	**-**	**358,049.88**	**81.89%**
60-Capital Projects							
5000 Capital Outlay	900,000.00	100.00%	-	315,774.46	-	584,225.54	35.09%
Total Capital Projects	**900,000.00**	**100.00%**	**-**	**315,774.46**	**-**	**584,225.54**	**35.09%**
70-Working Cash							
6000 Transfers	-		-	-	-	-	0.00%
Total Working Cash	**-**	**0.00%**	**-**	**-**	**-**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	993,000.00	100.00%	8,926.61	152,494.62	-	840,505.38	15.36%
Total Tort	**993,000.00**	**100.00%**	**8,926.61**	**152,494.62**	**-**	**840,505.38**	**15.36%**
Total Expenditures	**98,191,816.00**		**5,561,808.01**	**66,830,139.97**	**2,583,391.74**	**28,778,284.29**	**70.69%**
Expenditures Across All Funds							
1000 Salaries	36,775,092.00	37.45%	2,968,101.34	32,089,752.54	-	4,685,339.46	87.26%
2000 Benefits	11,489,185.00	11.70%	905,016.25	10,402,994.90	10,500.00	1,075,690.10	90.64%
3000 Purchased Services	7,400,682.00	7.54%	560,963.17	5,679,967.73	434,332.26	1,286,382.01	82.62%
4000 Supplies	5,440,461.00	5.54%	404,241.85	3,469,010.83	1,091,680.29	879,769.88	83.83%
5000 Capital Outlay	3,365,453.00	3.43%	308,833.97	2,498,533.59	195,687.74	671,231.67	80.06%
6000 Other/Dues/Fees/Bonds	33,344,750.00	33.96%	375,904.04	12,237,718.54	520,622.98	20,586,408.48	38.26%
7000 Non-Capital Equipment	376,193.00	0.38%	38,747.39	452,161.84	330,568.47	(406,537.31)	208.07%
Total Expenditures Across all Funds	**98,191,816.00**	**100.00%**	**5,561,808.01**	**66,830,139.97**	**2,583,391.74**	**28,778,284.29**	**70.69%**

FD	Description	May 2022-23 Beginning Balance	May 2022-23 Deposits	May 2022-23 Withdrawals	May 2022-23 Monthly Activity	Ending Balance
10	IMPREST-DISTRICT	1,552.34	12,955.00	11,786.15	1,168.85	2,721.19
10	IMPREST-CHS	2,718.49	9,500.00	9,928.09	-428.09	2,290.40
10	CASH IN BANK-EDUCATION	4,520,481.37	3,884,482.69	4,370,532.68	-486,049.99	4,034,431.38
10	CASH IN BANK - PAYROLL	1,066.41	2,629,554.51	2,629,236.06	318.45	1,384.86
10	PAYFLEX ACCOUNT	6,462.90	11,796.38	12,092.63	-296.25	6,166.65
10	PETTY CASH	1,380.00				1,380.00
10	INVESTMENT- BUSINESS NOW/SWEEP	14,490,858.98	1,473,920.42	3,194,789.86	-1,720,869.44	12,769,989.54
10	CHS ACTIVITY CASH	205,622.77	175,820.86	37,321.16	138,499.70	344,122.47
10	ELEM MS ACTIVITY CASH	32,257.80	1,138.70	385.24	753.46	33,011.26
10	INTERGOVERNMENTAL A/R NK					
10		19,262,401.06	8,199,168.56	10,266,071.87	-2,066,903.31	17,195,497.75
20	IMPREST-DISTRICT		45.00	45.00		
20	CASH IN BANK-O&M	706,105.47	941,882.50	771,090.31	170,792.19	876,897.66
20	CASH IN BANK - PAYROLL	1,313.48	171,051.12	171,344.64	-293.52	1,019.96
20	INVESTMENT-BUSINESS NOW/SWEEP	5,511,004.08	356,929.33	100,000.00	256,929.33	5,767,933.41
20		6,218,423.03	1,469,907.95	1,042,479.95	427,428.00	6,645,851.03
30	CASH IN BANK-DEBT SERVICE	244,861.93	250,000.00		250,000.00	494,861.93
30	INVESTMENT-BUSINESS NOW/SWEEP	1,164,328.21	326,324.73	250,000.00	76,324.73	1,240,652.94
30		1,409,190.14	576,324.73	250,000.00	326,324.73	1,735,514.87
40	IMPREST-DISTRICT					
40	IMPREST-CHS					
40	CASH IN BANK-TRANSPORTATION	1,194,386.03	135.00	311,403.08	-311,268.08	883,117.95
40	CASH IN BANK - PAYROLL	1,178.05	206,612.13	206,577.36	34.77	1,212.82
40	INVESTMENT-BUSINESS NOW/SWEEP	5,162,267.32	121,199.09		121,199.09	5,283,466.41
40		6,357,831.40	327,946.22	517,980.44	-190,034.22	6,167,797.18
50	CASH IN BANK-IMRF	334,466.49	112,138.02	258,617.03	-146,479.01	187,987.48
50	CASH IN BANK-PAYROLL		112,063.83	112,063.83		
50	INVESTMENT-BUSINESS NOW/SWEEP	1,841,566.19	74,023.51		74,023.51	1,915,589.70
50	INTERGOVERNMENTAL A/R NK					
50		2,176,032.68	298,225.36	370,680.86	-72,455.50	2,103,577.18
60	CASH IN BANK-CAPITAL PROJECT	905,949.10	97,222.19		97,222.19	1,003,171.29
60	INVESTMENTS-BUSINESS NOW/SWEEP	3,450,063.37	13,307.26		13,307.26	3,463,370.63
60		4,356,012.47	110,529.45		110,529.45	4,466,541.92
70	CASH IN BANK-WORKING CASH	463.01				463.01
70	INVESTMENT-BUSINESS NOW/SWEEP	2,696,763.49	13,766.03		13,766.03	2,710,529.52
70		2,697,226.50	13,766.03		13,766.03	2,710,992.53
80	CASH IN BANK-TORT	24,565.78	169,844.50	18,771.11	151,073.39	175,639.17
80	INVESTMENT- BUSINESS NOW/SWEEP	799,903.28	36,545.51	160,000.00	-123,454.49	676,448.79
80		824,469.06	206,390.01	178,771.11	27,618.90	852,087.96
	Grand Asset Totals	43,301,586.34	11,202,258.31	12,625,984.23	-1,423,725.92	41,877,860.42

Number of Accounts: 31

********** End of report **********

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
22VETS LLC	260500	Cameras and Licenses	10E001 2660 3160 00 000000 0000	125,394.75
22VETS LLC	260500	Cameras and Licenses	10E001 2660 7100 00 000000 0000	77,446.49
22VETS LLC	260499	Cameras and Licenses	10E001 2660 3160 00 000000 0000	3,776.32
22VETS LLC	260499	Cameras and Licenses	10E001 2660 7100 00 000000 0000	3,385.46
			Totals for 22VETS LLC	210,003.02
95 PERCENT GROUP LLC	INV129127	Reading textbook teacher's manuals	10E004 1110 4200 00 000000 0000	462.00
95 PERCENT GROUP LLC	INV128919	95% Training onsite	10E001 2210 3100 00 000000 0000	5,025.00
			Totals for 95 PERCENT GROUP LLC	5,487.00
A DISCOUNT T	20234555	Replacement Culture Blast Shirts	10E001 1100 4100 00 000000 0000	886.00
A DISCOUNT T	20234562	Supplies	10E011 2410 4900 00 000000 0000	257.50
A DISCOUNT T	20234545	5th Grade T-Shirts	10E010 1110 4900 00 000000 0000	616.00
A DISCOUNT T	20234574	Jersey T-Shirts	10E001 2212 4100 00 000000 0000	381.74
A DISCOUNT T	20234565	Kindergarten, incoming 23.24 t-shirt	10E004 1110 4100 00 000000 0000	738.00
A DISCOUNT T	20234564	Elem Steam T-Shirts	10R000 1811 0000 00 000000 0000	701.00
			Totals for A DISCOUNT T	3,580.24
A&P GREASE TRAPPERS	223005	Annual Pumping of Septic Tanks and Lift Stations	20E001 2540 3100 00 000000 0000	200.00
A&P GREASE TRAPPERS	223007	Annual Pumping of Septic Tanks and Lift Stations	20E001 2540 3100 00 000000 0000	200.00
A&P GREASE TRAPPERS	222991	Annual Pumping of Septic Tanks and Lift Stations	20E001 2540 3100 00 000000 0000	600.00
A&P GREASE TRAPPERS	223006	Annual Pumping of Septic Tanks and Lift Stations	20E001 2540 3100 00 000000 0000	975.00
A&P GREASE TRAPPERS	222982	Annual Pumping of Septic Tanks and Lift Stations	20E001 2540 3100 00 000000 0000	1,700.00
A&P GREASE TRAPPERS	222994	Annual Pumping of Septic Tanks and Lift Stations	20E001 2540 3100 00 000000 0000	2,700.00
			Totals for A&P GREASE TRAPPERS	6,375.00
ADVANCE AUTO PARTS	2454-484563	Steering Fluid	40E001 2550 4100 00 000000 0000	84.04
ADVANCE AUTO PARTS	2454-484490	Pulley	40E001 2550 4100 00 000000 0000	52.99
ADVANCE AUTO PARTS	2454-484830	Flange Bolt	40E001 2550 4100 00 000000 0000	6.60
ADVANCE AUTO PARTS	2454-480150	Xtraclear, Credit 713673	40E001 2550 4100 00 000000 0000	-101.40
ADVANCE AUTO PARTS	2454-480141	Misc. Parts, Filter & Xtraclear	40E001 2550 4100 00 000000 0000	309.18
ADVANCE AUTO PARTS	2454-481858	Xtraclear, Credit 716327	40E001 2550 4100 00 000000 0000	-27.98
ADVANCE AUTO PARTS	2454-IC-481919	Xtraclear, Return	40E001 2550 4100 00 000000 0000	-24.97
ADVANCE AUTO PARTS	2454-IC-483080	Brake Fluid Credit	40E001 2550 4100 00 000000 0000	-74.88
ADVANCE AUTO PARTS	2454-485310	Battery	40E001 2550 4100 00 000000 0000	99.04
ADVANCE AUTO PARTS	2454-485311	Battery, Core Return	40E001 2550 4100 00 000000 0000	-22.00
ADVANCE AUTO PARTS	2454-485209	Xtraclear	40E001 2550 4100 00 000000 0000	199.80
ADVANCE AUTO PARTS	2454-483563	Core Returns, Credit	40E001 2550 4100 00 000000 0000	-100.00
ADVANCE AUTO PARTS	2454-485270	Serpentine Belt	40E001 2550 4100 00 000000 0000	31.48
ADVANCE AUTO PARTS	2454-485381	Battery	40E001 2550 4100 00 000000 0000	54.24
ADVANCE AUTO PARTS	2454-485953	Misc. Parts	40E001 2550 4100 00 000000 0000	27.92
			Totals for ADVANCE AUTO PARTS	514.06
ADVOCATE SHERMAN OCC	845174	Bus Driver Physicals	40E001 2550 3190 00 000000 0000	221.00
ADVOCATE SHERMAN OCC	844417	Bus Driver Physicals	40E001 2550 3190 00 000000 0000	221.00
			Totals for ADVOCATE SHERMAN OCCUPATIONAL	442.00
AGUINAGA, JACOB	May 2023	Reimb for Mileage May 2023	10E001 2660 3320 00 000000 0000	120.04

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for AGUINAGA, JACOB	120.04
AHW LLC	11604657	Grounds Supplies	20E001 2540 4120 00 000000 0000	217.17
AHW LLC	11632715	Grounds Equipment, tow sprayer	20E001 2540 7100 00 000000 0000	829.99
AHW LLC	11639895	Grounds Supplies	20E001 2540 4120 00 000000 0000	309.65
AHW LLC	11642256	Grounds Supplies	20E001 2540 7100 00 000000 0000	1,553.74
AHW LLC	11645991	Grounds Supplies	20E001 2540 4120 00 000000 0000	277.81
			Totals for AHW LLC	3,188.36
AL WARREN OIL CO, IN	W1560578	Fuel, Drivers Ed Fuel March 2023	10E002 1730 4100 00 000000 0000	319.19
AL WARREN OIL CO, IN	W1560578	Fuel, Drivers Ed Fuel March 2023	40E001 2550 4640 00 000000 0000	3,933.10
AL WARREN OIL CO, IN	W1560577	Fuel	40E001 2550 4640 00 000000 0000	3,532.12
AL WARREN OIL CO, IN	W1559203	Fuel	40E001 2550 4640 00 000000 0000	2,187.12
AL WARREN OIL CO, IN	W1559204	Fuel	40E001 2550 4640 00 000000 0000	3,864.06
AL WARREN OIL CO, IN	W1561843	Fuel	40E001 2550 4640 00 000000 0000	4,991.66
AL WARREN OIL CO, IN	W1561842	Fuel	40E001 2550 4640 00 000000 0000	2,223.46
AL WARREN OIL CO, IN	W1567293	Fuel, Drivers Ed Fuel Apr	10E002 1730 4100 00 000000 0000	286.86
AL WARREN OIL CO, IN	W1567293	Fuel, Drivers Ed Fuel Apr	40E001 2550 4640 00 000000 0000	1,517.94
AL WARREN OIL CO, IN	W1567292	Fuel	40E001 2550 4640 00 000000 0000	2,656.73
			Totals for AL WARREN OIL CO, INC	25,512.24
ALEXANDER LEIGH CENT	4126	Monthly tuition May 2023	10E001 1912 6700 00 000000 0000	11,286.03
			Totals for ALEXANDER LEIGH CENTER FOR AU	11,286.03
ALPERIN, KEVIN	Tuition 5-23	Tuition Reimb EDU 6580, EDU 6525	10E002 1130 2300 00 000000 0000	900.00
			Totals for ALPERIN, KEVIN	900.00
ALPHA BAKING COMPANY	230273122014	Bread	10E002 2560 4100 00 000000 0000	338.35
ALPHA BAKING COMPANY	230273122015	Bread	10E003 2560 4100 00 000000 0000	166.04
ALPHA BAKING COMPANY	230273122016	Bread	10E004 2560 4100 00 000000 0000	99.47
ALPHA BAKING COMPANY	230273124019	Bread	10E005 2560 4100 00 000000 0000	41.24
ALPHA BAKING COMPANY	230260125021	Bread	10E011 2560 4100 00 000000 0000	32.55
ALPHA BAKING COMPANY	230260128018	Bread	10E011 2560 4100 00 000000 0000	122.16
ALPHA BAKING COMPANY	230260128020	Bread	10E010 2560 4100 00 000000 0000	48.40
ALPHA BAKING COMPANY	230273129016	Bread	10E003 2560 4100 00 000000 0000	40.71
ALPHA BAKING COMPANY	230273129017	Bread	10E004 2560 4100 00 000000 0000	45.60
ALPHA BAKING COMPANY	230260128019	Bread	10E008 2560 4100 00 000000 0000	62.29
ALPHA BAKING COMPANY	230273129015	Bread	10E002 2560 4100 00 000000 0000	541.80
ALPHA BAKING COMPANY	230260121020	Bread	10E008 2560 4100 00 000000 0000	63.72
ALPHA BAKING COMPANY	230273136020	Bread	10E003 2560 4100 00 000000 0000	106.25
ALPHA BAKING COMPANY	230273132018	Bread	10E002 2560 4100 00 000000 0000	543.50
ALPHA BAKING COMPANY	230273135012	Bread	10E005 2560 4100 00 000000 0000	31.43
ALPHA BAKING COMPANY	230260135017	Bread	10E008 2560 4100 00 000000 0000	93.95
ALPHA BAKING COMPANY	230260135018	Bread	10E010 2560 4100 00 000000 0000	113.42
ALPHA BAKING COMPANY	230273136021	Bread	10E004 2560 4100 00 000000 0000	50.38
ALPHA BAKING COMPANY	230260138022	Bread	10E011 2560 4100 00 000000 0000	105.16
ALPHA BAKING COMPANY	230273138026	Bread	10E002 2560 4100 00 000000 0000	282.60
ALPHA BAKING COMPANY	230260142019	Bread	10E011 2560 4100 00 000000 0000	116.99
ALPHA BAKING COMPANY	230260142020	Bread	10E008 2560 4100 00 000000 0000	41.28
ALPHA BAKING COMPANY	230260142021	Bread	10E010 2560 4100 00 000000 0000	42.35
ALPHA BAKING COMPANY	230273143020	Bread	10E003 2560 4100 00 000000 0000	25.93
ALPHA BAKING COMPANY	230273143021	Bread	10E004 2560 4100 00 000000 0000	61.27
ALPHA BAKING COMPANY	230273145017	Bread	10E002 2560 4100 00 000000 0000	81.04
ALPHA BAKING COMPANY	230260146023	Bread	10E011 2560 4100 00 000000 0000	81.87
			Totals for ALPHA BAKING COMPANY	3,379.75

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMALGAMATED BANK OF	6443 07-23	Bonds Series 2017	30E001 5220 6240 12 000000 0000	387,225.00
AMALGAMATED BANK OF	6152 07-23	DSEB Bonds 2016A	30E001 5220 6240 11 000000 0000	20,475.00
AMALGAMATED BANK OF	6151 07-23	Debt Certificates Series 2016 interest	30E001 5220 6240 10 000000 0000	54,900.00
			Totals for AMALGAMATED BANK OF CHICAGO	462,600.00
AMAZON CAPITAL SERVI	1FPY-1RY7-PDF6	Batteries for AED @ PKMS	10E011 1120 4250 00 000000 0000	17.98
AMAZON CAPITAL SERVI	1GNX-LYM3-3FKN	iPad Case	10E001 2660 4100 00 000000 0000	543.64
AMAZON CAPITAL SERVI	1GVR-9PT3-7GD6	Office Supplies, pencil sharpener, teacher supplies	10E008 2410 4100 00 000000 0000	151.46
AMAZON CAPITAL SERVI	11T6-CCJ4-1VXT	Social worker supplies 2023/2024	10E008 2110 4100 00 000000 0000	121.93
AMAZON CAPITAL SERVI	143V-T1XC-4KND	ELL Supplies	10E008 1800 4100 00 000000 0000	207.22
AMAZON CAPITAL SERVI	1R9P-W4NY-V6HG	Supplies	10E008 1110 4100 00 000000 0000	127.32
AMAZON CAPITAL SERVI	19WV-T3YX-1M4W	Supplies	10E008 1110 4100 00 000000 0000	268.54
AMAZON CAPITAL SERVI	1Q7F-GDYL-9L7T	Replacement for lost library books	10E008 2220 4300 00 000000 0000	21.94
AMAZON CAPITAL SERVI	1K4W-J1WL-DYJR	1st Grade Supplies	10E008 1110 4100 00 000000 0000	126.83
AMAZON CAPITAL SERVI	1KQJ-HDXD-DWRD	Supplies 2023/2024	10E008 1110 4100 00 000000 0000	128.96
AMAZON CAPITAL SERVI	16TH-93RL-YWYK	Countertop Microwave	10E001 2660 4100 00 000000 0000	126.99
AMAZON CAPITAL SERVI	1YDN-G93T-J1HC	USB Cables	10E001 2660 4100 00 000000 0000	293.38
AMAZON CAPITAL SERVI	11C4-T9FC-MPKR	Sounds bar speakers	10E001 2660 4100 00 000000 0000	2,668.50
AMAZON CAPITAL SERVI	1WT6-VKN4-PH4V	Supplies	10E008 2410 4100 00 000000 0000	201.21
AMAZON CAPITAL SERVI	1H63-VQM4-3X6F	Teacher Appreciation Gifts	10E002 1130 4100 00 000000 0000	245.88
AMAZON CAPITAL SERVI	1YYH-9KR9-3YNP	Classroom Supplies	10E010 1110 4100 00 000000 0000	114.95
AMAZON CAPITAL SERVI	1YYH-9KR9-49FY	Classroom Supplies	10E010 1205 4100 00 000000 0000	29.67
AMAZON CAPITAL SERVI	1DVJ-HLGT-3Y6F	Classroom Supplies	10E010 1110 4100 00 000000 0000	125.44
AMAZON CAPITAL SERVI	1LCT-TNKQ-3TN1	Classroom Supplies	10E010 1110 4100 00 000000 0000	117.36
AMAZON CAPITAL SERVI	1YR7-KYL1-4DNJ	Classroom Supplies	10E010 1110 4100 00 000000 0000	132.00
AMAZON CAPITAL SERVI	1CTM-9WQ9-3MG7	Classroom Supplies	10E010 1205 4100 00 000000 0000	74.95
AMAZON CAPITAL SERVI	17NC-3QHL-44DD	Classroom Supplies	10E010 1225 4100 00 000000 0000	131.18
AMAZON CAPITAL SERVI	1LXM-KJND-44MJ	Classroom Supplies	10E010 2110 4100 00 000000 0000	69.76
AMAZON CAPITAL SERVI	1LV4-PHCD-1NQ1	Classroom Supplies	10E010 2110 4100 00 000000 0000	70.06
AMAZON CAPITAL SERVI	1F74-CJRF-46WF	General classroom supplies	10E004 1110 4100 00 000000 0000	432.28
AMAZON CAPITAL SERVI	1KWF-JK1D-1CVQ	Library Supplies	10E004 2220 4100 00 000000 0000	167.50
AMAZON CAPITAL SERVI	17W1-1RX6-1GMQ	Supplies	10E008 1110 4100 00 000000 0000	215.11
AMAZON CAPITAL SERVI	11G1-NG1K-6FC1	Teacher supplies 2023/2024	10E008 1110 4100 00 000000 0000	105.99
AMAZON CAPITAL SERVI	1PFD-KYJK-4W1X	Teacher Supplies 2023/2024	10E008 1110 4100 00 000000 0000	101.75
AMAZON CAPITAL SERVI	173G-VMP6-1VF4	Teacher Supplies 2023/2024	10E008 1110 4100 00 000000 0000	11.28
AMAZON CAPITAL SERVI	1JJH-KFY6-JW7N	Teacher Supplies 2023/2024	10E008 1110 4100 00 000000 0000	121.26
AMAZON CAPITAL SERVI	16N7-LFW3-RJTK	Library/Media Supplies	10E008 2220 4100 00 000000 0000	110.31
AMAZON CAPITAL SERVI	17H7-4XCY-6QQW	Front Office Supplies	10E008 2410 4100 00 000000 0000	171.96
AMAZON CAPITAL SERVI	1NFP-LH73-1GJV	Kindergarten Phonics Supplies	10E008 1110 4100 00 000000 0000	328.76
AMAZON CAPITAL SERVI	14M7-RDNG-4R7T	Supplies	10E001 2520 4100 00 000000 0000	121.72
AMAZON CAPITAL SERVI	1PD4-GN1G-6G1D	Teacher Supplies 2023-2024	10E008 1110 4100 00 000000 0000	125.11
AMAZON CAPITAL SERVI	1G79-JCNG-6KHP	Teacher Supplies 2023-2024	10E008 1110 4100 00 000000 0000	124.25
AMAZON CAPITAL SERVI	1VRK-PM9R-KPGL	STEAM Supplies	10E010 1110 4100 00 000000 0000	342.43
AMAZON CAPITAL SERVI	1RT1-7DTW-G3F3	Classroom Supplies	10E010 1110 4100 00 000000 0000	128.58
AMAZON CAPITAL SERVI	1NQX-QM3G-FTX7	Classroom Supplies	10E010 1110 4100 00 000000 0000	124.77
AMAZON CAPITAL SERVI	1YR7-KYL1-3QFR	Battery backups	10E001 2660 4100 00 000000 0000	1,066.20
AMAZON CAPITAL SERVI	1PX4-LHY4-6J31	Roller Assembly	10E001 2660 4100 00 000000 0000	9.98
AMAZON CAPITAL SERVI	1C7V-LJL4-4L4X	Battery Replacement	10E001 2660 4100 00 000000 0000	317.94
AMAZON CAPITAL SERVI	1YKP-4FDC-1NN4	Classroom Supplies	10E010 1110 4100 00 000000 0000	124.89
AMAZON CAPITAL SERVI	1HRX-3KY4-1J6T	Classroom Supplies	10E010 1110 4100 00 000000 0000	121.26
AMAZON CAPITAL SERVI	1KJY-7DXQ-1JMR	Classroom Supplies	10E010 2150 4100 00 000000 0000	75.83
AMAZON CAPITAL SERVI	1LXM-KJND-6GTP	Classroom Supplies	10E010 1110 4100 00 000000 0000	124.70
AMAZON CAPITAL SERVI	1FCW-DY1G-CRNV	Classroom Supplies	10E010 1205 4100 00 000000 0000	120.34

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON CAPITAL SERVI	1QMY-LL66-4QPV	Classroom Supplies	10E010 1205 4100 00 000000 0000	120.99
AMAZON CAPITAL SERVI	1KMQ-YGTH-43KY	Classroom Supplies	10E010 1110 4100 00 000000 0000	115.48
AMAZON CAPITAL SERVI	1LVG-PQDQ-DTHT	Classroom Supplies	10E010 1205 4100 00 000000 0000	126.10
AMAZON CAPITAL SERVI	1G79-JCNG-G3YK	Classroom Supplies	10E010 1110 4100 00 000000 0000	97.14
AMAZON CAPITAL SERVI	11TR-LLFT-93PP	23.24 general supplies	10E004 1110 4100 00 000000 0000	528.40
AMAZON CAPITAL SERVI	1PX4-LHY4-GY9P	General classroom supplies	10E004 1110 4100 00 000000 0000	31.47
AMAZON CAPITAL SERVI	143V-T1XC-7XTG	General classroom supplies	10E004 1110 4100 00 000000 0000	476.99
AMAZON CAPITAL SERVI	1T41-7XP9-39RG	Classroom Supplies	10E010 1800 4100 00 000000 0000	125.48
AMAZON CAPITAL SERVI	13QF-NQ11-1VWL	Classroom Supplies	10E010 1110 4100 00 000000 0000	116.74
AMAZON CAPITAL SERVI	1YKP-4FDC-1HYN	Classroom Supplies	10E010 1110 4100 00 000000 0000	133.75
AMAZON CAPITAL SERVI	1M9P-TRDJ-46C6	Playground Chalk	10E010 1110 4100 00 000000 0000	79.96
AMAZON CAPITAL SERVI	11V3-WCRC-CYDG	Classroom Supplies	10E010 1800 4100 00 000000 0000	129.09
AMAZON CAPITAL SERVI	1T7W-DDRW-3W4M	Classroom Supplies	10E010 1110 4100 00 000000 0000	121.70
AMAZON CAPITAL SERVI	1F74-CJRF-FJ9W	Classroom Supplies	10E010 1110 4100 00 000000 0000	133.55
AMAZON CAPITAL SERVI	1D6X-HCY9-6NLD	Classroom Supplies	10E010 1110 4100 00 000000 0000	44.20
AMAZON CAPITAL SERVI	1C3J-PHPN-6FJX	Classroom Supplies	10E010 1110 4100 00 000000 0000	98.29
AMAZON CAPITAL SERVI	149M-W94V-4KTN	HDMI Cables	10E001 2660 4100 00 000000 0000	1,349.90
AMAZON CAPITAL SERVI	1R1X-CJ7V-4T61	Classroom Supplies	10E010 1110 4100 00 000000 0000	125.92
AMAZON CAPITAL SERVI	1T44-QCPT-3KXN	Classroom Supplies	10E010 1110 4100 00 000000 0000	108.71
AMAZON CAPITAL SERVI	1CKX-HLYX-KN3T	Classroom Supplies	10E010 1110 4100 00 000000 0000	103.12
AMAZON CAPITAL SERVI	16R9-YDG9-34HX	Frames	10E001 2520 4100 00 000000 0000	13.96
AMAZON CAPITAL SERVI	1FCH-6JF6-HXHP	Chromebook for SpEd student	10E001 1200 4100 00 462000 0000	211.47
AMAZON CAPITAL SERVI	1KMH-V3JQ-4WJL	English supplies	10E002 1130 4100 00 000000 0000	137.20
AMAZON CAPITAL SERVI	1PNJ-HWLP-14J4	Library supplies	10E002 2220 4100 00 000000 0000	309.75
AMAZON CAPITAL SERVI	1RT1-7DTW-3PHX	Film Fest Awards	10E002 1400 4100 03 000000 0000	267.04
AMAZON CAPITAL SERVI	19TJ-JHMR-4LPF	MobileMaker prize	10E002 1400 4100 03 000000 0000	62.97
AMAZON CAPITAL SERVI	1PLN-WVMV-4MHF	Teacher Supplies 2023/2024	10E008 1110 4100 00 000000 0000	116.88
AMAZON CAPITAL SERVI	1YR9-MCG1-1PGP	Teacher Supplies 2023/2024	10E008 1110 4100 00 000000 0000	145.93
AMAZON CAPITAL SERVI	16kp-6994-3611	Book for teachers and staff	10E008 2410 4100 00 000000 0000	799.20
AMAZON CAPITAL SERVI	1M9F-WHM3-1GCF	Teacher supplies 2023/2024	10E008 1110 4100 00 000000 0000	122.44
AMAZON CAPITAL SERVI	1QT1-Y39G-DYL9	Supplies, Special Ed	10E008 1205 4100 00 000000 0000	399.96
AMAZON CAPITAL SERVI	1NCQ-3QM9-DN3P	Library Supplies	10E008 2220 4100 00 000000 0000	47.32
AMAZON CAPITAL SERVI	16TH-93RL-K67T	23.24 general supplies	10E004 1110 4100 00 000000 0000	55.46
AMAZON CAPITAL SERVI	1KYQ-XYLD-GVY3	Supplies	10E011 2410 4100 00 000000 0000	160.46
AMAZON CAPITAL SERVI	1C3C-9GNX-K7L4	Supplies	10E011 1120 4110 00 000000 0000	85.20
AMAZON CAPITAL SERVI	1CVX-H7DP-HP66	Supplies	10E011 2410 4100 00 000000 0000	95.97
AMAZON CAPITAL SERVI	1JVW-6T4Q-4RK4	Supplies	10E011 1120 4110 00 000000 0000	11.99
AMAZON CAPITAL SERVI	16TH-93RL-41K4	Classroom Supplies	10E010 1110 4100 00 000000 0000	6.77
AMAZON CAPITAL SERVI	1JVF-J4QQ-PX7Q	Nurse Supplies	10E008 1110 4250 00 000000 0000	125.63
AMAZON CAPITAL SERVI	1FM1-DTFC-FG33	Student ESY supplies	10E001 1200 4100 00 462000 0000	37.95
AMAZON CAPITAL SERVI	1NVK-MKCX-FKW4	Classroom Supplies, Apply Credit to Original Inv. #1YKP-4FDC-1NN4	10E010 1110 4100 00 000000 0000	-9.59
AMAZON CAPITAL SERVI	1GKR-NWFV-G49X	Classroom Supplies, Apply Credit to Original Inv. #1T41-7XP9-39RG	10E010 1800 4100 00 000000 0000	-10.18
AMAZON CAPITAL SERVI	1JTH-6G9T-C94T	Storage for meds in nurses office	10E008 1110 4250 00 000000 0000	36.93
AMAZON CAPITAL SERVI	1NCQ-3QM9-LPQQ	Cabinets/Locks/Curtain for Student	10E005 2410 4100 00 000000 0000	207.49
AMAZON CAPITAL SERVI	1NK9-TTPD-13PN	Cabinets/Locks/Curtain for Student	10E005 2410 4100 00 000000 0000	203.10
AMAZON CAPITAL SERVI	1YR9-MCG1-9RG7	Speaker and Travel Case for classes	10E005 2410 4100 00 000000 0000	375.52
AMAZON CAPITAL SERVI	13Q3-9WLC-KTCJ	Science Consumables, 4th grade	10E005 1110 4200 00 000000 0000	49.97
AMAZON CAPITAL SERVI	136V-MGDK-HCHD	Science Consumables, 4th grade	10E005 1110 4200 00 000000 0000	483.05
AMAZON CAPITAL SERVI	161Y-W3D1-GQY4	Library Supplies	10E005 2220 4100 00 000000 0000	109.95
AMAZON CAPITAL SERVI	1M1K-WV43-F7YD	Books for Library, Reading Madness	10E005 2220 4300 00 000000 0000	39.68

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON CAPITAL SERVI	1V1T-77VL-CNN9	Science Consumables, 2nd grade	10E005 1110 4200 00 000000 0000	246.97
AMAZON CAPITAL SERVI	1M9P-TRDJ-3DYM	Science Consumables, 3rd Grade	10E005 1110 4200 00 000000 0000	149.68
AMAZON CAPITAL SERVI	1F4G-NH4F-DTJN	4th Grade Supplies	10E005 1110 4100 00 000000 0000	118.80
AMAZON CAPITAL SERVI	1LDY-DMLY-FKRY	Reading Supplies	10E005 1110 4100 00 000000 0000	70.74
AMAZON CAPITAL SERVI	1KPT-YQLM-V3DN	Speech Supplies	10E005 2150 4100 00 000000 0000	90.44
AMAZON CAPITAL SERVI	1XWJ-3QLF-1KFH	Kindergarten Supplies	10E005 1110 4100 00 000000 0000	82.88
AMAZON CAPITAL SERVI	17H7-X74V-DF1W	Supplies 2023/2024	10E008 1110 4100 00 000000 0000	125.31
AMAZON CAPITAL SERVI	14TG-1HRT-R3MG	2023/2024 Supplies	10E008 1110 4100 00 000000 0000	123.18
AMAZON CAPITAL SERVI	1NRQ-NKH9-DCQ1	Supplies 2023/2024	10E008 1110 4100 00 000000 0000	76.98
AMAZON CAPITAL SERVI	1YXF-93G3-P1DN	Teacher Supplies	10E008 1110 4100 00 000000 0000	104.57
AMAZON CAPITAL SERVI	1TYQ-QJDP-NYNV	Supplies	10E008 2150 4100 00 000000 0000	214.00
AMAZON CAPITAL SERVI	16V6-3X3D-7CVG	NetDot Charging Cable	10E001 2660 4100 00 000000 0000	18.90
AMAZON CAPITAL SERVI	14KD-33JJ-43V7	File folder	10E001 1800 4100 00 000000 0000	52.90
AMAZON CAPITAL SERVI	1VRN-NC1L-MVTC	Supplies	10E011 2410 4900 00 000000 0000	158.25
AMAZON CAPITAL SERVI	16KF-4T3N-1VCK	Supplies	10E008 2150 4100 00 000000 0000	10.17
AMAZON CAPITAL SERVI	1133-JDY3-76JD	Science supplies	10E002 1130 4100 00 000000 0000	1,020.22
AMAZON CAPITAL SERVI	1CGT-HCKT-6Q71	Science supplies	10E002 1130 4100 00 000000 0000	34.44
AMAZON CAPITAL SERVI	1P1P-NQCD-9F6W	Instructional Coach Supplies	10E002 2212 4100 00 000000 0000	173.94
AMAZON CAPITAL SERVI	1T4N-QDM3-F3JT	Supplies	10E001 2660 4100 00 000000 0000	117.72
AMAZON CAPITAL SERVI	1QT1-Y39G-4CRX	Breakaway Lanyards and Badges for Kindergarten	10E005 1110 4100 00 000000 0000	44.84
AMAZON CAPITAL SERVI	1TMR-3973-GFC1	Supplies	10E008 1110 4100 00 000000 0000	88.17
AMAZON CAPITAL SERVI	1K19-9P7K-DVY1	Supplies	10E008 1110 4100 00 000000 0000	211.03
AMAZON CAPITAL SERVI	1L6X-WHPV-4GCV	Principal materials	10E004 1110 4100 00 000000 0000	62.97
AMAZON CAPITAL SERVI	1NKP-TP1Q-M1FT	General Office supplies	10E004 1110 4100 00 000000 0000	86.85
AMAZON CAPITAL SERVI	1NKP-TP1Q-M1FT	General Office supplies	10E004 2410 4100 00 000000 0000	275.24
AMAZON CAPITAL SERVI	1WFM-DVML-C911	23.24 general supplies	10E004 1110 4100 00 000000 0000	4.97
AMAZON CAPITAL SERVI	1NHF-HJPG-R3FX	Chromebook for PKMS SpEd student	10E001 1200 4100 00 462000 0000	210.00
AMAZON CAPITAL SERVI	1G3H-9XTX-HMXY	Supplies	10E001 2520 4100 00 000000 0000	26.98
AMAZON CAPITAL SERVI	1G9F-F7TP-3RQJ	Library Books	10E001 1100 4100 00 440000 0000	179.98
AMAZON CAPITAL SERVI	1WYQ-D3LC-DHWP	Charging Cables	10E002 1130 4100 00 322000 0000	189.00
AMAZON CAPITAL SERVI	1NF6-DCVR-1F3W	Supplies	10E008 1110 4100 00 000000 0000	100.62
AMAZON CAPITAL SERVI	1XD7-GNWX-DKWG	Items for ESY students	10E001 1110 4100 00 460000 0000	50.58
AMAZON CAPITAL SERVI	1TKW-G9FL-4JXN	Ipad cases for EC students	10E001 1110 4100 00 460000 0000	103.95
AMAZON CAPITAL SERVI	1D63-JVQY-1LT4	Items for calming room	10E002 1130 4900 00 000000 0000	875.41
AMAZON CAPITAL SERVI	1NVP-3YMC-JYVX	CMS Showcase, Art	10E003 2410 4100 00 000000 0000	38.88
AMAZON CAPITAL SERVI	16X6-3VQ9-91KV	Supplies	10E002 1130 4100 00 322000 0000	26.45
AMAZON CAPITAL SERVI	16X6-3VQ9-91KV	Supplies	10E002 1130 4100 00 474500 0000	25.74
AMAZON CAPITAL SERVI	1XGL-997R-LHDY	Luau supplies for Admin Retreat	10E001 2320 4100 00 000000 0000	811.93
AMAZON CAPITAL SERVI	1CWV-KYYT-GPH6	Instructional Coach Supplies	10E002 2212 4100 00 000000 0000	1,769.03
AMAZON CAPITAL SERVI	1D4N-NJ9W-FGH1	Instructional Coach Supplies	10E002 2212 4100 00 000000 0000	239.64
AMAZON CAPITAL SERVI	1VD6-LWDF-FYPL	Instructional Coach Supplies	10E002 2212 4100 00 000000 0000	40.60
AMAZON CAPITAL SERVI	1CP9-KCK3-9GX6	Orders for Admin Retreat	10E001 2320 4100 00 000000 0000	161.73
AMAZON CAPITAL SERVI	1L9V-R1GM-39J6	Orders for Admin Retreat	10E001 2320 4100 00 000000 0000	47.92
AMAZON CAPITAL SERVI	1H97-VW3W-LX3F	Orders for Admin Retreat	10E001 2320 4100 00 000000 0000	50.26
AMAZON CAPITAL SERVI	1V4R-13DD-7QTP	Supplies	10E001 2660 4100 00 000000 0000	39.09
			Totals for AMAZON CAPITAL SERVICES, INC	28,429.75
AMERICAN RED CROSS H	22592508	First Aid Certification	10E002 1130 3190 00 000000 0000	140.00
			Totals for AMERICAN RED CROSS HEALTH & S	140.00
AMITA HEALTH MERCY M	3198	Homebound Tutoring	10E001 1200 3140 00 462000 0000	256.00
			Totals for AMITA HEALTH MERCY MEDICAL CE	256.00
ANDERSON'S BOOKSHOP	30093	Text books for Book Fair	10E003 1120 4900 00 000000 0000	327.33
			Totals for ANDERSON'S BOOKSHOP	327.33

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
APPLE INC	AL27049688	iMacs for CTE	10E002 1130 7100 00 322000 0000	34,785.00
APPLE INC	AL27049688	iMacs for CTE	10E002 1130 3100 00 322000 0000	1,785.00
APPLE INC	AL27070166	iMacs for CTE	10E001 2660 3160 00 000000 0000	714.00
APPLE INC	AL27070166	iMacs for CTE	10E001 2660 7100 00 000000 0000	13,914.00
APPLE INC	AL27115363	iMacs for CTE	10E001 2660 3160 00 000000 0000	238.00
APPLE INC	AL27115363	iMacs for CTE	10E001 2660 7100 00 000000 0000	4,638.00
APPLE INC	AL26763752	iMacs for CTE	10E001 2660 3160 00 000000 0000	952.00
APPLE INC	AL26763752	iMacs for CTE	10E001 2660 7100 00 000000 0000	18,552.00
APPLE INC	AL26724312	iPads	10E001 2660 4100 00 000000 0000	2,940.00
APPLE INC	AL26978018	iMacs for CTE	10E001 2660 3160 00 000000 0000	795.00
APPLE INC	AL27304753	iPads	10E001 2660 4100 00 000000 0000	1,794.00
			Totals for APPLE INC	81,107.00
ARNESON, JESSICA	Tuition 5-23	Tuition Reimb EDU 6585, EDU 6515, EDU 6525	10E002 1130 2300 00 000000 0000	1,200.00
			Totals for ARNESON, JESSICA	1,200.00
ASTOUND BUSINESS SOL	416615501-001621	Internet	10E001 2660 3160 00 000000 0000	1,107.07
			Totals for ASTOUND BUSINESS SOLUTIONS/RC	1,107.07
ATLAS PEN & PENCIL C	100740532	Supplies	10E011 1120 4110 00 000000 0000	47.92
			Totals for ATLAS PEN & PENCIL CORP	47.92
AUTOMATIC FIRE SYSTE	5127	Deficiency Repairs PV	20E001 2540 3230 00 000000 0000	5,345.00
AUTOMATIC FIRE SYSTE	5125	Deficiency Repairs PKMS	20E001 2540 3230 00 000000 0000	4,315.00
AUTOMATIC FIRE SYSTE	5126	Deficiency Repairs CHS	20E001 2540 3230 00 000000 0000	4,310.00
AUTOMATIC FIRE SYSTE	5131	Deficiency Repairs HBT	20E001 2540 3230 00 000000 0000	1,836.00
AUTOMATIC FIRE SYSTE	5128	Deficiency Repairs CHS	20E001 2540 3230 00 000000 0000	1,014.50
AUTOMATIC FIRE SYSTE	5129	Deficiency Repairs PKMS	20E001 2540 3230 00 000000 0000	135.00
AUTOMATIC FIRE SYSTE	5130	Deficiency Repairs PV	20E001 2540 3230 00 000000 0000	14,743.50
			Totals for AUTOMATIC FIRE SYSTEMS, INC	31,699.00
AVI SYSTEMS, INC	88865410	TV's for Weight/Cardio Room	10E002 2410 7100 00 000000 0000	3,891.10
			Totals for AVI SYSTEMS, INC	3,891.10
AYALA, KAITLYN	May 2023	Reimb for Psyc Mileage May 2023	10E010 1110 3320 00 000000 0000	14.28
			Totals for AYALA, KAITLYN	14.28
BADGER SPORTING GOOD	AAF009600-AF02	Teacher gift	10E002 2410 4100 00 000000 0000	370.00
			Totals for BADGER SPORTING GOODS CO, INC	370.00
BALLARD & TIGHE, PUB	168453-IN	Assessments	10E001 1800 4100 00 490500 0000	475.20
			Totals for BALLARD & TIGHE, PUBLISHERS	475.20
BALLARD, AMBER	May 2023	Reimb for Mileage May 2023	10E002 1400 3320 00 000000 0000	55.15
			Totals for BALLARD, AMBER	55.15
BATTERIES PLUS	P62312170	Maintenance Supplies, CHS Fire Panel	20E001 2540 4110 00 000000 0000	251.50
			Totals for BATTERIES PLUS	251.50
BAVARO, MANDARIN	May 16	Reimburse for retirement party supplies	10E001 2310 4100 00 000000 0000	74.54
			Totals for BAVARO, MANDARIN	74.54

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BELMORE, JILL	Apr 28-May 1	Reimb Mileage/Hotel Apr 28-May 1, 2023	40E001 2550 3320 00 000000 0000	821.10
			Totals for BELMORE, JILL	821.10
BELVIDERE NORTH HIGH	May 10	CHS Band, Chorus, and Jazz Band Entry Fees in the IHSA State Contest	10E002 1500 6400 00 000000 0000	200.00
			Totals for BELVIDERE NORTH HIGH SCHOOL	200.00
BIG SIGNS.COM INC	20653	Supplies	10E011 1500 4100 00 000000 0000	364.00
			Totals for BIG SIGNS.COM INC	364.00
BIRCH AGENCY	3950007186	Contracted employee invoices	10E001 1205 3100 00 000000 0000	2,586.28
BIRCH AGENCY	3950007118	Contracted employee invoices	10E001 1205 3100 00 000000 0000	2,655.17
BIRCH AGENCY	3950007049	Contracted employee invoices	10E001 1205 3100 00 000000 0000	2,669.28
BIRCH AGENCY	3950006982	Contracted employee invoices	10E001 1205 3100 00 000000 0000	2,664.30
			Totals for BIRCH AGENCY	10,575.03
BITTNER'S SPRAY EQUI	81162	Grounds Supplies	20E001 2540 4120 00 000000 0000	498.10
BITTNER'S SPRAY EQUI	81240	Grounds Equipment Repairs	20E001 2540 3230 00 000000 0000	803.99
			Totals for BITTNER'S SPRAY EQUIPMENT	1,302.09
BLUE CROSS BLUE SHIE	Dental 05-23	Dental Claims	10E002 1130 2230 00 000000 0000	-3,731.07
BLUE CROSS BLUE SHIE	Dental 05-23	Dental Claims	20E001 2540 2230 00 000000 0000	-665.40
BLUE CROSS BLUE SHIE	Dental 05-23	Dental Claims	40E001 2550 2230 00 000000 0000	1,064.39
			Totals for BLUE CROSS BLUE SHIELD	-3,332.08
BOB JASS CHEVROLET I	277586	Steering Wheel Shakes	40E001 2550 3230 00 000000 0000	31.50
BOB JASS CHEVROLET I	85019	Misc. Parts (Steering Pump)	40E001 2550 4100 00 000000 0000	793.05
BOB JASS CHEVROLET I	278395	AC Repair	40E001 2550 3230 00 000000 0000	422.50
			Totals for BOB JASS CHEVROLET INC	1,247.05
BOS	53059	Furniture for Instructional Coaches Office, Labor	10E001 1100 4100 00 000000 0000	885.00
BOS	52188	Furniture for Instructional Coaches Office	10E001 1100 4100 00 000000 0000	16,010.00
BOS	52188	Furniture for Instructional Coaches Office	10E001 1100 7100 00 000000 0000	6,405.00
BOS	52189	Furniture for Instructional Coaches Office	10E001 1100 4100 00 000000 0000	250.00
BOS	52705	Furniture for Instructional Coaches Office, warehouse labor	10E001 1100 4100 00 000000 0000	312.50
			Totals for BOS	23,862.50
BOSTON HIGASHI SCHOO	2305613	Monthly Tuition and Room & Board May 2023	10E001 1912 6700 00 000000 0000	22,877.73
BOSTON HIGASHI SCHOO	2306600	Monthly Tuition and Room & Board June 2023	10E001 1912 6700 00 000000 0000	20,730.82
BOSTON HIGASHI SCHOO	2305600	Monthly Tuition and Room & Board May 2023	10E001 1912 6700 00 000000 0000	22,877.73
BOSTON HIGASHI SCHOO	2306613	Monthly Tuition and Room & Board June 2023	10E001 1912 6700 00 000000 0000	20,730.82
			Totals for BOSTON HIGASHI SCHOOL, INC	87,217.10
BRANNSTROM, DAVID	Apr 2023	Reimb for Mileage April 2023	10E001 2212 3320 00 000000 0000	134.01
BRANNSTROM, DAVID	May 2023	Reimb for Mileage May 2023	10E001 2212 3320 00 000000 0000	136.30

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for BRANNSTROM, DAVID	270.31
BRIGHTSTAR CARE	IVC7658418	Contracted nurse	10E001 2130 3100 00 000000 0000	2,805.00
BRIGHTSTAR CARE	IVC7675452	Contracted nurse	10E001 2130 3100 00 000000 0000	2,975.00
BRIGHTSTAR CARE	IVC7686729	Contracted nurse	10E001 2130 3100 00 000000 0000	2,358.75
BRIGHTSTAR CARE	IVC7706540	Contracted nurse	10E001 2130 3100 00 000000 0000	3,591.25
			Totals for BRIGHTSTAR CARE	11,730.00
BSN SPORTS, INC	919855700	CMS Athletics	10E003 1500 4100 00 000000 0000	266.81
			Totals for BSN SPORTS, INC	266.81
BUCKEYE POWER SALES	PS92809	Transfer Switches for Generators PV	20E001 2540 5400 00 000000 0000	14,131.34
BUCKEYE POWER SALES	PS92594	Transfer Switches for Generators Maintenance Bldg	20E003 2540 5400 00 000000 0000	14,655.30
			Totals for BUCKEYE POWER SALES CO, INC	28,786.64
BUTLER, KIMBERLY	May-23	Tuition Reimb ETT531 Visual Literacy	10E004 1110 2300 00 000000 0000	450.00
			Totals for BUTLER, KIMBERLY	450.00
CALO-CHANGE ACADEMY	INV069363	Monthly tuition and room and board for residential student May 2023	10E001 1912 6700 00 000000 0000	14,898.89
			Totals for CALO-CHANGE ACADEMY AT LAKE O	14,898.89
CAMELOT THERAPEUTIC	INV161865	Monthly Tuition Apr 2023	10E001 1912 6700 00 000000 0000	9,192.35
			Totals for CAMELOT THERAPEUTIC SCHOOLS,	9,192.35
CARDIO PARTNERS INC	INV3182143	AED supplies	10E001 2130 4100 00 000000 0000	113.60
CARDIO PARTNERS INC	INV3182143	AED supplies	10E002 1130 4250 00 000000 0000	111.15
CARDIO PARTNERS INC	INV3182143	AED supplies	10E002 1500 4100 00 000000 0000	703.55
CARDIO PARTNERS INC	INV3182143	AED supplies	10E003 1120 4250 00 000000 0000	113.60
CARDIO PARTNERS INC	INV3182143	AED supplies	10E004 1110 4250 00 000000 0000	310.25
CARDIO PARTNERS INC	INV3182143	AED supplies	10E011 1120 4250 00 000000 0000	618.05
			Totals for CARDIO PARTNERS INC	1,970.20
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	34.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	10E001 2210 3100 00 462000 0000	9.95
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	34.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	10E001 2520 4100 00 000000 0000	343.16
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	4.99
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	40E001 2550 6400 00 000000 0000	40.00
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	116.66
CARDMEMBER SERVICE	7577 06-23	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	34.00
CARDMEMBER SERVICE	7577 06-23a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	437.31
CARDMEMBER SERVICE	7577 06-23a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	10.00
CARDMEMBER SERVICE	7577 06-23a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	296.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CARDMEMBER SERVICE	7577 06-23a	B. Tobin Technology Expenses	10E001 1110 4100 00 460000 0000	1,499.95
CARDMEMBER SERVICE	7577 06-23a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	62.00
CARDMEMBER SERVICE	7577 06-23a	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	171.15
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	516.91
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E002 1400 4110 00 000000 0000	336.10
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E002 1400 4110 00 000000 0000	336.10
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E002 1400 4110 00 000000 0000	336.10
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E002 1500 4100 00 000000 0000	164.50
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	500.59
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 4100 00 000000 0000	26.87
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E002 1500 4100 00 000000 0000	231.20
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	527.00
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	522.21
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	14.95
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	500.89
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	125.26
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2310 4100 00 000000 0000	32.00
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	137.00
CARDMEMBER SERVICE	7577 06-23b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	360.00
			Totals for CARDMEMBER SERVICE	8,080.85
CBT NUGGETS	2958254	Learner, IT Training 05/05/23-05/05/24	10E001 2660 3160 00 000000 0000	5,590.00
			Totals for CBT NUGGETS	5,590.00
CENTERPLATE	8115000000221	Graduation catering	10E002 2410 3100 00 000000 0000	4,297.56
			Totals for CENTERPLATE	4,297.56
CENTRAL DUPAGE HOSPI	301-051923	Homebound tutoring	10E001 1200 3140 00 462000 0000	787.50
			Totals for CENTRAL DUPAGE HOSPITAL	787.50
CENTRICITY	172260-1	Skills USA Jackets	10E002 1130 3100 00 322000 0000	1,092.00
			Totals for CENTRICITY	1,092.00
CINTAS CORPORATION #	4155961347	Service Mats	40E001 2550 3700 00 000000 0000	81.26
CINTAS CORPORATION #	4157287649	Service Mats	40E001 2550 3700 00 000000 0000	81.26
			Totals for CINTAS CORPORATION #355	162.52
CITY OF ELGIN	330845-42337 04/	Water Service CT	20E001 2540 3700 00 000000 0000	1,169.39
CITY OF ELGIN	330845-39520 04/	Water Service PKMS	20E001 2540 3700 00 000000 0000	1,636.67
CITY OF ELGIN	June 1	Water Hydrant Deposit for PK	20E001 2540 4120 00 000000 0000	1,950.00
			Totals for CITY OF ELGIN	4,756.06
CLARK, TYLER	Tuition 05-23	Tuition Reimbursement HIS 5820	10E002 1130 2300 00 000000 0000	450.00
			Totals for CLARK, TYLER	450.00
CLIENTFIRST TECHNOLO	15029	Consulting	10E001 2660 3190 00 000000 0000	247.50
			Totals for CLIENTFIRST TECHNOLOGY CONSUL	247.50
COLLEGE ENTRANCE EXA	A241108441	AP Exams	10E002 1130 3900 00 000000 0000	52,456.00
			Totals for COLLEGE ENTRANCE EXAM BOARD	52,456.00
COMMUNITY THERAPY CO	1919	Speech Therapy Services for CHS	10E001 2150 3140 00 000000 0000	1,972.00
COMMUNITY THERAPY CO	1919	Speech Therapy Services for CHS	10E001 2150 3100 00 462000 0000	3,500.00
			Totals for COMMUNITY THERAPY CORP	5,472.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CONSOLIDATED FLOORIN	35481	New Maintenance Building Flooring	20E003 2540 5400 00 000000 0000	59,886.39
CONSOLIDATED FLOORIN	35459	District Office Flooring	20E001 2540 5400 00 000000 0000	33,849.79
			Totals for CONSOLIDATED FLOORING OF CHIC	93,736.18
CONTINENTAL RESOURCE	91142860	301-EATON	10E001 2660 4100 00 000000 0000	2,305.87
CONTINENTAL RESOURCE	91142860	301-EATON	10E001 2660 7100 00 000000 0000	27,559.00
			Totals for CONTINENTAL RESOURCES, INC	29,864.87
CORE ACADEMY	SESINV-028831	Monthly tuition May 2023	10E001 1912 6700 00 000000 0000	4,307.38
			Totals for CORE ACADEMY	4,307.38
COVE SCHOOL, INC	SD301-0623	Monthly tuition	10E001 1912 6700 00 000000 0000	319.21
COVE SCHOOL, INC	SD301-0523	Monthly tuition	10E001 1912 6700 00 000000 0000	7,022.62
			Totals for COVE SCHOOL, INC	7,341.83
CPI	IUS0254050	Membership Renewal, E. Snyder	10E001 2210 3100 00 462000 0000	200.00
CPI	IUS0253160	Annual Membership, R. Rindhage	40E001 2550 6400 00 000000 0000	200.00
CPI	CUS0332832	CPI Training Material	40E001 2550 4100 00 000000 0000	355.92
CPI	IUS0254079	Membership Renewal for D. Brannstrom	10E001 2210 3100 00 462000 0000	200.00
			Totals for CPI	955.92
DANY TREE SERVICE, I	6439	Tree and Limb Removal	20E001 2540 3100 00 000000 0000	2,600.00
			Totals for DANY TREE SERVICE, INC	2,600.00
DELL MARKETING LP	10671210035	Monitors	10E001 2660 4100 00 000000 0000	15,249.50
DELL MARKETING LP	10671176652	Monitors	10E001 2660 4100 00 000000 0000	5,337.25
DELL MARKETING LP	10674587102	Chromebooks	10E001 1100 4110 00 000000 0000	770,000.00
DELL MARKETING LP	10673912158	Food Service computers	10E002 2560 7100 00 000000 0000	3,277.60
DELL MARKETING LP	10673912158	Food Service computers	10E003 2560 7100 00 000000 0000	1,638.80
DELL MARKETING LP	10673912158	Food Service computers	10E004 2560 7100 00 000000 0000	1,638.80
DELL MARKETING LP	10673912158	Food Service computers	10E005 2560 7100 00 000000 0000	819.40
DELL MARKETING LP	10673912158	Food Service computers	10E008 2560 7100 00 000000 0000	1,638.80
DELL MARKETING LP	10673912158	Food Service computers	10E010 2560 7100 00 000000 0000	1,638.80
DELL MARKETING LP	10673912158	Food Service computers	10E011 2560 7100 00 000000 0000	1,638.80
			Totals for DELL MARKETING LP	802,877.75
DEMCO	7309342	Library Supplies	10E008 2220 4100 00 000000 0000	75.63
DEMCO	7310106	Library supplies	10E002 2220 4100 00 000000 0000	89.22
DEMCO	7308318	Library Supplies	10E004 2220 4100 00 000000 0000	189.29
DEMCO	7298748	Library Supplies	10E008 2220 4100 00 000000 0000	71.91
DEMCO	7307721	Book Ends for Library	10E005 2220 4100 00 000000 0000	51.58
			Totals for DEMCO	477.63
DIAMOND GRAPHICS	15762	Graduation Programs	10E002 2410 3100 00 000000 0000	2,400.00
			Totals for DIAMOND GRAPHICS	2,400.00
DIRECT ENERGY BUSINE	HS33616160	Gas Service All Buildings	20E001 2540 4650 00 000000 0000	336.49
DIRECT ENERGY BUSINE	HS33616160	Gas Service All Buildings	20E002 2540 4650 00 000000 0000	3,034.81
DIRECT ENERGY BUSINE	HS33616160	Gas Service All Buildings	20E003 2540 4650 00 000000 0000	1,272.28
DIRECT ENERGY BUSINE	HS33616160	Gas Service All Buildings	20E004 2540 4650 00 000000 0000	864.57
DIRECT ENERGY BUSINE	HS33616160	Gas Service All Buildings	20E005 2540 4650 00 000000 0000	253.68
DIRECT ENERGY BUSINE	HS33616160	Gas Service All Buildings	20E008 2540 4650 00 000000 0000	1,407.87
DIRECT ENERGY BUSINE	HS33616160	Gas Service All Buildings	20E010 2540 4650 00 000000 0000	1,454.43
DIRECT ENERGY BUSINE	HS33616160	Gas Service All Buildings	20E011 2540 4650 00 000000 0000	1,827.87
			Totals for DIRECT ENERGY BUSINESS	10,452.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DISCOVERY CENTER MUS	10665	HBT Student field trip remainder of reservation 4/19/23	10E004 1110 3900 00 000000 0000	23.00
			Totals for DISCOVERY CENTER MUSEUM	23.00
DK ENVIRONMENTAL SER	DK.2023.047EEA	Future High School Project Environmental Services	20E002 2540 5410 00 000000 0000	9,000.00
			Totals for DK ENVIRONMENTAL SERVICES, IN	9,000.00
DUPAGE FEDERATION ON	8919	Translation Services	10E001 1800 3190 00 000000 0000	475.39
DUPAGE FEDERATION ON	9015	Translation Services	10E001 1800 3190 00 000000 0000	275.00
			Totals for DUPAGE FEDERATION ON HUMAN	750.39
EDMENTUM	INV302386	3 year license renewal (7/1/2023 - 6/30/2026)	10E001 2212 3190 00 000000 0000	11,165.80
			Totals for EDMENTUM	11,165.80
EDUCATION ADVANCED I	15298	3 Year Renewal - EMBARC 2023-2026	10E001 2212 3190 00 000000 0000	29,232.00
			Totals for EDUCATION ADVANCED INC	29,232.00
EDUCATION WEEK	E3E5C0A6-0008	Subscription Renewal S. Birkmeier 2023-2024	10E001 2320 6400 00 000000 0000	20.00
			Totals for EDUCATION WEEK	20.00
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4900 00 000000 0000	126.60
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4900 00 000000 0000	57.37
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4900 00 000000 0000	41.81
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	49.11
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	74.58
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	48.00
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	74.75
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	40E001 2550 4640 00 000000 0000	89.68
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	26.87
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	25.63
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	68.56
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	40E001 2550 4640 00 000000 0000	50.00
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	94.22
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	65.15
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4910 00 000000 0000	86.65
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	60.40

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	40E001 2550 4640 00 000000 0000	54.79
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	71.42
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	83.73
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4100 00 000000 0000	418.92
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4110 00 000000 0000	25.18
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	-28.38
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E003 1500 4100 00 000000 0000	209.10
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E003 1500 4100 00 000000 0000	109.27
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E003 1500 4100 00 000000 0000	118.97
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	40E001 2550 4640 00 000000 0000	55.34
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E003 1500 4100 00 000000 0000	66.38
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E003 1500 4100 00 000000 0000	40.00
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	40E001 2550 4640 00 000000 0000	88.06
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E003 1500 4100 00 000000 0000	104.56
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E003 1500 4100 00 000000 0000	30.55
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E001 2320 4100 00 000000 0000	358.80
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	32.90
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	256.20
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	190.12
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	432.88
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	410.68
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	432.88
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	432.88
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	410.68
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	410.68
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	432.88
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	432.88

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	432.88
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 3120 00 000000 0000	432.88
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	40E001 2550 4640 00 000000 0000	91.08
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	177.38
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	178.30
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	12.93
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	426.46
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	11.93
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	306.98
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	307.95
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	441.22
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	333.43
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	8.49
ELAN CORPORATE PAYME	5013 06-23	Athletics Expenses, Accounts Payable and Activities Expenses	10E002 1500 4120 00 000000 0000	215.78
			Totals for ELAN CORPORATE PAYMENT SYSTEM	10,532.30
ENGLE, GRAYDON	May 25	CT Reimb for STEAM Supplies	10R000 1811 0000 00 000000 0000	127.62
			Totals for ENGLE, GRAYDON	127.62
FEDEX	8-141-32992	Services	10E011 2410 3900 00 000000 0000	79.29
			Totals for FEDEX	79.29
FEECE OIL COMPANY	3972713	DEF Fuel Additive	40E001 2550 4640 00 000000 0000	467.40
FEECE OIL COMPANY	3972712	Bulk Oil	40E001 2550 4120 00 000000 0000	1,788.60
			Totals for FEECE OIL COMPANY	2,256.00
FIRST SECURITY SYSTE	3401427	Digital Clock CHS	20E001 2540 4110 00 000000 0000	397.00
			Totals for FIRST SECURITY SYSTEMS, INC	397.00
FITZGERALD LIGHTING	36879	Parking Lot Lights Repair CMS	20E001 2540 3230 00 000000 0000	938.97
FITZGERALD LIGHTING	36876	Parking Lot Lights Repair PK	20E001 2540 3230 00 000000 0000	818.75
FITZGERALD LIGHTING	36874	Parking Lot Lights Repair CHS	20E001 2540 3230 00 000000 0000	747.95
FITZGERALD LIGHTING	36877	Parking Lot Lights Repair CT	20E001 2540 3230 00 000000 0000	634.00
FITZGERALD LIGHTING	36872	Parking Lot Lights Repair LL	20E001 2540 3230 00 000000 0000	409.20
FITZGERALD LIGHTING	36878	Parking Lot Lights Repair PV	20E001 2540 3230 00 000000 0000	402.56
FITZGERALD LIGHTING	36881	Parking Lot Lighting Repairs CMS	20E001 2540 3230 00 000000 0000	1,173.90
FITZGERALD LIGHTING	36884	Parking Lot Lighting Repairs CT	20E001 2540 3230 00 000000 0000	1,036.80
FITZGERALD LIGHTING	36873	Parking Lot Lights Repair HBT	20E001 2540 3230 00 000000 0000	321.35
			Totals for FITZGERALD LIGHTING	6,483.48
FOLLETT CONTENT SOLU	677137	Follett Library Book Order	10E001 1100 4100 00 440000 0000	503.98
FOLLETT CONTENT SOLU	677827A	Book Order earned from Scholastic	10E008 2220 4300 00 000000 0000	440.34

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Book Fair Fall 2022		
FOLLETT CONTENT SOLU	659553F	Library Books	10E010 2220 4300 00 000000 0000	396.86
FOLLETT CONTENT SOLU	659553	Library Books	10E010 2220 4300 00 000000 0000	1,385.60
FOLLETT CONTENT SOLU	677827	Book Order earned from Scholastic Book Fair Fall 2022	10E008 2220 4300 00 000000 0000	2,106.52
FOLLETT CONTENT SOLU	677140	Follett Library Book Order	10E001 1100 4100 00 440000 0000	521.68
FOLLETT CONTENT SOLU	677140F	Follett Library Book Order	10E001 1100 4100 00 440000 0000	393.14
FOLLETT CONTENT SOLU	677151A	Follett Library Book Order	10E001 1100 4100 00 440000 0000	352.94
FOLLETT CONTENT SOLU	677163A	Follett Library Book Order	10E001 1100 4100 00 440000 0000	223.19
FOLLETT CONTENT SOLU	677137F	Follett Library Book Order	10E001 1100 4100 00 440000 0000	410.84
FOLLETT CONTENT SOLU	677827B	Book Order from Scholastic Book Fair Fall 2022	10E008 2220 4300 00 000000 0000	167.88
FOLLETT CONTENT SOLU	677145F	Follett Library Book Order	10E001 1100 4100 00 440000 0000	427.35
FOLLETT CONTENT SOLU	677130A	Follett Library Book Order	10E001 1100 4100 00 440000 0000	231.82
FOLLETT CONTENT SOLU	677148	Follett Library Book Order	10E001 1100 4100 00 440000 0000	500.69
FOLLETT CONTENT SOLU	677148A	Follett Library Book Order	10E001 1100 4100 00 440000 0000	407.98
			Totals for FOLLETT CONTENT SOLUTIONS, LL	8,470.81
FOLLETT SCHOOL SOLUT	1505651	Library Supplies	10E008 2220 4100 00 000000 0000	106.79
			Totals for FOLLETT SCHOOL SOLUTIONS, INC	106.79
FRANKLIN, KEITH	Uniform FY23	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	192.26
			Totals for FRANKLIN, KEITH	192.26
FREDRICK, KEVIN	Tuition 5-23	Tuition Reimbursement Grad 569, Grad 6213	10E003 1120 2300 00 000000 0000	750.00
FREDRICK, KEVIN	Mar 2023	Reimb for Mileage Mar 2023	10E011 1120 3320 00 000000 0000	81.35
			Totals for FREDRICK, KEVIN	831.35
FRENETTE, JENNIFER	Tuition 5-23	Tuition Reimbursement ELSE 6349	10E010 1110 2300 00 000000 0000	450.00
			Totals for FRENETTE, JENNIFER	450.00
FRONTLINE TECHNOLOGI	INVUS179537	Absence & Substitute Management Renewal Acct #13663 7/1/23-6/30/24	10E001 2520 3160 00 000000 0000	12,130.04
			Totals for FRONTLINE TECHNOLOGIES GROUP	12,130.04
GBC DOCUMENT FINISHI	4726720185	Laminating Film	10E008 1110 4100 00 000000 0000	951.93
			Totals for GBC DOCUMENT FINISHING	951.93
GECAN, RYAN	Uniform FY23	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	159.50
			Totals for GECAN, RYAN	159.50
GEM DOCK & DOOR INC	6413	Garage Door Repair	40E001 2550 3700 00 000000 0000	301.60
			Totals for GEM DOCK & DOOR INC	301.60
GET FRESH PRODUCE IN	4304286	Produce, items ordered for Culture Blast	10E002 2560 4100 00 000000 0000	249.79
GET FRESH PRODUCE IN	4356739	Produce	10E002 2560 4100 00 000000 0000	78.70
GET FRESH PRODUCE IN	4356983	Produce	10E004 2560 4100 00 000000 0000	95.74
GET FRESH PRODUCE IN	4357199	Produce	10E010 2560 4100 00 000000 0000	111.93
GET FRESH PRODUCE IN	4358216	Produce	10E005 2560 4100 00 000000 0000	77.74
GET FRESH PRODUCE IN	4360732	Produce	10E002 2560 4100 00 000000 0000	4.91
GET FRESH PRODUCE IN	4362477	Produce	10E011 2560 4100 00 000000 0000	155.53
GET FRESH PRODUCE IN	4362463	Produce	10E011 2560 4100 00 000000 0000	38.52
GET FRESH PRODUCE IN	4363346	Produce	10E004 2560 4100 00 000000 0000	155.54

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GET FRESH PRODUCE IN	4363385	Produce	10E010 2560 4100 00 000000 0000	63.74
			Totals for GET FRESH PRODUCE INC	1,032.14
GOPHER SPORT	IN281451	PE 2023/2024	10E008 1110 4100 00 000000 0000	892.53
GOPHER SPORT	IN293525	Bounce Balls PE	10E008 1110 4100 00 000000 0000	334.88
			Totals for GOPHER SPORT	1,227.41
GORDON FLESCH COMPAN	I00827314	Lease	10E001 2410 3250 00 000000 0000	391.70
GORDON FLESCH COMPAN	IN14210318	Black and Color copies	10E001 2410 3250 00 000000 0000	494.12
GORDON FLESCH COMPAN	IN14206162	Staples	10E010 1110 4170 00 000000 0000	112.92
GORDON FLESCH COMPAN	IN14230843	Black and Color copies	10E001 2410 3250 00 000000 0000	11,714.44
			Totals for GORDON FLESCH COMPANY INC	12,713.18
GORDON FOOD SERVICE	934112686	Food	10E002 2560 4100 00 000000 0000	220.26
GORDON FOOD SERVICE	17951767	Credit food	10E008 2560 4100 00 000000 0000	-38.07
GORDON FOOD SERVICE	17954572	Credit food	10E005 2560 4100 00 000000 0000	-31.90
GORDON FOOD SERVICE	18025746	Credit food	10E003 2560 4100 00 000000 0000	-9.75
GORDON FOOD SERVICE	226853977	Food	10E003 2560 4100 00 000000 0000	1,201.81
GORDON FOOD SERVICE	227025690	Food	10E003 2560 4100 00 000000 0000	1,558.86
GORDON FOOD SERVICE	227025694	Supplies	10E003 2560 4900 00 000000 0000	291.95
GORDON FOOD SERVICE	227075150	Food	10E003 2560 4100 00 000000 0000	910.30
GORDON FOOD SERVICE	227198766	Food	10E003 2560 4100 00 000000 0000	803.94
GORDON FOOD SERVICE	227198774	Supplies	10E003 2560 4900 00 000000 0000	134.01
GORDON FOOD SERVICE	227227615	Food, supplies	10E008 2560 4100 00 000000 0000	1,128.21
GORDON FOOD SERVICE	227227615	Food, supplies	10E008 2560 4900 00 000000 0000	79.96
GORDON FOOD SERVICE	227239919	Food, supplies	10E004 2560 4100 00 000000 0000	1,557.58
GORDON FOOD SERVICE	227239919	Food, supplies	10E004 2560 4900 00 000000 0000	136.98
GORDON FOOD SERVICE	227239921	Food	10E003 2560 4100 00 000000 0000	796.21
GORDON FOOD SERVICE	227239924	Supplies	10E003 2560 4900 00 000000 0000	118.83
GORDON FOOD SERVICE	227361681	Food	10E003 2560 4100 00 000000 0000	1,175.52
GORDON FOOD SERVICE	227361672	Food, supplies	10E002 2560 4100 00 000000 0000	4,574.03
GORDON FOOD SERVICE	227361672	Food, supplies	10E002 2560 4900 00 000000 0000	531.75
GORDON FOOD SERVICE	227398313	Food, supplies	10E010 2560 4100 00 000000 0000	1,119.48
GORDON FOOD SERVICE	227398313	Food, supplies	10E010 2560 4900 00 000000 0000	59.80
GORDON FOOD SERVICE	227398258	Food, supplies	10E005 2560 4100 00 000000 0000	667.77
GORDON FOOD SERVICE	227398258	Food, supplies	10E005 2560 4900 00 000000 0000	37.98
GORDON FOOD SERVICE	227398307	Food, supplies	10E011 2560 4100 00 000000 0000	2,111.36
GORDON FOOD SERVICE	227398307	Food, supplies	10E011 2560 4900 00 000000 0000	151.77
GORDON FOOD SERVICE	227398320	Food, supplies	10E008 2560 4100 00 000000 0000	1,847.65
GORDON FOOD SERVICE	227398320	Food, supplies	10E008 2560 4900 00 000000 0000	98.62
GORDON FOOD SERVICE	227412277	Food	10E003 2560 4100 00 000000 0000	619.58
GORDON FOOD SERVICE	227412285	Food, supplies	10E004 2560 4100 00 000000 0000	1,497.10
GORDON FOOD SERVICE	227412285	Food, supplies	10E004 2560 4900 00 000000 0000	162.26
GORDON FOOD SERVICE	227526852	Food, supplies	10E002 2560 4100 00 000000 0000	6,496.40
GORDON FOOD SERVICE	227526852	Food, supplies	10E002 2560 4900 00 000000 0000	144.48
GORDON FOOD SERVICE	227555353	Food, supplies	10E005 2560 4100 00 000000 0000	643.21
GORDON FOOD SERVICE	227555353	Food, supplies	10E005 2560 4900 00 000000 0000	73.57
GORDON FOOD SERVICE	227526850	Supplies	10E003 2560 4900 00 000000 0000	175.26
GORDON FOOD SERVICE	227555435	Food	10E011 2560 4100 00 000000 0000	1,733.50
GORDON FOOD SERVICE	227555442	Food, supplies	10E010 2560 4100 00 000000 0000	1,493.32
GORDON FOOD SERVICE	227555442	Food, supplies	10E010 2560 4900 00 000000 0000	179.41
GORDON FOOD SERVICE	227555446	Food, supplies	10E008 2560 4100 00 000000 0000	1,761.88
GORDON FOOD SERVICE	227555446	Food, supplies	10E008 2560 4900 00 000000 0000	72.76
GORDON FOOD SERVICE	227570536	Food	10E003 2560 4100 00 000000 0000	952.17
GORDON FOOD SERVICE	227570537	Food	10E004 2560 4100 00 000000 0000	1,109.12
GORDON FOOD SERVICE	227683293	Food	10E003 2560 4100 00 000000 0000	624.21

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
GORDON FOOD SERVICE	227683299	Food, supplies	10E002 2560 4100 00 000000 0000	7,286.86
GORDON FOOD SERVICE	227683299	Food, supplies	10E002 2560 4900 00 000000 0000	160.60
GORDON FOOD SERVICE	227711323	Food	10E011 2560 4100 00 000000 0000	2,763.89
GORDON FOOD SERVICE	227711327	Food, supplies	10E010 2560 4100 00 000000 0000	3,656.29
GORDON FOOD SERVICE	227711327	Food, supplies	10E010 2560 4900 00 000000 0000	37.98
GORDON FOOD SERVICE	227711330	Food, supplies	10E008 2560 4100 00 000000 0000	1,427.03
GORDON FOOD SERVICE	227711330	Food, supplies	10E008 2560 4900 00 000000 0000	75.96
GORDON FOOD SERVICE	227711331	Food	10E011 2560 4100 00 000000 0000	0.00
GORDON FOOD SERVICE	227711335	Supplies	10E011 2560 4900 00 000000 0000	98.60
GORDON FOOD SERVICE	227855732	Food	10E011 2560 4100 00 000000 0000	596.44
GORDON FOOD SERVICE	227855733	Food	10E008 2560 4100 00 000000 0000	1,183.43
			Totals for GORDON FOOD SERVICE INC	56,260.22
GOT-SPECIAL KIDS	18056	OT Supplies	10E001 1200 4100 01 499800 0000	139.50
			Totals for GOT-SPECIAL KIDS	139.50
GRAINGER	9708704524	Maintenance Supplies, Bearing Assembly	20E001 2540 7100 00 000000 0000	658.82
GRAINGER	9700940381	Maintenance Supplies	20E001 2540 4110 00 000000 0000	180.48
GRAINGER	9724306288	Maintenance Supplies	20E001 2540 7100 00 000000 0000	692.05
			Totals for GRAINGER	1,531.35
GROOT INC	10700329T107	May Refuse and Recycle All buildings	20E001 2540 3210 00 000000 0000	2,916.12
			Totals for GROOT INC	2,916.12
HAMPSHIRE AUTO PARTS	654690	Grounds Supplies	20E001 2540 4120 00 000000 0000	162.87
			Totals for HAMPSHIRE AUTO PARTS	162.87
HAND2MIND, INC	INV000121739	Reading Supplies	10E005 1110 4100 00 000000 0000	51.98
HAND2MIND, INC	INV000110611	Math Manipulatives	10E010 1110 4200 00 000000 0000	112.25
			Totals for HAND2MIND, INC	164.23
HARNESS, SUSAN	May 2023	Reimb for Mileage May 2023	10E001 2130 3320 00 000000 0000	39.02
			Totals for HARNESS, SUSAN	39.02
HEINEMANN	9304410	Literacy Take Home Books, Reading	10E005 1110 4200 00 000000 0000	1,486.10
			Totals for HEINEMANN	1,486.10
HENDRY, KELSEY	Tuition 5-23	Tuition Reimbursement ED 6060, ED 6610, EDU 6630	10E004 1110 2300 00 000000 0000	1,200.00
			Totals for HENDRY, KELSEY	1,200.00
HENRY SCHEIN, INC	41151424	CHS AEDs needed for Softball, Baseball, and Wrestling	10E002 1500 4100 00 000000 0000	1,319.57
			Totals for HENRY SCHEIN, INC	1,319.57
HERFF JONES, INC	1149325	Diplomas and covers	10E002 2410 4100 00 000000 0000	106.31
HERFF JONES, INC	1149325a	Diplomas and covers	10E002 2410 4100 00 000000 0000	-106.31
HERFF JONES, INC	1180291	Diplomas and covers	10E002 2410 4100 00 000000 0000	16.28
HERFF JONES, INC	2935183	Graduation supplies	10E002 2410 4100 00 000000 0000	1,135.92
HERFF JONES, INC	1181051	Extra diploma	10E002 2410 4100 00 000000 0000	16.28
HERFF JONES, INC	2890753	Caps and Gowns	10E002 1130 4900 00 000000 0000	0.00
HERFF JONES, INC	257CENSS23	Graduation supplies	10E002 2410 4100 00 000000 0000	320.00
HERFF JONES, INC	2891503	Caps and Gowns	10E002 1130 4900 00 000000 0000	0.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
HERFF JONES, INC	257CENCG23	Caps and Gowns	10E002 1130 4900 00 000000 0000	12,177.70
			Totals for HERFF JONES, INC	13,666.18
HEROLD, LEAH	Apr 2023	Reimb for mileage Apr 2023	10E001 2212 3320 00 000000 0000	58.43
HEROLD, LEAH	May 31	Reimb. STEAM TEAM items	10E001 2212 4100 00 000000 0000	76.39
			Totals for HEROLD, LEAH	134.82
HINCKLEY SPRING WATE	2448865 052723	Water Filtration System	40E001 2550 3700 00 000000 0000	70.03
HINCKLEY SPRING WATE	14870571 060323	B & G Bottled Water	20E001 2540 3700 00 000000 0000	341.72
			Totals for HINCKLEY SPRING WATER COMPANY	411.75
HODGES LOIZZI EISENH	58754	Legal fees	80E001 2369 3180 00 000000 0000	11,604.35
			Totals for HODGES LOIZZI EISENHAMMER ROD	11,604.35
HOME DEPOT PRO	736534256	Replacement toaster for staff lounge	10E008 2410 4100 00 000000 0000	39.99
HOME DEPOT PRO	742832884	Custodial Supplies	20E001 2540 4100 00 000000 0000	21.30
HOME DEPOT PRO	742832892	Custodial Supplies	20E001 2540 4100 00 000000 0000	180.78
HOME DEPOT PRO	743061129	Custodial Supplies	20E001 2540 4100 00 000000 0000	247.47
HOME DEPOT PRO	743061137	Custodial Supplies	20E001 2540 7100 00 000000 0000	1,035.20
HOME DEPOT PRO	743859530	Custodial Supplies	20E001 2540 4100 00 000000 0000	236.06
HOME DEPOT PRO	744105172	Maintenance Supplies	20E001 2540 4110 00 000000 0000	269.25
HOME DEPOT PRO	743588345	Maintenance Supplies	20E001 2540 4110 00 000000 0000	1,180.30
HOME DEPOT PRO	736518093	Replacement microwave for staff lounge	10E008 2410 4100 00 000000 0000	198.00
HOME DEPOT PRO	746337161	Custodial Supplies	20E001 2540 4100 00 000000 0000	105.73
HOME DEPOT PRO	746126945	Custodial Supplies	20E001 2540 4100 00 000000 0000	108.18
HOME DEPOT PRO	746337153	Custodial Supplies	20E001 2540 4100 00 000000 0000	112.38
HOME DEPOT PRO	746337179	Custodial Supplies	20E001 2540 4100 00 000000 0000	180.78
HOME DEPOT PRO	744985763	Custodial Supplies	20E001 2540 4100 00 000000 0000	393.09
HOME DEPOT PRO	745216762	Custodial Supplies	20E001 2540 4100 00 000000 0000	517.96
HOME DEPOT PRO	745216796	Custodial Supplies	20E001 2540 4100 00 000000 0000	562.84
HOME DEPOT PRO	745216838	Custodial Supplies	20E001 2540 4100 00 000000 0000	621.38
HOME DEPOT PRO	745216820	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,017.26
HOME DEPOT PRO	745216812	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,054.19
HOME DEPOT PRO	745216804	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,169.06
HOME DEPOT PRO	745216788	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,582.69
HOME DEPOT PRO	745216770	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,786.62
HOME DEPOT PRO	745452409	Custodial Supplies	20E001 2540 4100 00 000000 0000	16.55
HOME DEPOT PRO	745452417	Custodial Supplies	20E001 2540 4100 00 000000 0000	444.15
HOME DEPOT PRO	745673962	Grounds Supplies	20E001 2540 4120 00 000000 0000	4,210.00
HOME DEPOT PRO	746779271	Custodial Supplies	20E001 2540 4100 00 000000 0000	12.32
HOME DEPOT PRO	746779263	Custodial Supplies	20E001 2540 4100 00 000000 0000	78.18
HOME DEPOT PRO	746779289	Custodial Supplies	20E001 2540 4100 00 000000 0000	241.26
HOME DEPOT PRO	747004034	Custodial Supplies	20E001 2540 4100 00 000000 0000	428.35
HOME DEPOT PRO	747004075	Custodial Supplies	20E001 2540 4100 00 000000 0000	649.80
HOME DEPOT PRO	747004042	Custodial Supplies	20E001 2540 4100 00 000000 0000	852.79
HOME DEPOT PRO	747004067	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,248.54
HOME DEPOT PRO	747004083	Custodial Supplies	20E001 2540 4100 00 000000 0000	2,639.69
HOME DEPOT PRO	747004059	Custodial Supplies	20E001 2540 4100 00 000000 0000	4,306.99
			Totals for HOME DEPOT PRO	28,749.13
HOWARD LEE & SONS, I	72955	Fuel Pump Repair	40E001 2550 3320 00 000000 0000	375.63
			Totals for HOWARD LEE & SONS, INC	375.63
HUNTLEY FORD	39805	Visor Assembly Part	40E001 2550 4100 00 000000 0000	67.15

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for HUNTLEY FORD	67.15
HUNTLEY HIGH SCHOOL	FVC5523	CHS FVC Track Championship	10E002 1500 6400 00 000000 0000	243.55
			Totals for HUNTLEY HIGH SCHOOL	243.55
ILLINOIS ASBO	43199	IASBO Membership D. Polowy	20E001 2540 6400 00 000000 0000	894.00
			Totals for ILLINOIS ASBO	894.00
ILLINOIS PRINCIPALS	420690	Prof Dev, AA#3818 2023 HS MTSS, A Path to Equity in Action S. Farrington	10E002 2210 6400 00 000000 0000	199.00
			Totals for ILLINOIS PRINCIPALS ASSOCIATI	199.00
ILLINOIS SCHOOL SERV	257CENTB 23	Graduation supplies	10E002 2410 4100 00 000000 0000	590.00
			Totals for ILLINOIS SCHOOL SERVICES	590.00
IMAGE AWARDS & ENGRA	37104	Name plates	10E001 2320 4100 00 000000 0000	145.20
			Totals for IMAGE AWARDS & ENGRAVING	145.20
IMAGINE LEARNING	332608	Imagine Espanol Reusable License	10E001 1800 3190 00 000000 0000	6,140.00
IMAGINE LEARNING	332608	Imagine Espanol Reusable License	10E001 1100 3100 00 490900 0000	3,360.00
			Totals for IMAGINE LEARNING	9,500.00
INSECT LORE PRODUCTS	INV2014771	Butterflies for Kindergarten	10E010 1110 4200 00 000000 0000	44.93
			Totals for INSECT LORE PRODUCTS	44.93
INSTRUCTURE, INC	INV568597	Canvas 24x7 Tier 1 Support 2 years	10E001 2660 3160 00 000000 0000	8,837.70
			Totals for INSTRUCTURE, INC	8,837.70
INTERSTATE BILLING S	3032209557	Bus Repairs	40E001 2550 3320 00 000000 0000	2,038.96
			Totals for INTERSTATE BILLING SERVICE	2,038.96
ISRAELSON, PAMELA	May 19	Retirement Gifts	10E001 2310 4100 00 000000 0000	66.61
ISRAELSON, PAMELA	37153	Board Name Plate	10E001 2310 4100 00 000000 0000	36.30
			Totals for ISRAELSON, PAMELA	102.91
JAMROZEK, DANA	May 15	CMS Reimb for supplies	10E003 1120 4100 00 000000 0000	11.50
			Totals for JAMROZEK, DANA	11.50
JAN NOHLING PHOTOGRA	28944a	CHS Posters as Senior Breakfast Gifts	10E002 1500 3190 00 000000 0000	1,200.00
			Totals for JAN NOHLING PHOTOGRAPHY	1,200.00
JENSEN, JENNA	Tuition 5-23	Tuition Reimb EDU 6550, EDU 6525	10E011 1120 2300 00 000000 0000	900.00
			Totals for JENSEN, JENNA	900.00
JOHNSON, KYLE	Uniform FY23a	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	94.60
			Totals for JOHNSON, KYLE	94.60
JUNIOR LIBRARY GUILD	653615	Annual Renewal Membership, Library	10E005 2220 4300 00 000000 0000	784.74
			Totals for JUNIOR LIBRARY GUILD	784.74
JUST ELEVATOR INSPEC	7637	Annual Elevator Inspection CHS	20E001 2540 3100 00 000000 0000	125.00
			Totals for JUST ELEVATOR INSPECTION SERV	125.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
JW PEPPER & SON, INC	365313827	Vocal supplies	10E002 1130 4100 00 000000 0000	71.99
JW PEPPER & SON, INC	365315695	Vocal supplies	10E002 1130 4100 00 000000 0000	26.99
			Totals for JW PEPPER & SON, INC	98.98
K&J PAINTING LLC	2317	HBT Painting Project Insurance Claim	20E001 2540 3230 00 000000 0000	7,467.00
K&J PAINTING LLC	2317a	DO Painting Projects	20E001 2540 3230 00 000000 0000	10,234.00
			Totals for K&J PAINTING LLC	17,701.00
KAHT, ELIZABETH	Tuition 5-23	Tuition Reimb 5990 Independent Study	10E002 1130 2300 00 000000 0000	450.00
			Totals for KAHT, ELIZABETH	450.00
KANE COUNTY REGIONAL	8002300183	May Fingerprinting	10E001 2520 3100 00 000000 0000	560.00
			Totals for KANE COUNTY REGIONAL OFFICE O	560.00
KANE COUNTY TREASURE	04-10-151-006 09	Kane County Tax DO	10E001 2310 6900 00 000000 0000	7,599.07
KANE COUNTY TREASURE	05-15-100-001 09	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	1,463.58
KANE COUNTY TREASURE	05-15-300-001 09	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	137.71
KANE COUNTY TREASURE	05-16-200-004 09	Kane County Tax Meyer Farm	10E001 2310 6900 00 000000 0000	5,260.98
			Totals for KANE COUNTY TREASURER	14,461.34
KIM, KAREN	May 2023	Reimb for Mileage May 2023	10E001 2330 3320 00 000000 0000	244.97
			Totals for KIM, KAREN	244.97
KOTWICA, JANICE	May 2023	Reimb for Mileage May 2023	10E001 2130 3320 00 000000 0000	35.04
			Totals for KOTWICA, JANICE	35.04
KOWALSKI, CATHERINE	Tuition 05-23	Tuition Reimb MATH 531, MATH 550	10E002 1130 2300 00 000000 0000	900.00
			Totals for KOWALSKI, CATHERINE	900.00
KRAUS, DANIEL JR	Uniform FY23	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	86.25
			Totals for KRAUS, DANIEL JR	86.25
LAKESHORE LEARNING M	703838051523	Supplies 2023/2024	10E008 1110 4100 00 000000 0000	103.47
LAKESHORE LEARNING M	739095052623	Supplies	10E008 1110 4100 00 000000 0000	103.47
			Totals for LAKESHORE LEARNING MATERIALS	206.94
LARSON & DARBY GROUP	43456	Professional Services for Future HS Program and Concepts	20E002 2540 5410 00 000000 0000	3,515.00
LARSON & DARBY GROUP	43454	Professional Services for HS Addition	20E002 2540 5400 00 000000 0000	2,407.00
			Totals for LARSON & DARBY GROUP	5,922.00
LEITNER, BRAD	May 2023	Reimb for Mileage May 2023	10E001 2660 3320 00 000000 0000	48.21
			Totals for LEITNER, BRAD	48.21
LEWIS, KIMBERLY	May 6	Teacher appreciation	10E004 2410 4100 00 000000 0000	150.00
			Totals for LEWIS, KIMBERLY	150.00
LOVE YOUR CLASSROOM	1090	Consultation/Training	10E001 2210 3100 00 462000 0000	711.08
			Totals for LOVE YOUR CLASSROOM LLC	711.08
LRP PUBLICATIONS	4576746	Annual subscription	10E001 2210 3100 00 462000 0000	1,785.00
			Totals for LRP PUBLICATIONS	1,785.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
LUTZ, DANIEL	Uniform FY23	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	264.59
LUTZ, DANIEL	Uniform FY23a	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	53.99
			Totals for LUTZ, DANIEL	318.58
MARBERRY CLEANERS	B67348	CHS Band uniform Cleaning	10E002 1500 3190 00 000000 0000	2,312.90
			Totals for MARBERRY CLEANERS	2,312.90
MARIANJOY REHABILITA	5329635 Apr 2023	Behind the Wheel Training Apr 2023	10E001 1200 3140 00 462000 0000	568.00
			Totals for MARIANJOY REHABILITATION HOSP	568.00
MARTINEZ, FORTINO	Uniform FY23a	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	137.06
MARTINEZ, FORTINO	Uniform FY23b	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	49.70
			Totals for MARTINEZ, FORTINO	186.76
MATISON, DAVID	Uniform FY23c	2022 - 2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	81.79
			Totals for MATISON, DAVID	81.79
MCGRAW HILL SCHOOL E	128001018001	Curriculum order for SPED	10E001 1200 4100 00 462000 0000	112.62
MCGRAW HILL SCHOOL E	128061102001	SRA Reading Mastery, Connec Math, Expressive Writing	10E005 1110 4200 00 000000 0000	136.38
MCGRAW HILL SCHOOL E	128061140001	SRA Reading Mastery, Connec Math, Expressive Writing	10E005 1110 4200 00 000000 0000	853.87
MCGRAW HILL SCHOOL E	128073279001	Number worlds order for sped student	10E001 1200 4100 00 462000 0000	612.71
			Totals for MCGRAW HILL SCHOOL EDUCATION	1,715.58
MCHENRY HIGH SCHOOL	1	CHS Athletics FVC Conference Cheer Championship Hosting	10E002 1500 6400 00 000000 0000	134.66
			Totals for MCHENRY HIGH SCHOOL	134.66
MENARDS, ELGIN	56298	Bungee Cords	40E001 2550 4100 00 000000 0000	7.96
MENARDS, ELGIN	56356	Maintenance Supplies	20E001 2540 4110 00 000000 0000	127.71
MENARDS, ELGIN	56306	Misc. Parts	40E001 2550 4100 00 000000 0000	21.58
MENARDS, ELGIN	56099	Misc supplies	40E001 2550 4100 00 000000 0000	49.80
MENARDS, ELGIN	56290	Maintenance Supplies	20E001 2540 4110 00 000000 0000	268.43
MENARDS, ELGIN	56138	Maintenance Supplies	20E001 2540 4110 00 000000 0000	212.18
MENARDS, ELGIN	57068	Maintenance Supplies	20E001 2540 4110 00 000000 0000	37.09
MENARDS, ELGIN	57060	Maintenance Supplies	20E001 2540 4110 00 000000 0000	72.06
MENARDS, ELGIN	57287	Grounds Supplies	20E001 2540 4120 00 000000 0000	156.10
MENARDS, ELGIN	57786	Maintenance Supplies	20E001 2540 4110 00 000000 0000	106.39
MENARDS, ELGIN	57491	Maintenance Supplies	20E001 2540 4110 00 000000 0000	340.69
MENARDS, ELGIN	57144	Propane Exchange	40E001 2550 4100 00 000000 0000	39.84
MENARDS, ELGIN	57009	Hose & Misc. Parts	40E001 2550 4100 00 000000 0000	87.33
			Totals for MENARDS, ELGIN	1,527.16
MENTA ACADEMY DEKALB	SESINV-028690	Monthly tuition May 2023	10E001 1912 6700 00 000000 0000	7,993.44
MENTA ACADEMY DEKALB	SESINV-028689	Monthly tuition May 2023	10E001 1912 6700 00 000000 0000	1,192.38
			Totals for MENTA ACADEMY DEKALB	9,185.82
METRO PREP	MPG 673809	Monthly Tuition Apr 2023	10E001 1912 6700 00 000000 0000	5,345.46
METRO PREP	MPH 673831	Monthly Tuition Apr 2023	10E001 1912 6700 00 000000 0000	5,345.46
			Totals for METRO PREP	10,690.92
MIDWEST COMPUTER PRO	720516	Mimio stylus	10E004 1110 4100 00 000000 0000	88.75

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MIDWEST COMPUTER PRO	720410D1	Projector Screen for Gym	10E010 2410 7100 00 000000 0000	2,078.31
			Totals for MIDWEST COMPUTER PRODUCTS, IN	2,167.06
MIDWEST TRANSIT EQUI	X101066651:01	Rear Window Replacement	40E001 2550 4100 00 000000 0000	608.25
MIDWEST TRANSIT EQUI	R341007383:01	Misc.	40E001 2550 4100 00 000000 0000	9.84
MIDWEST TRANSIT EQUI	R316002400:03	Dome Light Repair	40E001 2550 3230 00 000000 0000	103.26
MIDWEST TRANSIT EQUI	R341007580:01	Front Defroster Repairs	40E001 2550 3230 00 000000 0000	-152.11
MIDWEST TRANSIT EQUI	R341007436:02	Front Defroster Repairs	40E001 2550 3230 00 000000 0000	152.11
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	721.35
MILLENNIUM INVESTIGA	10816	Residency Surveillance	10E001 2310 3100 00 000000 0000	500.00
MILLENNIUM INVESTIGA	10817	Residency Surveillance	10E001 2310 3100 00 000000 0000	1,125.00
MILLENNIUM INVESTIGA	10818	Residency Surveillance	10E001 2310 3100 00 000000 0000	625.00
MILLENNIUM INVESTIGA	10819	Residency Surveillance	10E001 2310 3100 00 000000 0000	2,312.50
MILLENNIUM INVESTIGA	10820	Residency Surveillance	10E001 2310 3100 00 000000 0000	468.75
MILLENNIUM INVESTIGA	10814	Surveillance	10E001 2310 3100 00 000000 0000	1,281.25
MILLENNIUM INVESTIGA	10811	Surveillance	10E001 2310 3100 00 000000 0000	500.00
MILLENNIUM INVESTIGA	10812	Surveillance	10E001 2310 3100 00 000000 0000	625.00
MILLENNIUM INVESTIGA	10813	Surveillance	10E001 2310 3100 00 000000 0000	1,000.00
			Totals for MILLENNIUM INVESTIGATIONS	8,437.50
MINEHART, DESIREE	May 3	Professional Day, Natural Language Acquisition Course 1 & 2, May 3	10E010 2210 6400 00 000000 0000	108.00
			Totals for MINEHART, DESIREE	108.00
MORGAN, DANIEL	Tuition 05-23	Tuition Reimbursement, HIS 5820	10E002 1130 2300 00 000000 0000	450.00
			Totals for MORGAN, DANIEL	450.00
MUSIC THEATRE INTERN	1029719	Musical Licensure	10E002 1130 3900 00 000000 0000	3,235.35
			Totals for MUSIC THEATRE INTERNATIONAL	3,235.35
NAPERVILLE PSYCHIATR	301-54	Tutoring	10E001 1200 3140 00 462000 0000	884.00
			Totals for NAPERVILLE PSYCHIATRIC VENTUR	884.00
NASCO EDUCATION	439270	Science Consumables - 4th grade	10E005 1110 4200 00 000000 0000	135.57
NASCO EDUCATION	443362	Classroom Supplies	10E010 1110 4100 00 000000 0000	462.19
NASCO EDUCATION	437589	Supplies	10E011 1120 4110 00 000000 0000	38.59
			Totals for NASCO EDUCATION	636.35
NATIONAL DATA LABEL	366491	Envelopes	10E001 2520 4100 00 000000 0000	961.10
			Totals for NATIONAL DATA LABEL	961.10
NEIL ESTRICK GALLERY	1666	Kiln Maintenance and Repair	20E001 2540 3230 00 000000 0000	778.00
			Totals for NEIL ESTRICK GALLERY	778.00
NETZLEY, JAMIE	Tuition 05-23	Tuition Reimbursement MAT 531, MAT 550	10E002 1130 2300 00 000000 0000	900.00
			Totals for NETZLEY, JAMIE	900.00
NICOR GAS	01-61-78-10005 0	Gas Service Transportation	40E001 2550 4650 00 000000 0000	146.13
			Totals for NICOR GAS	146.13
NIHIP	Jun 2023 Final	Medical Claims	10E002 1130 2220 00 000000 0000	2,314.25
			Totals for NIHIP	2,314.25

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NOLAN, SARAH	May 17	Reimb for 95% training	10E001 2210 4100 00 000000 0000	169.94
			Totals for NOLAN, SARAH	169.94
NORMAN, JONATHAN	Uniform FY23a	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	124.50
			Totals for NORMAN, JONATHAN	124.50
NSN EMPLOYER SERVICE	2023-2024	2023-2024 Unemployment	80E001 2363 3830 00 000000 0000	1,829.88
			Totals for NSN EMPLOYER SERVICES, INC	1,829.88
OFFICE DEPOT/ODP BUS	311467732001	Classroom Supplies	10E010 1110 4100 00 000000 0000	186.50
OFFICE DEPOT/ODP BUS	311467731001	Classroom Supplies	10E010 1110 4100 00 000000 0000	8.07
OFFICE DEPOT/ODP BUS	311617059001	Kindergarten Supplies	10E005 1110 4100 00 000000 0000	16.79
OFFICE DEPOT/ODP BUS	311614321001	Kindergarten Supplies	10E005 1110 4100 00 000000 0000	35.39
OFFICE DEPOT/ODP BUS	311625124001	Kindergarten Supplies	10E005 1110 4100 00 000000 0000	96.37
OFFICE DEPOT/ODP BUS	311625810001	Kindergarten Supplies	10E005 1110 4100 00 000000 0000	21.32
OFFICE DEPOT/ODP BUS	311625812001	Kindergarten Supplies	10E005 1110 4100 00 000000 0000	14.39
OFFICE DEPOT/ODP BUS	311714874001	1st Grade Supplies	10E005 1110 4100 00 000000 0000	97.33
OFFICE DEPOT/ODP BUS	311718092001	Teacher Supplies	10E005 1110 4100 00 000000 0000	8.76
OFFICE DEPOT/ODP BUS	311721101001	Teacher Supplies	10E005 1110 4100 00 000000 0000	95.81
OFFICE DEPOT/ODP BUS	311721106001	Teacher Supplies	10E005 1110 4100 00 000000 0000	31.99
OFFICE DEPOT/ODP BUS	311753048001	1st grade Supplies	10E005 1110 4100 00 000000 0000	27.98
OFFICE DEPOT/ODP BUS	311754440001	1st grade Supplies	10E005 1110 4100 00 000000 0000	21.19
OFFICE DEPOT/ODP BUS	311754442001	1st grade Supplies	10E005 1110 4100 00 000000 0000	74.88
OFFICE DEPOT/ODP BUS	311756319001	3rd grade Supplies	10E005 1110 4100 00 000000 0000	83.08
OFFICE DEPOT/ODP BUS	311757103001	3rd grade Supplies	10E005 1110 4100 00 000000 0000	17.39
OFFICE DEPOT/ODP BUS	311757104001	3rd grade Supplies	10E005 1110 4100 00 000000 0000	10.95
OFFICE DEPOT/ODP BUS	311757106001	3rd grade Supplies	10E005 1110 4100 00 000000 0000	9.64
OFFICE DEPOT/ODP BUS	311757108001	3rd grade Supplies	10E005 1110 4100 00 000000 0000	12.37
OFFICE DEPOT/ODP BUS	311757109001	3rd grade Supplies	10E005 1110 4100 00 000000 0000	5.39
OFFICE DEPOT/ODP BUS	311764483001	4th grade Supplies	10E005 1110 4100 00 000000 0000	108.77
OFFICE DEPOT/ODP BUS	311768432001	4th grade Supplies	10E005 1110 4100 00 000000 0000	9.38
OFFICE DEPOT/ODP BUS	311798159001	5th grade Supplies	10E005 1110 4100 00 000000 0000	115.02
OFFICE DEPOT/ODP BUS	311800779001	5th Grade Supplies	10E005 1110 4100 00 000000 0000	109.84
OFFICE DEPOT/ODP BUS	310999737001	Resource Supplies	10E005 1110 4100 00 000000 0000	77.61
OFFICE DEPOT/ODP BUS	311003936001	Resource Supplies	10E005 1110 4100 00 000000 0000	6.99
OFFICE DEPOT/ODP BUS	310387173001	Classroom Supplies	10E010 1110 4100 00 000000 0000	65.17
OFFICE DEPOT/ODP BUS	313171402001	General Supplies	10E004 1110 4100 00 000000 0000	1,049.62
			Totals for OFFICE DEPOT/ODP BUSINESS SOL	2,417.99
ONE POINT PARTITIONS	267941.1	Restroom Partitions DO	20E001 2540 7100 00 000000 0000	3,096.00
			Totals for ONE POINT PARTITIONS LLC	3,096.00
ORKIN EXTERMINATING	27882289 Trans 0	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	683.83
ORKIN EXTERMINATING	28083314 HBT 06-	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	1,313.16
ORKIN EXTERMINATING	28083315 DO 06-2	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	1,378.25
ORKIN EXTERMINATING	28196151 PKMS 06	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	1,382.28
ORKIN EXTERMINATING	28222842 CT 06-2	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	1,382.28
ORKIN EXTERMINATING	28083314 PV 06-2	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	1,439.88
ORKIN EXTERMINATING	27850172 LL 06-2	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	1,532.04
ORKIN EXTERMINATING	28083314 CMS 06-	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	1,589.64
ORKIN EXTERMINATING	28083314 CHS 06-	Pest Control Yearly Billing	20E001 2540 3100 00 000000 0000	1,750.92
			Totals for ORKIN EXTERMINATING	12,452.28
PACE ANALYTICAL SERV	I9555736	Water Sample Testing HBT	20E001 2540 3100 00 000000 0000	126.00
PACE ANALYTICAL SERV	I9555738	Water Sample Testing CHS	20E001 2540 3100 00 000000 0000	126.00
PACE ANALYTICAL SERV	I9556213	Water Sample Testing Results CMS	20E001 2540 3100 00 000000 0000	288.40

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for PACE ANALYTICAL SERVICES, LLC	540.40
PARISI, NICOLE	Tuition 05-23	Tuition Reimb EDU 6630, EDU 6060, EDU 6070	10E003 1120 2300 00 000000 0000	1,350.00
			Totals for PARISI, NICOLE	1,350.00
PARKLAND PREPARATORY	5462	Monthly tuition	10E001 1912 6700 00 000000 0000	4,676.70
			Totals for PARKLAND PREPARATORY ACADEMY	4,676.70
PARRA, ROBERTO	May 2023	Reimb for Mileage May 2023	10E001 2660 3320 00 000000 0000	106.27
			Totals for PARRA, ROBERTO	106.27
PAULUS, KIMBERLY	Apr 2023	Reimb for Mileage Apr 2023	10E001 2212 3320 00 000000 0000	46.96
PAULUS, KIMBERLY	May 2023	Reimb for Mileage May 2023	10E001 2212 3320 00 000000 0000	126.22
			Totals for PAULUS, KIMBERLY	173.18
PEERLESS NETWORK, IN	23095	Phones	20E001 2540 3400 00 000000 0000	2,471.66
			Totals for PEERLESS NETWORK, INC.	2,471.66
PEPSI COLA GEN BOT I	98577660	Pepsi products	10E008 2410 4900 00 000000 0000	312.84
PEPSI COLA GEN BOT I	44707804	Pepsi products	10E002 2560 4100 00 000000 0000	440.88
PEPSI COLA GEN BOT I	44707803	Pepsi products	10E002 2560 4100 00 000000 0000	60.96
PEPSI COLA GEN BOT I	41976205	Pepsi products	10E002 2560 4100 00 000000 0000	137.16
PEPSI COLA GEN BOT I	41976304	Pepsi products	10E002 2560 4100 00 000000 0000	2,190.41
PEPSI COLA GEN BOT I	49028408	Pepsi products	10E003 2560 4100 00 000000 0000	254.00
PEPSI COLA GEN BOT I	48230408	Pepsi products	10E003 2560 4100 00 000000 0000	295.00
PEPSI COLA GEN BOT I	47106560	Pepsi products	10E011 2560 4100 00 000000 0000	114.70
PEPSI COLA GEN BOT I	47106557	Pepsi products	10E002 2560 4100 00 000000 0000	967.40
PEPSI COLA GEN BOT I	47106558	Pepsi products	10E002 2560 4100 00 000000 0000	163.74
PEPSI COLA GEN BOT I	41976203	Pepsi products	10E011 2560 4100 00 000000 0000	229.40
			Totals for PEPSI COLA GEN BOT INC	5,166.49
PERK N PICKLE	2165	Luncheon for B & G Summer Staff Meeting	20E001 2540 4110 00 000000 0000	1,250.00
			Totals for PERK N PICKLE	1,250.00
PFLUG, DAINA	May 3-4	Reimb for IASBO conference hotel and parking May 3-4	10E001 2520 3320 00 000000 0000	30.00
PFLUG, DAINA	May 3-4	Reimb for IASBO conference hotel and parking May 3-4	10E001 2520 6400 00 000000 0000	269.10
PFLUG, DAINA	May 2023	Reimb for Mileage May 2023	10E001 2510 3320 00 000000 0000	262.00
			Totals for PFLUG, DAINA	561.10
PITNEY BOWES INC	Postage 05-23	May postage added to meter	10E010 2410 3410 00 000000 0000	50.00
PITNEY BOWES INC	Postage 05-23	May postage added to meter	10E011 2410 3410 00 000000 0000	50.00
PITNEY BOWES INC	Postage 05-23	May postage added to meter	10E001 2520 3410 00 000000 0000	500.00
			Totals for PITNEY BOWES INC	600.00
PITSCO EDUCATION	23-000012050	Supplies	10E011 1120 4110 00 000000 0000	324.23
			Totals for PITSCO EDUCATION	324.23
PODGORSKI, PATRICK	May 26	Reimb for Pizza lunch DEI students helping with Rocket Launch	10E002 2410 4100 00 000000 0000	70.63
			Totals for PODGORSKI, PATRICK	70.63

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
POMP'S TIRE SERVICE	640107815	Tires	40E001 2550 4130 00 000000 0000	1,109.94
POMP'S TIRE SERVICE	640107648	Tire Repair	40E001 2550 4130 00 000000 0000	449.55
POMP'S TIRE SERVICE	640107853	Tires	40E001 2550 4130 00 000000 0000	1,010.98
POMP'S TIRE SERVICE	640107352	Gounds Supplies	20E001 2540 4120 00 000000 0000	155.00
POMP'S TIRE SERVICE	640108058	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	55.95
POMP'S TIRE SERVICE	640107923	Tires & Balance	40E001 2550 4130 00 000000 0000	362.98
POMP'S TIRE SERVICE	640107995	Tire & Balance	40E001 2550 4130 00 000000 0000	945.11
			Totals for POMP'S TIRE SERVICE	4,089.51
PORTO, PAMELA	May 28a	Reimb for Flower Basket Rewards	40E001 2550 4900 00 000000 0000	42.96
PORTO, PAMELA	May 26	Reimb for Transportation Last Day Barbecue	40E001 2550 4900 00 000000 0000	278.75
PORTO, PAMELA	Sept-April	Mileage Reimbursement Sept-April	40E001 2550 3320 00 000000 0000	170.96
			Totals for PORTO, PAMELA	492.67
POSTMASTER	397 06-23	CMS PO Box 397 Renewal	10E003 2410 3410 00 000000 0000	154.00
POSTMASTER	396 06-23	DO PO Box 396 Renewal	10E001 2520 3410 00 000000 0000	104.00
POSTMASTER	395 06-23	HBT PO Box 395 Renewal	10E004 2410 3410 00 000000 0000	104.00
			Totals for POSTMASTER	362.00
POTSIC, MICHAEL	May 2023	Reimb for Mileage May 2023	10E001 2330 3320 00 000000 0000	45.85
			Totals for POTSIC, MICHAEL	45.85
POWERS, MICHAEL	23136	Track/Cross County Officials Assignor Fee	10E002 1500 3190 00 000000 0000	221.00
			Totals for POWERS, MICHAEL	221.00
POWERTEK ATHLETIC	124498	Lacrosse Practice Jerseys	10E002 1500 4110 00 000000 0000	1,271.18
			Totals for POWERTEK ATHLETIC	1,271.18
PRINTED SOLID INC	PS-1100640	3D Printers	10E002 1130 4100 00 322000 0000	1,289.97
PRINTED SOLID INC	PS-1100640	3D Printers	10E002 1130 7100 00 322000 0000	1,998.00
PRINTED SOLID INC	PS-1102316	Filament for 3D printers	10E002 1130 4100 00 322000 0000	431.88
			Totals for PRINTED SOLID INC	3,719.85
PRIOLA, RACHEL	Apr 2023	Reimb for Mileage Apr 2023	10E001 2212 3320 00 000000 0000	54.04
PRIOLA, RACHEL	3797-33929283	Reimb. for Stickers	10E001 2212 4100 00 000000 0000	30.00
			Totals for PRIOLA, RACHEL	84.04
PROJECT LEAD THE WAY	397307	Gateway Participation 2023-2024	10E011 1120 4100 00 000000 0000	950.00
PROJECT LEAD THE WAY	399892	PLTW Supplies	10E002 1130 4100 00 322000 0000	273.87
PROJECT LEAD THE WAY	399892	PLTW Supplies	10E002 1130 4100 00 474500 0000	461.88
PROJECT LEAD THE WAY	399892	PLTW Supplies	10E002 2230 4100 00 474500 0000	82.00
			Totals for PROJECT LEAD THE WAY, INC	1,767.75
PSAT-COLLEGE ENTRANC	392343250A	PSAT 8/9	10E001 2212 3800 00 000000 0000	4,876.20
			Totals for PSAT-COLLEGE ENTRANCE EXAMINA	4,876.20
RAPTOR TECHNOLOGIES,	INV77898	Raptor Visitor System	10E001 2660 3160 00 000000 0000	24,457.80
RAPTOR TECHNOLOGIES,	INV77898	Raptor Visitor System	10E001 2660 7100 00 000000 0000	5,052.00
			Totals for RAPTOR TECHNOLOGIES, LLC	29,509.80
RAY SCHRIEBER DISPOS	267	Roll Off Dumpster DO	20E001 2540 3210 00 000000 0000	430.00
			Totals for RAY SCHRIEBER DISPOSAL CO	430.00
REAGAN, STACY	May 2023	Reimb for Mileage May 2023	10E001 2212 3320 00 000000 0000	79.98

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for REAGAN, STACY	79.98
REALLY GOOD STUFF	8225768	1st Grade Supplies	10E008 1110 4100 00 000000 0000	773.82
REALLY GOOD STUFF	8219778	Classroom Supplies	10E010 1110 4100 00 000000 0000	25.94
REALLY GOOD STUFF	8221335	Teacher Supplies 2023/2024	10E008 1110 4100 00 000000 0000	518.24
REALLY GOOD STUFF	8221040	Classroom Supplies	10E010 1205 4100 00 000000 0000	107.26
			Totals for REALLY GOOD STUFF	1,425.26
REED, MEAGAN	May 2023	Reimb for Mileage May 2023	10E011 1120 3320 00 000000 0000	28.56
			Totals for REED, MEAGAN	28.56
REVTRAK	Fees 05-23	May credit card fees	10E001 2520 3100 00 000000 0000	14,647.17
REVTRAK	Fees 07-22	May Activity credit card fees	10E001 2520 3100 00 000000 0000	2,877.91
			Totals for REVTRAK	17,525.08
RIFTON	V871J-1	EC OT Order	10E001 1110 4100 00 460000 0000	322.50
			Totals for RIFTON	322.50
ROCHESTER 100 INC	INV050024	Nicky's Folder 2023/2024	10E008 1110 4100 00 000000 0000	2,034.00
ROCHESTER 100 INC	INV050562	General Student supplies	10E004 1110 4100 00 000000 0000	1,286.25
			Totals for ROCHESTER 100 INC	3,320.25
ROCKY MOUNTAIN COMMU	IL1126-LOC5	Locate Services	10E001 2660 3195 00 000000 0000	24,546.88
			Totals for ROCKY MOUNTAIN COMMUNICATION	24,546.88
ROLLKALL TECHNOLOGIE	465445	CHS Sheriff to be at Soccer Event 5/24	10E002 1500 3190 00 000000 0000	336.00
			Totals for ROLLKALL TECHNOLOGIES, LLC	336.00
ROUTE 47 TRANSPORTAT	May 2023	Private Transportation	40E001 2550 3310 00 000000 0000	6,150.00
ROUTE 47 TRANSPORTAT	May 2023a	Private Transportation	40E001 2550 3310 00 000000 0000	8,287.50
			Totals for ROUTE 47 TRANSPORTATION SERVI	14,437.50
rSCHOOL TODAY	87811	CHS Athletics Renewal Fee 7/1/23-6/30/24	10E001 1100 3100 00 000000 0000	6,340.00
			Totals for rSCHOOL TODAY	6,340.00
RT REPAIR	17496	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	2,963.57
			Totals for RT REPAIR	2,963.57
SAFE DI-AWARDS COMPA	27224	Kindergarten T-shirts	10E004 1110 4900 00 000000 0000	627.50
			Totals for SAFE DI-AWARDS COMPANY	627.50
SCHOLASTIC BOOK FAIR	W5262004BF	Spring Book Fair	10E008 2220 4300 00 000000 0000	4,087.52
SCHOLASTIC BOOK FAIR	W5281433BF	Spring Scholastic Book Fair	10E005 1110 4900 00 000000 0000	4,048.64
			Totals for SCHOLASTIC BOOK FAIRS-15	8,136.16
SCHOOL HEALTH CORPOR	5575274-00	23.24 PE budget	10E004 1110 4100 00 000000 0000	640.96
SCHOOL HEALTH CORPOR	4198022-00	Nurse's supplies	10E004 1110 4250 00 000000 0000	190.84
			Totals for SCHOOL HEALTH CORPORATION	831.80
SCHOOL SPECIALTY LLC	208132266045	Construction Paper	10E008 1110 4100 00 000000 0000	1,068.10
SCHOOL SPECIALTY LLC	208132326868	Classroom Supplies	10E010 1110 4100 00 000000 0000	105.49
SCHOOL SPECIALTY LLC	308104271923	General supplies: colored roll paper	10E004 1110 4100 00 000000 0000	571.97
SCHOOL SPECIALTY LLC	208132272646	Construction Paper	10E008 1110 4100 00 000000 0000	97.92

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SCHOOL SPECIALTY LLC	208132307608	Hennig 2023/2024	10E008 1110 4100 00 000000 0000	124.86
SCHOOL SPECIALTY LLC	208132312988	Brock 2023/2024	10E008 1110 4100 00 000000 0000	113.58
SCHOOL SPECIALTY LLC	208132337635	1st Grade Supplies	10E008 1110 4100 00 000000 0000	329.00
SCHOOL SPECIALTY LLC	208132312247	Art 2023/2024	10E008 1110 4100 00 000000 0000	1,085.35
SCHOOL SPECIALTY LLC	208132273112	2nd Grade Supplies	10E005 1110 4100 00 000000 0000	129.27
SCHOOL SPECIALTY LLC	208132296262	Classroom Supplies	10E010 1110 4100 00 000000 0000	111.22
SCHOOL SPECIALTY LLC	208132357208	Lesson Plan Book	10E008 1110 4100 00 000000 0000	348.50
SCHOOL SPECIALTY LLC	308104282854	Construction Paper	10E004 1110 4100 00 000000 0000	1,103.28
SCHOOL SPECIALTY LLC	208132359432	Supplies	10E008 1110 4100 00 000000 0000	51.40
SCHOOL SPECIALTY LLC	208132331358	Art supplies	10E004 1110 4100 00 000000 0000	500.78
			Totals for SCHOOL SPECIALTY LLC	5,740.72
SCHOOLBELLS LTD	1446	Private Transportation & McKinney Vento Students	40E001 2550 3310 00 000000 0000	8,265.00
SCHOOLBELLS LTD	1446	Private Transportation & McKinney Vento Students	10E003 2550 3320 00 499800 0000	1,909.00
			Totals for SCHOOLBELLS LTD	10,174.00
SCHREUR, LAMBERTUS	May 2023	Reimb for Mileage May 2023	10E001 2660 3320 00 000000 0000	34.46
			Totals for SCHREUR, LAMBERTUS	34.46
SCHURING & SCHURING	May 2023 CT	Dairy	10E010 2560 4100 00 000000 0000	1,830.12
SCHURING & SCHURING	May 2023 CHS	Dairy	10E002 2560 4100 00 000000 0000	903.99
SCHURING & SCHURING	May 2023 CMS	Dairy	10E003 2560 4100 00 000000 0000	479.29
SCHURING & SCHURING	May 2023 HBT	Dairy	10E004 2560 4100 00 000000 0000	1,646.57
SCHURING & SCHURING	May 2023 LL	Dairy	10E005 2560 4100 00 000000 0000	785.78
SCHURING & SCHURING	May 2023 PKMS	Dairy	10E011 2560 4100 00 000000 0000	1,379.84
SCHURING & SCHURING	May 2023 PV	Dairy	10E008 2560 4100 00 000000 0000	1,992.39
			Totals for SCHURING & SCHURING	9,017.98
SCRUGGS, TINA	May 10	PKMS Reimb Quarter 4 Recognition Breakfast supplies	10E011 1120 4900 00 000000 0000	58.61
			Totals for SCRUGGS, TINA	58.61
SEAL OF ILLINOIS	11695	Monthly Tuition May 2023	10E001 1912 6700 00 000000 0000	13,740.98
SEAL OF ILLINOIS	11681	Monthly Tuition May 2023	10E001 1912 6700 00 000000 0000	6,249.98
			Totals for SEAL OF ILLINOIS	19,990.96
SECRTARY OF STATE IN	June 2023	Notary-Slager	10E001 2320 3190 00 000000 0000	15.00
			Totals for SECRTARY OF STATE INDEX DEPT	15.00
SEPTRAN, INC	91969938	Private Transportation	40E001 2550 3310 00 000000 0000	1,487.51
SEPTRAN, INC	91974269	Private Transportation	40E001 2550 3310 00 000000 0000	1,454.04
SEPTRAN, INC	91930188	Private Transportation	40E001 2550 3310 00 000000 0000	2,609.11
SEPTRAN, INC	91953242	Private Transportation	40E001 2550 3310 00 000000 0000	1,475.35
SEPTRAN, INC	91928157	Private Transportation	40E001 2550 3310 00 000000 0000	2,390.50
			Totals for SEPTRAN, INC	9,416.51
SERVICE CONCEPTS, IN	31208	Maintenance Supplies	20E001 2540 4110 00 000000 0000	22.24
SERVICE CONCEPTS, IN	31250	Burner Plate Assembly, CT gym roof top	20E001 2540 7100 00 000000 0000	1,573.14
SERVICE CONCEPTS, IN	31243	Condenser Install maintenance bldg	20E001 2540 3100 00 000000 0000	1,655.50
SERVICE CONCEPTS, IN	31244	Bearing Assembly HS	20E001 2540 7100 00 000000 0000	3,466.74
SERVICE CONCEPTS, IN	31207	Maintenance Supplies	20E001 2540 4110 00 000000 0000	933.96
SERVICE CONCEPTS, IN	31209	Maintenance Supplies	20E001 2540 3100 00 000000 0000	0.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SERVICE CONCEPTS, IN	31361	Maintenance Supplies	20E001 2540 4110 00 000000 0000	10.86
SERVICE CONCEPTS, IN	31320	Maintenance Supplies	20E001 2540 4110 00 000000 0000	61.98
SERVICE CONCEPTS, IN	31362	Maintenance Supplies	20E001 2540 4110 00 000000 0000	98.88
SERVICE CONCEPTS, IN	31321	Maintenance Supplies	20E001 2540 4110 00 000000 0000	148.03
SERVICE CONCEPTS, IN	31318	Maintenance Supplies	20E001 2540 4110 00 000000 0000	385.58
SERVICE CONCEPTS, IN	31319	Maintenance Supplies	20E001 2540 4110 00 000000 0000	1,024.40
SERVICE CONCEPTS, IN	31322	Maintenance Supplies	20E001 2540 4110 00 000000 0000	4,292.15
SERVICE CONCEPTS, IN	31317	Maintenance Supplies	20E001 2540 4110 00 000000 0000	6,236.76
SERVICE CONCEPTS, IN	31363	Maintenance Supplies	20E001 2540 3100 00 000000 0000	0.00
SERVICE CONCEPTS, IN	31182	Start component kit CHS	10E002 2560 3230 00 000000 0000	417.24
SERVICE CONCEPTS, IN	31420	Maintenance Supplies	20E001 2540 4110 00 000000 0000	54.30
SERVICE CONCEPTS, IN	31421	Maintenance Supplies	20E001 2540 4110 00 000000 0000	110.54
SERVICE CONCEPTS, IN	31419	Maintenance Supplies	20E001 2540 4110 00 000000 0000	371.37
SERVICE CONCEPTS, IN	30711	Maintenance Supplies	20E001 2540 7100 00 000000 0000	3,491.04
SERVICE CONCEPTS, IN	31459	PV foam tape for freezer	10E008 2560 4900 00 000000 0000	20.00
			Totals for SERVICE CONCEPTS, INC	24,374.71
SERVICE SANITATION I	8618960	Port O Let for Athletic Fields	20E001 2540 3100 00 000000 0000	86.37
SERVICE SANITATION I	8627183	Service of Port O Lets and Mobile Classrooms	20E001 2540 3100 00 000000 0000	238.30
SERVICE SANITATION I	8627182	Service of Port O Lets and Mobile Classrooms	20E001 2540 3100 00 000000 0000	377.40
SERVICE SANITATION I	8627181	Service of Port O Lets and Mobile Classrooms	20E001 2540 3100 00 000000 0000	695.40
SERVICE SANITATION I	8627184	Service of Port O Lets and Mobile Classrooms	20E001 2540 3100 00 000000 0000	794.70
SERVICE SANITATION I	8627188	Service of Port O Lets and Mobile Classrooms	20E001 2540 3100 00 000000 0000	1,390.80
SERVICE SANITATION I	8627187	Service of Port O Lets and Mobile Classrooms	20E001 2540 3100 00 000000 0000	2,781.60
SERVICE SANITATION I	8627186	Service of Port O Lets and Mobile Classrooms	20E001 2540 3100 00 000000 0000	2,781.60
SERVICE SANITATION I	8627185	Service of Port O Lets and Mobile Classrooms	20E001 2540 3100 00 000000 0000	2,781.60
			Totals for SERVICE SANITATION INC	11,927.77
SHALES MCNUTT CONSTR	App. No. 7 Final	New Maintenance Building	20E003 2540 5400 00 000000 0000	162,919.24
SHALES MCNUTT CONSTR	App. No. 6	New Maintenance Building	20E003 2540 5400 00 000000 0000	180,765.74
			Totals for SHALES MCNUTT CONSTRUCTION	343,684.98
SIMONCELLI, TIFFANY	Tuition 05-23	Tuition Reimb HIS 57001	10E002 1130 2300 00 000000 0000	900.00
			Totals for SIMONCELLI, TIFFANY	900.00
SMITH, DESIREE AND D	Jun 2023	Refund for Dr Ed	10R000 1970 0000 00 000000 0000	250.00
			Totals for SMITH, DESIREE AND DEREK	250.00
SNYDER, ERICA	May 2023	Reimb for Mileage May 2023	10E001 2212 3320 00 000000 0000	146.61
			Totals for SNYDER, ERICA	146.61
SPECIAL EDUCATION SY	SYSINV-012232	Private Transportation	40E001 2550 3310 00 000000 0000	1,622.06
			Totals for SPECIAL EDUCATION SYSTEMS, IN	1,622.06
STOVER, GAIL	Apr 2023	Reimb for Mileage Apr 2023	10E001 2212 3320 00 000000 0000	93.87
STOVER, GAIL	May 31	Reimb. STEAM TEAM	10E001 2212 4100 00 000000 0000	61.61
			Totals for STOVER, GAIL	155.48

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
STREAMWOOD BEHAVIORA	17129	Tutoring	10E001 1200 3140 00 462000 0000	105.00
			Totals for STREAMWOOD BEHAVIORAL HEALTH	105.00
SUMMIT SCHOOL, INC	36002	Monthly Tuition May 2023	10E001 1912 6700 00 000000 0000	23,100.45
			Totals for SUMMIT SCHOOL, INC	23,100.45
TEACHING STRATEGIES,	INV169462	Teaching Strategies GOLD renewal	10E001 1200 3140 00 462000 0000	2,936.25
			Totals for TEACHING STRATEGIES,LLC	2,936.25
TEELE, BRAYDEN	Tuition 05-23	Tuition Reimb Math 531	10E002 1130 2300 00 000000 0000	450.00
			Totals for TEELE, BRAYDEN	450.00
TESTONE, CHRISTOPHER	May 15	Lunch for Incubator	10E002 1400 4100 03 000000 0000	220.53
			Totals for TESTONE, CHRISTOPHER	220.53
THE VILLAGE TUTORS	24623	Tutoring	10E001 1200 3140 00 462000 0000	180.00
			Totals for THE VILLAGE TUTORS	180.00
THERAPY TRAVELERS, L	INV85938	Contracted SpEd Teacher	10E001 1205 3100 00 000000 0000	2,887.50
THERAPY TRAVELERS, L	INV85502	Contracted SpEd Teacher	10E001 1205 3100 00 000000 0000	2,887.50
THERAPY TRAVELERS, L	INV85008	Contracted SpEd Teacher	10E001 1205 3100 00 000000 0000	2,310.00
THERAPY TRAVELERS, L	INV86372	Contracted SpEd Teacher	10E001 1205 3100 00 000000 0000	2,310.00
			Totals for THERAPY TRAVELERS, LLC	10,395.00
TROPHIES BY GEORGE	9131-22	CHS Varsity 4 Year Letter Senior Awards	10E002 1500 4100 00 000000 0000	423.25
TROPHIES BY GEORGE	102645-23	CHS Senior Awards End of the Year	10E002 1500 4100 00 000000 0000	220.00
TROPHIES BY GEORGE	6667-22	CHS FVC Boys Frosh/Soph Track & Field Invitational	10E002 1500 3900 00 000000 0000	651.00
			Totals for TROPHIES BY GEORGE	1,294.25
TURK, HANNAH	May 15	Prof Dev, Practical Trauma May 15	10E005 2210 6400 00 000000 0000	150.00
			Totals for TURK, HANNAH	150.00
TYLER TECHNOLOGIES	45-419939	Versa Trans Support	40E001 2550 3700 00 000000 0000	6,825.40
			Totals for TYLER TECHNOLOGIES	6,825.40
ULTIMATESLP	188599244	Renewal Ultimate SLP	10E008 2150 4100 00 000000 0000	139.92
			Totals for ULTIMATESLP	139.92
UNIQUE PRODUCTS & SE	450417	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,710.00
			Totals for UNIQUE PRODUCTS & SERVICE COR	1,710.00
UNITY SCHOOL BUS PAR	548904-IN	Misc. School Bus Parts	40E001 2550 4100 00 000000 0000	252.02
UNITY SCHOOL BUS PAR	550606-IN	Halogen Beam Bulbs	40E001 2550 4100 00 000000 0000	74.85
UNITY SCHOOL BUS PAR	550838-IN	Universal Paint (Gray)	40E001 2550 4100 00 000000 0000	454.80
			Totals for UNITY SCHOOL BUS PARTS	781.67
US BANK EQUIPMENT FI	501373120	Copiers	10E001 2410 3250 00 000000 0000	7,437.27
			Totals for US BANK EQUIPMENT FINANCE, IN	7,437.27
VARACALLI, VINCENT	Uniform FY23a	2022-2023 Uniform Reimbursement	20E002 2540 4110 00 000000 0000	97.42
			Totals for VARACALLI, VINCENT	97.42
VAUGHN, MICHELLE	May-Jun 2023	Reimb for Mileage May-Jun 2023	10E001 1205 3320 00 000000 0000	194.97
			Totals for VAUGHN, MICHELLE	194.97

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
VERIZON WIRELESS SER	9935021090	B & G Cell Phone MiFi Emergency Phones	20E001 2540 3400 00 000000 0000	992.41
			Totals for VERIZON WIRELESS SERVICES LLC	992.41
VILLAGE OF BURLINGTO	119 05-23	Water Service DO	20E001 2540 3700 00 000000 0000	48.50
VILLAGE OF BURLINGTO	119 04-23	Water Service DO	20E001 2540 3700 00 000000 0000	57.04
			Totals for VILLAGE OF BURLINGTON	105.54
VOCK, ANDREW	Tuition 05-23	Tuition Reimb HIS 5999-660	10E002 1130 2300 00 000000 0000	150.00
			Totals for VOCK, ANDREW	150.00
WAREHOUSE DIRECT	5502385-0	Binders	10E001 2520 4100 00 000000 0000	16.62
WAREHOUSE DIRECT	5502294-0	Labels	10E001 2520 4100 00 000000 0000	305.56
WAREHOUSE DIRECT	5498697-1	Athletics Office Supplies	10E002 1500 4100 00 000000 0000	29.78
WAREHOUSE DIRECT	5498697-0	Athletics Office Supplies	10E002 1500 4100 00 000000 0000	55.59
			Totals for WAREHOUSE DIRECT	407.55
WENGER CORPORATION	849845	Risers for Fine Arts Performances	10E002 1130 7100 00 000000 0000	25,878.37
			Totals for WENGER CORPORATION	25,878.37
WEST MUSIC COMPANY	SI2281189	Music 2023/2024	10E008 1110 4100 00 000000 0000	538.89
			Totals for WEST MUSIC COMPANY	538.89
WINESBURG, RAY	408	Wrestling Assigning Fees	10E011 1500 3190 00 000000 0000	32.00
			Totals for WINESBURG, RAY	32.00
			Totals for checks	3,144,262.04

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	1,078.62	1,919,063.83	1,920,142.45
20	OPERATIONS AND MAINTENANCE	0.00	0.00	665,680.45	665,680.45
30	DEBT SERVICE, BOND & INTEREST	0.00	0.00	462,600.00	462,600.00
40	TRANSPORTATION FUND	0.00	0.00	82,404.91	82,404.91
80	TORT FUND	0.00	0.00	13,434.23	13,434.23
*** Fund Summary Totals ***		0.00	1,078.62	3,143,183.42	3,144,262.04

********** End of report **********

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
COURTYARD PEORIA	May 19	CMS, PKMS Hotel for State Track	10E003 1500 3190 00 000000 0000	339.72
COURTYARD PEORIA	May 19	CMS, PKMS Hotel for State Track	10E011 1500 3190 00 000000 0000	1,358.88
			Totals for COURTYARD PEORIA	1,698.60
DISCOVERY CENTER MUS	May 5	LL Admission for 3rd grade field trip May 5, 2023	10E005 1110 3900 00 000000 0000	150.00
			Totals for DISCOVERY CENTER MUSEUM	150.00
FEDEX	8-112-4250	Shipping Charges	10E001 2520 3410 00 000000 0000	184.85
FEDEX	8-126-2706	Shipping Charges	10E002 2410 3410 00 000000 0000	80.88
			Totals for FEDEX	265.73
FEDEX OFFICE	589-01WD1-	Banners for AVA	10E002 1130 4100 00 323500 0000	125.82
			Totals for FEDEX OFFICE	125.82
ILLINOIS DEPARTMENT	May 2023	Pest Control License Application D. Callahan, 3 yr. license	20E001 2540 6400 00 000000 0000	45.00
			Totals for ILLINOIS DEPARTMENT OF AGRICU	45.00
PETTY CASH	May 2023 L	LL Scholastic Spring Book Fair Petty Cash	10E005 1110 4900 00 000000 0000	100.00
			Totals for PETTY CASH	100.00
SCHOOL NUTRITION ASS	IL05232023	SNA National and State Dues	10E002 2560 6400 00 000000 0000	65.00
SCHOOL NUTRITION ASS	IL05232023	SNA National and State Dues	10E003 2560 6400 00 000000 0000	65.00
SCHOOL NUTRITION ASS	IL05232023	SNA National and State Dues	10E004 2560 6400 00 000000 0000	65.00
SCHOOL NUTRITION ASS	IL05232023	SNA National and State Dues	10E005 2560 6400 00 000000 0000	65.00
SCHOOL NUTRITION ASS	IL05232023	SNA National and State Dues	10E008 2560 6400 00 000000 0000	65.00
SCHOOL NUTRITION ASS	IL05232023	SNA National and State Dues	10E010 2560 6400 00 000000 0000	65.00
SCHOOL NUTRITION ASS	IL05232023	SNA National and State Dues	10E011 2560 6400 00 000000 0000	65.00
SCHOOL NUTRITION ASS	IL05232023	SNA National and State Dues	10E001 2560 6400 00 000000 0000	166.00
			Totals for SCHOOL NUTRITION ASSOCIATION	621.00
VOLCANO FALLS ADVENT	CMS 5-25-2	Volcano Falls CMS field trip 5/25/23	10E003 2410 4900 00 000000 0000	8,825.00
			Totals for VOLCANO FALLS ADVENTURE PARK	8,825.00
			Totals for checks	11,831.15

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	0.00	11,786.15	11,786.15
20	OPERATIONS AND MAINTENANCE	0.00	0.00	45.00	45.00
*** Fund Summary Totals ***		0.00	0.00	11,831.15	11,831.15

********** End of report **********

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ACCARDI, DAVID	May 3	CHS Girls Lacrosse Official 5/3/23	10E002 1500 3190 00 000000 0000	69.00
			Totals for ACCARDI, DAVID	69.00
AVILA, CHRISTOPHER	May 3	CHS Baseball Official 5/3/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for AVILA, CHRISTOPHER	75.00
BURNETT, JOHN	May 3	CHS Girls Lacrosse Official 5/3/23	10E002 1500 3190 00 000000 0000	69.00
			Totals for BURNETT, JOHN	69.00
CHAMBERS, IVAN	Nov 30	CHS Boys Basketball Official 11/30/22-void and reissue	10E002 1500 3190 00 000000 0000	77.00
			Totals for CHAMBERS, IVAN	77.00
COMFORT INN & SUITES	May 17-20	CHS Bass Fishing State Hotel Fee May 17-20	10E002 1500 3120 00 000000 0000	1,239.09
			Totals for COMFORT INN & SUITES	1,239.09
EHLERT, JON	May 2	CHS Baseball Official 5/2/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for EHLERT, JON	72.00
EHLERT, PADRAIG	Apr 21	CHS Baseball Official 4/21/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for EHLERT, PADRAIG	72.00
ESPINOZA, LUIS	Apr 29	CHS Girls Soccer Official 4/29/23	10E002 1500 3190 00 000000 0000	80.00
			Totals for ESPINOZA, LUIS	80.00
GAMBLE, STEPHEN	May 2	CHS Softball Official 5/2/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for GAMBLE, STEPHEN	75.00
GOODLOVE, JEFFERY	Apr 20	CHS Girls Soccer Official 4/20/23	10E002 1500 3190 00 000000 0000	80.00
			Totals for GOODLOVE, JEFFERY	80.00
GUZINSKI, GEOFF	Apr 27	CHS Baseball Official 4/27/23	10E002 1500 3190 00 000000 0000	72.00
GUZINSKI, GEOFF	Apr 24	CHS Baseball Official 4/24/23	10E002 1500 3190 00 000000 0000	75.00
GUZINSKI, GEOFF	Apr 26	CHS Baseball Official 4/26/23	10E002 1500 3190 00 000000 0000	75.00
GUZINSKI, GEOFF	Apr 19	CHS Baseball Official 4/19 & 4/20/23	10E002 1500 3190 00 000000 0000	144.00
GUZINSKI, GEOFF	May 2	CHS Baseball Official 5/2/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for GUZINSKI, GEOFF	438.00
GYURKO, MARK	Apr 27	CHS Girls Soccer Official 4/27/23	10E002 1500 3190 00 000000 0000	80.00
			Totals for GYURKO, MARK	80.00
HALL, DANIEL	May 2	CHS Softball Official 5/2/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for HALL, DANIEL	75.00
HAND, JONATHAN	Apr 24	CHS Softball Official 4/24/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for HAND, JONATHAN	75.00
HAYUNGA, TIM	Apr 29	CHS Baseball Double Header Official 4/29/23	10E002 1500 3190 00 000000 0000	150.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for HAYUNGA, TIM	150.00
HOSHINA, RAIDEN	Apr 27a	CHS Baseball Official 4/27/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for HOSHINA, RAIDEN	72.00
IRWIN, JOSEPH	Apr 21	CHS Baseball Official 4/21/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for IRWIN, JOSEPH	72.00
JACOBI, KEITH	Apr 24	CHS Girls track meet official plus shells 4/24/23	10E002 1500 3190 00 000000 0000	145.00
			Totals for JACOBI, KEITH	145.00
JOHNSON, LARRY	Apr 18	CHS Softball Official 4/18/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for JOHNSON, LARRY	75.00
KEIL, NICHOLAS	Apr 29	CHS Baseball Double Header Official 4/29/23	10E002 1500 3190 00 000000 0000	150.00
			Totals for KEIL, NICHOLAS	150.00
KNEIP, DENNIS	Apr 24	CHS Softball Official 4/24/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for KNEIP, DENNIS	75.00
KOHLER, THOMAS	Apr 21	CHS Girls Soccer Official 4/21/23	10E002 1500 3190 00 000000 0000	87.00
			Totals for KOHLER, THOMAS	87.00
KRASZEWSKI, ERIK	Apr 19	CHS Baseball Official 4/19/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for KRASZEWSKI, ERIK	72.00
LICHAMER, DAVID	Apr 20	CHS Girls Soccer Official 4/20/23	10E002 1500 3190 00 000000 0000	80.00
			Totals for LICHAMER, DAVID	80.00
LINFORTH, JEFFREY	Mar 28a	CHS Baseball Official JV Game at Boomer Stadium 3/28/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for LINFORTH, JEFFREY	72.00
MACHESKY, DENNIS	Apr 18	CHS Baseball Official 4/18/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for MACHESKY, DENNIS	75.00
MAURER, LEE	Apr 26	CHS Baseball Official 4/26/23	10E002 1500 3190 00 000000 0000	75.00
MAURER, LEE	Apr 20	CHS Baseball Official 4/20/23	10E002 1500 3190 00 000000 0000	72.00
MAURER, LEE	Mar 24	CHS Baseball Official 3/24/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for MAURER, LEE	222.00
MCCLELLAN, SCOTT	Apr 24	CHS Baseball Official 4/24/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for MCCLELLAN, SCOTT	75.00
MCMAHON, TIMOTHY	Apr 27	CHS Softball Official 4/27/23	10E002 1500 3190 00 000000 0000	75.00
MCMAHON, TIMOTHY	Apr 18	CHS Softball Official 4/18/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for MCMAHON, TIMOTHY	150.00
MOORE, KEVIN	May 3	CHS Baseball Official 5/3/23	10E002 1500 3190 00 000000 0000	75.00
			Totals for MOORE, KEVIN	75.00
NATROP, SAM	Apr 20	CHS Softball Official 4/20/23	10E002 1500 3190 00 000000 0000	72.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for NATROP, SAM	72.00
NORDBROCK, JACOB	Apr 29	CHS Girls Soccer Official 4/29/23	10E002 1500 3190 00 000000 0000	80.00
			Totals for NORDBROCK, JACOB	80.00
NOVIELLI, LINO	Mar 28a	CHS Baseball Official JV Game at Boomer Stadium 3/28/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for NOVIELLI, LINO	72.00
REES, FRANK	Apr 7	CHS Softball Official 4/7/23	10E002 1500 3190 00 000000 0000	70.00
			Totals for REES, FRANK	70.00
SCHINDLER, JAMES	Apr 27	CHS Softball Official 4/27/23	10E002 1500 3190 00 000000 0000	75.00
SCHINDLER, JAMES	Apr 7	CHS Softball Official 4/7/23	10E002 1500 3190 00 000000 0000	70.00
			Totals for SCHINDLER, JAMES	145.00
SCHMICKLEY, MICHAEL	Apr 27	CHS Girls Soccer Official 4/27/23	10E002 1500 3190 00 000000 0000	144.00
SCHMICKLEY, MICHAEL	Apr 29a	CHS Girls Soccer Official 4/29/23	10E002 1500 3190 00 000000 0000	80.00
			Totals for SCHMICKLEY, MICHAEL	224.00
SCHOENBORN, MARK	Apr 26	PKMS Track & Field starter w/shell allowance 04/26/23	10E011 1500 3190 00 000000 0000	125.00
			Totals for SCHOENBORN, MARK	125.00
SENOR, LESTER	Nov 30	CHS Boys Basketball Official 11/30/22-void and reissue	10E002 1500 3190 00 000000 0000	77.00
			Totals for SENOR, LESTER	77.00
SIRAGUSA, PHIL	Apr 20	CHS Girls Soccer Official 4/20/23	10E002 1500 3190 00 000000 0000	80.00
			Totals for SIRAGUSA, PHIL	80.00
SKAJA, JOSEPH JR	Apr 27	CHS Girls Soccer Official 4/27/23	10E002 1500 3190 00 000000 0000	144.00
			Totals for SKAJA, JOSEPH JR	144.00
SKILLS USA	2122	National Competion Registrant and Hotel June 19-23	10E002 1400 4110 00 000000 0000	4,225.00
			Totals for SKILLS USA	4,225.00
SMIGIEL, ALLAN	Apr 26	CHS Softball Official 4/26/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for SMIGIEL, ALLAN	72.00
TOTH, CHARLES	Dec 19	CHS Boys Basketball Tournament Official, 2 games 12/19/22-void and reissue	10E002 1500 3900 00 000000 0000	122.00
			Totals for TOTH, CHARLES	122.00
WOLF, NICHOLAS	Apr 12	CHS Baseball Official 4/12/23	10E002 1500 3190 00 000000 0000	72.00
			Totals for WOLF, NICHOLAS	72.00
WOODWARD, JAMES	Apr 10	PKMS Track & Field starter w/shell allowance 04/10/23	10E011 1500 3190 00 000000 0000	125.00

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for WOODWARD, JAMES	125.00
			Totals for checks	9,928.09

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	0.00	9,928.09	9,928.09
*** Fund Summary Totals ***		0.00	0.00	9,928.09	9,928.09

********** End of report **********

FD	Description	May 2022-23 Beginning Balance	May 2022-23 Deposits	May 2022-23 Withdrawals	May 2022-23 Monthly Activity	Ending Balance
97	NKRVS CASH	655,044.35	79,623.00	182,307.85	-102,684.85	552,359.50
97		655,044.35	79,623.00	182,307.85	-102,684.85	552,359.50
	Grand Asset Totals	655,044.35	79,623.00	182,307.85	-102,684.85	552,359.50

Number of Accounts: 1

********** End of report **********

Northern Kane County Regional Vocational System
Revenues and Expenditures Report
May 2023

Revenues

Source	Description	2022-23 Original Budget	% of Fund	May MTD	2022-23 FYTD	Budget Remaining	FYTD Percent
1999-00	Other Local Revenue	-	0.00%	-	4,900.00	(4,900.00)	0.00%
Total Local Revenues		**-**	**0.00%**	**-**	**4,900.00**	**(4,900.00)**	**0.00%**
3220-00	Career & Technical Education	1,151,201.00	62.09%	-	1,151,201.00	-	100.00%
3220-02	CTE Educator Pathway	91,836.00	4.95%	-	91,836.00	-	100.00%
Total State Revenues		**1,243,037.00**	**67.04%**	**-**	**1,243,037.00**	**-**	**100.00%**
4745-00	Perkins V Grant	611,156.00	32.96%	40,994.00	845,329.00	(234,173.00)	138.32%
Total Federal Revenues		**611,156.00**	**32.96%**	**40,994.00**	**845,329.00**	**(234,173.00)**	**138.32%**
Total Revenues		**1,854,193.00**	**100.00%**	**40,994.00**	**2,093,266.00**	**(239,073.00)**	**112.89%**

Expenditures

Object	Description	2022-23 Original Budget	% of Fund	May MTD	2022-23 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
1000	Salaries	225,681.00	12.17%	12,508.47	175,455.47	-	50,225.53	77.74%
2000	Benefits	68,837.00	3.71%	3,550.54	40,288.88	-	28,548.12	58.53%
3000	Purchased Services	102,282.00	5.52%	6,457.69	106,200.35	-	(3,918.35)	103.83%
4000	Supplies	1,918.00	0.10%	3,307.47	37,439.27	-	(35,521.27)	1952.00%
6000	Other/Dues/Fees	1,455,475.00	78.50%	117,854.68	1,701,276.21	-	(245,801.21)	116.89%
Total Expenditures		**1,854,193.00**	**100.00%**	**143,678.85**	**2,060,660.18**	**-**	**(206,467.18)**	**111.14%**

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALIGNMENT COLLABORATIVE FOR EDUC	FY2023b	Summer 2023 internships for U46 students stipends	97E110 1100 3100 01 322000	13,500.00
			Totals for ALIGNMENT COLLABORATIVE FOR E	13,500.00
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2620 1100 00 322000	497.42
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2620 2100 00 322000	107.25
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2330 2100 00 322000	284.31
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2210 2100 00 322000	366.67
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2120 2100 00 322000	402.92
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2120 1100 00 322000	1,560.05
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2210 1100 00 322000	1,554.17
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2330 1100 00 322000	1,901.66
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2120 1100 00 474500	1,560.05
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2210 1100 00 474500	1,554.17
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2330 1100 00 474500	12.08
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2620 1100 00 474500	416.67
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2620 2100 00 474500	95.25
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2210 2100 00 474500	367.08
CENTRAL COMMUNITY USD 301	May 2023	NK reimb payroll and benefits-May 2023	97E110 2120 2100 00 474500	402.92
CENTRAL COMMUNITY USD 301	Apr FY23 CTE	FY23 CTE April	97E110 4140 6400 03 322000	2,114.96
CENTRAL COMMUNITY USD 301	May FY23 CTE	FY23 CTE May	97E110 4140 6400 03 322000	653.00
CENTRAL COMMUNITY USD 301	Apr FY23 Perkins	FY23 Perkins April	97E110 4140 6400 03 474500	1,545.90
CENTRAL COMMUNITY USD 301	May FY23 Perkins	FY23 Perkins May	97E110 4140 6400 03 474500	2,058.00
			Totals for CENTRAL COMMUNITY USD 301	17,454.53
COMMUNITY UNIT SCHOOL DIST 300	9-NKREIMBa	Educator Rising Sept stipends	97E110 2210 3100 02 322000	736.70
COMMUNITY UNIT SCHOOL DIST 300	10-NKREIMB	Educator Rising Oct stipends	97E110 2210 3100 02 322000	1,473.41
COMMUNITY UNIT SCHOOL DIST 300	12-NKREIMB	Educator Rising Dec stipends	97E110 2210 3100 02 322000	1,151.93
COMMUNITY UNIT SCHOOL DIST 300	3-NKREIMB	Educator Rising March stipends	97E110 2210 3100 02 322000	736.69
COMMUNITY UNIT SCHOOL DIST 300	3-NKREIMBa	Educator Rising April stipends	97E110 2210 3100 02 322000	368.36
COMMUNITY UNIT SCHOOL DIST 300	Apr FY23 CTE	FY23 CTE April	97E110 4140 6400 02 322000	35,444.14
COMMUNITY UNIT SCHOOL DIST 300	Apr FY23 Perkins	FY23 Perkins April	97E110 4140 6400 02 474500	9,613.00
			Totals for COMMUNITY UNIT SCHOOL DIST 30	49,524.23
COMMUNITY UNIT SCHOOL DIST 303	May FY23 CTE	FY23 CTE May	97E110 4140 6400 04 322000	4,917.30
			Totals for COMMUNITY UNIT SCHOOL DIST 30	4,917.30

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
EASTERN ILLINOIS UNIVERSITY	222B08	MTIEP Summer Camp June 12-30th	97E110 1100 3100 01 322000	3,840.00
			Totals for EASTERN ILLINOIS UNIVERSITY	3,840.00
SCHOOL DISTRICT U-46	Apr FY23 CTE	FY23 CTE April	97E110 4140 6400 01 322000	9,071.47
SCHOOL DISTRICT U-46	May FY23 CTE	FY23 CTE May	97E110 4140 6400 01 322000	48,468.32
SCHOOL DISTRICT U-46	Apr FY23 Perkins	FY23 Perkins April	97E110 4140 6400 01 474500	9,698.20
SCHOOL DISTRICT U-46	May FY23 Perkins	FY23 Perkins May	97E110 4140 6400 01 474500	45,038.11
			Totals for SCHOOL DISTRICT U-46	112,276.10
			Totals for checks	201,512.16

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
97	NORTHERN KANE REG VOC SYSTEM	0.00	0.00	201,512.16	201,512.16
*** Fund Summary Totals ***		0.00	0.00	201,512.16	201,512.16

********** End of report **********

Students

Administering Medicines to Students

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed ~~*School*~~ *Medication Authorization Form (~~SMA~~ Med A form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student/Parent Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a~~n~~ ~~*SMA*~~ *Med A form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed a~~n~~ ~~*SMA*~~ *Med A form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the 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

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian.

Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
b. Copies of the registry identification cards are provided to the District;
c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
d. After administering the product to the student under the direct supervision of a school nurse or administrator, the designated caregiver immediately removes it from school premises or gives it to the school nurse or administrator to be stored in a manner consistent with storage of other student medication at the school that is only accessible by the school nurse or administrator.

2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of

undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
June 20, 2023

New Hire – Certified

Name	School	Position
Akers, Sara	CT	Fifth Grade Teacher
Capetillo, Nicolette	PKMS	Special Education Teacher
Castelluccio, Joelle	PV	Social Worker
Cermak, Ally	CT	Third Grade Teacher
Clark, Elizabeth	PV	Fifth Grade Teacher
Engelbrecht, Terie	CHS	Science Teacher / Department Chair
Gonzalez, Allison	PKMS	Special Education Teacher
Hawley, Jesse	PV	Assistant Principal
Langtim, Lindsey	CT	Fifth Grade Teacher
Pearson, Dominic	CHS	Special Education Teacher
Peters, Abigail	CT	Third Grade Teacher
Renninger, Veronica	PKMS	Math Teacher
Rodriguez Montero, Ignacio	CHS/CMS	Spanish Teacher
Stern, Blake	CHS	Social Worker
Taubery, Laura	CHS	Assistant Principal

Rehire – Certified

Name	School	Position
Lackner, Amy	PKMS	Math Momentum Teacher (.5866 FTE)

Voluntary Transfer – Certified

Name	School	Position
Pender, Kristin	CT	Kindergarten Teacher
Snyder, Erica	LL	Principal

Voluntary Transfer – Non-Certified

Name	School	Position
Grzesiak, Edward	Facilities	1st Shift Utility Worker

Resignation – Certified

Name	School	Position	Effective Date
Beaman, Emily	CT	2nd Grade Teacher	End of SY23
Collins, Samantha	PV	Music Teacher	End of SY23
Davidson, Zachary	CHS	Science Teacher	End of SY23
Fredrick, Kevin	CMS/PKMS	Band Teacher	End of SY23
Jurs, Rebecca	LL	Principal	June 30, 2023
Summers, Jacklyn	PKMS	EL Teacher	End of SY23
Sypien, Taylor	PV	Fourth Grade Teacher	End of SY23

CENTRAL
UNIT SCHOOL DISTRICT 301

Resignation – Non-Certified

Name	School	Position	Effective Date
Buttice, Gerald	LL	1st Shift Custodian	July 21, 2023
Grommes, Tara	DO	Exec. Administrative Assistant	June 16, 2023
Haschak, Melissa	CT	Paraprofessional	End of SY23
Metallo, Betty	Transportation	Bus Aide	May 15, 2023
Walikonis, Ty	CHS	Food Service	End of SY23
Zamudio, Javier	CHS	Paraprofessional	End of SY23

Retirement – Certified

Name	School	Position	Effective Date
Pertiet, Eric	CHS	PE Teacher	End of SY27

Retirement – Non-Certified

Name	School	Position	Effective Date
Maciaszek, Joseph	Transportation	Bus Driver	August 31, 2023

Leave of Absence – Certified

Name	School	Position	Effective Date
Beverley, Brittany	HBT	3rd Grade Teacher	9/15/2023 to 12/13/2023
Schultz, Ashley J.	CT	2nd Grade Teacher	9/6/2023 to 12/1/2023
Schwartz, Jennifer	HBT	2nd Grade Teacher	9/15/2023 to 12/11/2023

Leave of Absence – Non-Certified

Name	School	Position	Effective Date
Buresh, Thomas	Facilities	Grounds Supervisor	5/12/2023 (½ day) to 5/26/2023
Hespel, Mark	CHS	Custodian	6/9/2023 for 4-6 weeks

Northern Kane County
REGION 110
EDUCATION THAT WORKS

Northern Kane Regional Vocational System EFE 110
Personnel Report
June 20, 2023

New Hire

Name	Position
Stirn, Todd	Work Based Learning Specialist

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Brody Hamel, Athletic/Activities Director

TO: District 301 Board of Education

DATE: May 15, 2023

RE: 2023 IESA State Tournament - Track and Field

I am recommending the approval of an overnight trip for eleven members of the Middle School Track and Field Team departing on Friday, May 19th, 2023 and returning on Saturday, May 20th, 2023. The group will travel to East Peoria, Illinois to participate in the State Tournament for Track and Field. The Middle School Track Coaches will provide supervision during the trip.

The qualifying athletes from Prairie Knolls Middle School are:

- Taryn Borst
- Madison Butler
- Elsa Carlson
- La Raiya Cunningham Duncan
- Sophia Monaco
- Callie Pflug
- Paisley Pollock
- Lottie Tsida

The qualifying athletes from Central Middle School are:

- Hermoine Kerr
- Cailen O'Brien
- Brandon Pflug

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Ted Juske, Athletic/Activities Director

TO: District 301 Board of Education

DATE: May 22, 2023

RE: Boys Track Overnight State Trip May 25th - May 27th

Our Boys Head Track Coach, Mr. Mike Schmidt & his coaching staff are requesting to take the 21 athletes to the IHSA State Track & Field Competition at Eastern Illinois University from Thursday, May 25th through Saturday, May 27th. They will be traveling by yellow school bus that Mr. David Burner will be driving.

Below is their itinerary and some important information regarding the state weekend.

THURSDAY MAY 25th, 2023

10:40 A.M.	REPORT TO ATHLETIC OFFICE FOR PARADE
10:50 A.M.	SEND-OFF ATHLETE PARADE IN HALLWAYS
11:00 A.M.	START LOADING UP ON THE BUS
11:15 A.M.	LEAVE FOR CHARLESTON
12:45 P.M.	STOP IN GIBSON CITY FOR LUNCH
1:30 P.M.	LEAVE FOR CHARLESTON
4:45 P.M.	ARRIVE IN CHARLESTON FOR PRACTICE
5:30 P.M.	LEAVE FOR EFFINGHAM
6:15 P.M.	ARRIVE IN EFFINGHAM, Baymont by Wyndham 1811 W. Fayette Avenue, Effingham Il 62401 (217) 294-6051
6:45 P.M.	DINNER
8:30 P.M.	TEAM MEETING
9:30 P.M.	EVERYONE IN ROOMS
10:00 P.M.	LIGHTS OUT

CENTRAL
UNIT SCHOOL DISTRICT 301

FRIDAY MAY 26TH, 2023

5:45 A.M.	WAKE-UP
6:15 A.M.	BREAKFAST
7:00 A.M.	DEPART FOR CHARLESTON
7:45 A.M.	ARRIVE IN CHARLESTON
9:00 A.M.	4X800 SEMIS
12:00 pm	200m finish
12:30 P.M.	SHOP FOR T-SHIRTS
1:00 P.M.	Lunch at Jimmy Johns
1:30 P.M.	LEAVE FOR EFFINGHAM
2:15 P.M.	ARRIVE IN EFFINGHAM
6:30 P.M.	DINNER
9:00 P.M.	TEAM MEETING
10:00 P.M.	EVERYONE IN ROOMS
10:30 P.M.	LIGHTS OUT

SATURDAY 27th, 2023 (TBA depending on who makes finals)

6:00 A.M.	WAKE-UP
6:30 A.M.	BREAKFAST
7:45 A.M.	CHECK-OUT
8:00 A.M.	DEPART FOR CHARLESTON
10:00 A.M.	STATE FINALS BEGIN 3200m, LJ, PV
4:10 P. M.	200m FINALS
4:45 P.M.	LEAVE FOR CENTRAL???
9:00 P.M.	HOME AT CENTRAL???

If you have any questions or need immediate contact call Coach Schmidt at 847-400-4262.

Qualifying events

Pole vault-Grayson Burton and William Metz
Shot put- Nick Nuno
100m-Nolan Milas
200m- Nolan Milas
4x800 relay- Adam Hinkleman, Logan Karottu, Jayden Beecroft, Leighton Dietz
4x100 relay- Dylan Isola, Aaron Jenkins, Jimmy Crosby, Nolan Milas
4x200 relay- Farooq Kusi, Szyman Placzek, Jimmy Crosby, Nolan Milas

CENTRAL
UNIT SCHOOL DISTRICT 301

Athletes Attending

SENIORS (9) State qualifiers and alternates
CROSBY, JIMMY
DEITZ, LEIGHTON
HACHFELD, OWEN*
ISOLA, DYLAN
KUSI, FAROOQ
METZ, WILLIAM
MILAS, NOLAN
NUNO, NICK
PLACZEK, SZYMAN
JUNIORS (7)
BURTON, GRAYSON
HINKLEMAN, ADAM
KAROTTU, LOGAN
KHWAJA, OBAID*
KOWALL, JOEY*
KRIES, RYAN*
WASLO, LUKE*
SOPHOMORES (5)
BEECROFT, JAYDEN
JENKINS, AARON
RADERS, HADEN*
SCHMIDT, COLIN*

*=DENOTES ALTERNATES

Coaches attending
Mike Schmidt
Dave Burner
Dan Carpenter
Jon Pollock

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Kerri McCastland, Director of College & Career Readiness

TO: Board of Education & Dr. Todd Stirn, Superintendent

CC: Chris Testone, Amber Ballard, Ryan Robinson, Ryan Dalen, Kelly Greene

DATE: June 20, 2023

RE: Veterinarian Affiliation Agreements

As part of the National Association of Veterinary Technicians in America (NAVTA) program requirements for students to obtain their Veterinarian Assistant certificate students are required to complete 100 hours of externships. We are currently working with many different animal clinics to seek partnerships for these opportunities for our students. This agreement ensures that students receive practical experiences that meet educational standards, and ensure an appropriate learning environment away from the students' school that matches the career focus. I am seeking approval for the following site for the SY23-24:

Dundee Animal Hospital (Elgin)

Standard Affiliation Agreement

Dear Dundee Animal Hospital (Elgin)

Thank you for allowing our students to complete their required externship hours at your facility.

Prior to our students beginning their externship visits at your facility, we will need this Affiliation Agreement completed. Please review this Affiliation Agreement document and place an electronic signature in the designated area. Once all required signatures are obtained, an electronic copy of this document will be shared with you for your records.

Please reach out with any questions or concerns you have regarding this document.

Thank you,

Izzy Castillo
Work Based Learning Specialist
Phone: 224-990-7093
isaul.castillo@central301.net

Amber Ballard, CVT
Program Coordinator
Phone: 224-990-7208
amber.ballard@central301.net

AFFILIATION AGREEMENT
BETWEEN
Northern Kane County Region 110
AND
Dundee Animal Hospital (Elgin)
for Student Veterinary Assistant Externship Experience

THIS AGREEMENT ("Agreement") is entered into this 26th Day, of May , 2023by and between Dundee Animal Hospital (Elgin) ("**Facility**"), the Board of Education of Central Community Unit School District No. 301 ("**District**"), and Northern Kane Region 100 (collectively the "**Parties**").

WHEREAS, the District desires to utilize Dundee Animal Hospital (Elgin) facility at 11N250 Gale Street, Elgin, IL 60123 for the purpose of providing veterinary assistant practical learning and clinical experiences (see Exhibit A for program-specific requirements) to the high school students of the District and the high school students of the other school districts in Northern Kane Region 110 (an intergovernmental agreement between Community Unit School District 300, Community Unit School District 301, Community Unit School District 303, and Unit School District U-46); and

WHEREAS, the Facility desires to provide such practical learning and clinical experiences to students, both as a community service and as ongoing education for its own staff.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. **Provision of foundational curriculum to students**. The District shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the District's curriculum.

2. **Liability insurance**. The Facility and each participating school district shall provide its own General Liability insurance, including but not limited to property loss and damage claims, claims for bodily injury or death, and other civil actions, claims or suits, including the defenses thereof, which may be made against the insured party. No provision of insurance or self-insurance by the District, Northern Kane County Region 110, or other participating school district shall modify, amend, or in any other way remove the immunities of public employees and local governmental entities granted in the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 et seq.

3. **Designation of liaison to Facility; communications relating to clinical placements**. The District and/or Northern Kane County Region 110 will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The

assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical and by letter, email or telephone in other instances.

The District shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. **School notices to students**. The District shall notify each student prior to his or her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

(b) Obtain medical care at his or her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.

(c) Provide his/her own transportation.

(d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.

(e) Conform to the standards and practices established by the District while functioning at the Facility.

(f) Obtain prior written approval of the Facility and the District before publishing any material relating to the clinical learning experience.

(g) Meet the personal, ethical, and professional standards required of employees of the Facility and that are consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

(h) Notify his or her home school district of any medical conditions which may affect participation at the Facility.

B. FACILITY RESPONSIBILITIES:

1. **Provision of facilities for supervised experiences**. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the District in order for the District to provide supervised clinical experiences to students. Such facilities shall include a safe working environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Students shall be supervised by qualified Facility staff at all times.

2. **Facility rules applicable to students during clinical assignments**. Students are to remain subject to the authority, policies, and regulations imposed by the District and, during periods of clinical assignment, students will be subject to all rules and regulations

of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility. The Facility must notify the District in advance of any specific requirements for the Facility, such as dress code, uniforms, or other workplace rules.

3. **Emergency treatment of students**. In case of emergency at a non-hospital site, standard procedure will be followed. The District may provide the Facility with specific protocols to be followed for emergency treatment of an individual student, if necessary. The Facility shall immediately notify the District liaison of any student injury or other emergency involving students. It is the student's responsibility to bear the cost of the emergency treatment.

4. **Designation of liaison to the District; communications relating to placements**. The Facility shall designate a liaison responsible for coordinating the placements. That person shall maintain contact with the District's designated liaison person to assure mutual participation in and surveillance of the program. The Facility shall notify the District in writing of any change or proposed change of the person(s) responsible for coordinating the placements.

5. **School Tour of Facility**. The Facility shall, on reasonable request, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the District and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

6. **Provision of Relevant Facility policies**. The Facility shall provide the student(s) and the District the Facility's administrative policies, standards, and practices with which the students must comply relevant to the placement.

7. **Facility Transportation and Use of Mobile Units**. The Facility must obtain advance written permission from the District for transportation of students by the Facility or it staff or for student participation in any mobile veterinary unit. Such permission must be signed by the Facility staff member, a District representative, the student, and the student's parent or guardian. At no time will one student be alone with any one Facility employee.

8. **FERPA Compliance**. The Facility shall comply with the applicable provisions of the *Family Educational Rights and Privacy Act of 1974*, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the District's students who train at the Facility pursuant to this agreement. The Facility shall have access to student record information (records which alone, or with other records, personally identify a student) only to the extent necessary for student participation in the program. The Facility will maintain such records as confidential records and shall not disclose them to third parties except pursuant to court order, in the case of an emergency, or with consent of the District or student and parent/guardian. At the conclusion of a student's participation in the program, the Facility shall return all student records in its

possession to the District or, at the District's request, directly to the student's home school district if other than the District.

C. OTHER RESPONSIBILITIES:

1. **Compliance with client/patient privacy laws**. The District agrees to abide by and require that its participating faculty and students abide by all applicable state and federal laws, rules and regulations regarding client/patient privacy, including but not limited to, laws relating to consumer financial information. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of client/patient information and the use of all such information. The Facility will notify the District and students of the foregoing laws and policies applicable to the Facility program. The Parties shall notify one another if there are known breaches of this confidentiality.

The District will advise students that dissemination or public posting of any client/patient information through social media or other means will be prohibited.

2. **Determination of instructional period**. The course of instruction will cover a period of time as arranged between the District and the Facility. The starting clinical date will begin on August 1st, 2023 with the last clinical on July 31st, 2024 .

3. **Determination of number of participating students**. The number of students eligible to participate in the clinical placement will be determined, and may be changed, by mutual agreement of the Parties. For certain clinical programs, IDPH regulations may limit the maximum number of students per sessions. Notwithstanding the foregoing, the Facility and the District agree and understand that the availability of clinical placements at the Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, the Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the District and adequate time for the District to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the District who are similarly displaced from other clinical affiliates of the District to the extent that clinical space is available at the Facility.

4. **Evaluation of students' experiences**. Evaluation of the clinical learning experiences of the students will be accomplished jointly by the appropriate school district staff. The Parties agree that a clinical supervisor must be present throughout the entire time the students are present. Each student must be paired with a Facility staff member and supervised at all times. These Facility staff members will complete evaluations of the student she or he supervises, including but not limited to, evaluating the student's professionalism and personal attributes related to performance of outline skills. Specifically, the supervising Certified Veterinary Technician or Licensed Veterinarian must sign off on all performed skills listed on the Evaluation Form attached to this Agreement as Exhibit A. The Facility staff and the District's externship coordinator will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. **Removal of students.**

(a) The District has the right to remove a student from a clinical education program. The District shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its clients/patients, staff members, visitors, or operations. In such an event, the Facility shall notify the relevant District staff member in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the relevant District staff member in writing of the reasons for the removal and shall consult with that individual before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for one (1) year, to commence on 1st Day of July, 2023 . Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Stipulations as to liability**. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. **Criminal Background Screening**: Facility staff who come to the District schools to work with students will need to comply with the District's onsite security protocols, including sex offender and criminal background screening.

3. **Assignment of Agreement**. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

4. **Entire Agreement**. This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

5. **Severability**. If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of

this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

6. **Employment Status**. No assigned student or District faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any compensation, fringe benefits, Worker's Compensation, disability benefits, or other rights normally afforded to employees of the Facility. The students shall not at any time replace or substitute for any employee at the Facility or perform any of the duties normally performed by an employee of the Facility, except as such duties are part of the students' training or learning experience.

7. **Notice to Parties**. Any notice, demand, or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the District, by notifying the Facility, and in the case of the Facility, by notifying the District, or to such other addresses as the parties may specify in writing from time to time:

If to the Facility:

Dundee Animal Hospital
(Elgin)
11N250 Gale Street
Elgin, IL 60123

If to the District:

275 South Street
Burlington IL, 60109
Program in Career and Technical Education
Attention: Career and Technical Education Department
Facsimile: (847)464-6021

8. **Governing Law**. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

9. **Counterparts**. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

10. **No Third-Party Beneficiaries**. This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns,

executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

11. **Agreement binding on parties successors and assigns**. This Agreement shall be binding upon the District and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

12. **Captions for reference only**. The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

Veterinary Facility:
Dundee Animal Hospital (Elgin)

Signature: Tawnya Wesemann

Printed Name: Tawnya Wesemann

Title: Technician Team Leader

Date: 5/30/2023

Board of Education,
Central Community Unit School District 301

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Northern Kane Region 110
By Its Administrative District
District __CUSD 301_____

Signature: _____

Printed Name: _____

Title:_____

Date: _____

EXHIBIT A
STUDENT EVALUATION FORM

[TO BE ATTACHED]

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Recommendation for Acceptance of Refuse/Recycling Bid

Refuse and Recycling bid specifications were sent to four companies for the 2023-2024 and the 2024-2025 school years. We received formal bids from two companies. Groot Industries came in with the lowest responsible bid. Groot Industries is our current refuse and recycling vendor and have had reliable service from them. We are recommending that we accept this bid.

A bid recap and the Services Agreement is included in the board packet.

Bid Refuse/Recyclables
May 10, 2023
9:30 AM

Year 1	Groot				Lakeshore Recyling Systems			
	Total Yearly Refuse	On Call	Total Yearly Recycle	On Call	Total Yearly Refuse	On Call	Total Yearly Recycle	On Call
CT	2,420.88	160.00	1,194.48	160.00	3,060.00	110.00	1,140.00	110.00
HBT	1,815.72	130.00	1,194.48	160.00	2,604.00	110.00	1,140.00	110.00
LL	736.80	100.00	930.96	130.00	1,140.00	110.00	996.00	110.00
PV	1,815.72	130.00	1,194.48	160.00	2,604.00	110.00	1,140.00	110.00
CMS	1,815.72	130.00	1,194.48	160.00	2,604.00	110.00	1,140.00	110.00
PKMS	2,421.24	160.00	1,194.48	160.00	3,060.00	110.00	1,140.00	110.00
Maintenance/Bus	394.80	65.00	0.00	0.00	780.00	110.00	0.00	0.00
CHS	7,154.44	260.00	3,359.64	$80/cont	8,700.00	110.00	300.00	110.00
DO	1,815.72	130.00	466.68	65.00	2,604.00	110.00	660.00	110.00
Total Bid	**$20,391.04**		**$10,729.68**		**$27,156.00**		**$7,656.00**	
			$31,120.72				**$34,812.00**	
Roll Off	20 yd		383.25		20 yd		495.00	
	30 yd		446.25		30 yd		595.00	
Roll Off Recycle	20 yd		383.25		20 yd		n/a	
	30 yd		446.25		30 yd		n/a	
Paint Disposal			n/a				n/a	
Portable Toilet			118.00				150.00	

Year 2								
	Total Yearly Refuse	On Call	Total Yearly Recycle	On Call	Total Yearly Refuse	On Call	Total Yearly Recycle	On Call
CT	2,541.92	160.00	1,254.21	160.00	3,244.00	110.00	1,210.00	110.00
HBT	1,906.51	130.00	1,254.21	160.00	2,760.00	110.00	1,210.00	110.00
LL	773.64	100.00	977.51	130.00	1,210.00	110.00	1,057.00	110.00
PV	1,906.51	130.00	1,254.21	160.00	2,760.00	110.00	1,210.00	110.00
CMS	1,906.51	130.00	1,254.21	160.00	2,760.00	110.00	1,210.00	110.00
PKMS	2,542.30	160.00	1,254.21	160.00	3,244.00	110.00	1,210.00	110.00
Maintenance/Bus	414.54	65.00	0.00	0.00	828.00	110.00	0.00	0.00
CHS	7,512.16	260.00	3,527.63	$80/cont	9,300.00	110.00	320.00	110.00
DO	1,906.51	130.00	490.01	65.00	2,760.00	110.00	700.00	110.00
Total Bid	**$21,410.60**		**$11,266.20**		**$28,866.00**		**$8,127.00**	
			$32,676.80				**$36,993.00**	
Roll Off	20 yd		402.41		20 yd		495.00	
	30 yd		468.56		30 yd		595.00	
Roll Off Recycle	20 yd		402.41		20 yd		0.00	
	30 yd		446.25		30 yd		0.00	
Paint Disposal			N/A				N/A	
Portable Toilet			123.90				150.00	
			$63,797.52				**$71,805.00**	

REFUSE AND RECYCLING SERVICES AGREEMENT

THIS AGREEMENT is entered into as of the last date shown below by and between the Board of the Education of Central Community Unit School District 301 (the "Board"), and Groot, Inc. ("Contractor") (collectively referred hereto as "the Parties").

WHEREAS, the Board has requested public bids for refuse and recycling removal and disposal services ("Services"), through an Invitation to Bid for the term from July 1, 2023 through June 30, 2025; and

WHEREAS, Contractor has submitted a bid for provision of the Services; and

WHEREAS, the Board desires to enter into this Agreement with Contractor to provide the Services in accordance with the bid documents that were issued by the Board ("Bid Documents").

NOW, THEREFORE, in consideration of the terms and conditions herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **Description of Work.** The Contractor agrees to furnish all labor, materials, supplies, equipment and supervision required to complete and perform the disposal and recycling services as outlined in the Bid Documents.

2. **Bid Documents.** The entire contract consists of this Agreement, as well as the associated Bid Documents, including but not limited to, the Instruction to Bidders, Bid Requirements, Certifications, Authorization Form, Form of Proposal, Refuse and Recycle Bid Specifications, and the Contractor's Bid, plus any addenda to the Bid Documents. In the event any term or provision in this Agreement conflicts with any term or provision in the Bid Documents, the term or provision in this Agreement shall prevail. To the extent Contractor's bid included any exceptions to the bid documents or addenda, they are rejected.

4. **Complete Understanding.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof, and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.

IN WITNESS WHEREOF, the Parties have signed this Agreement on the dates shown below.

BOARD OF EDUCATION OF CENTRAL CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

By: _____
Its: _____
Date: _____

GROOT, INC.

By: Deborah C
Its: Major Acct Manager
Date: 6/7/23

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Approval of Financial Depositories

Our policies require that the Board annually approve the list of depositories for school funds for the new fiscal year.

The primary depositories are:

1. Old Second Bank
2. The Illinois Funds (State Treasurer's Investment Pool)
3. PMA Securities, Inc.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Approval of Student Activity Funds Treasurers

The Board is required by policy to annually appoint student activity fund treasurers each school year. All deposits, check requests and bank reconciliations have been transferred to the district office and not at the building level. For the 2023-2024 school year the treasurer recommended is Daina Pflug.

The below administrative assistants will continue to coordinate all the requests and paperwork for their assigned student activity funds.

Amy Rodriquez	Central High School
TBD	Central Middle School
Jan Maas	Prairie Knolls Middle School
Theresa Hughes	Country Trails Elementary School
Sharon Boron	Lily Lake Grade School

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Appointment of Audit Committee

Each year the Board appoints two board members to serve on the audit committee. The purpose of this committee is to represent the Board in case the auditor wishes to confer with the Board. Often it just involves a phone call with the members but there could be occasions that the auditor wishes to meet face to face with the committee members.

This year the audit is scheduled for the week starting August 7th.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Appointment of Persons to Prepare Tentative Budget

The school code requires a school district to designate person(s) to prepare in tentative form the annual budget for the new fiscal year. It is recommended those persons be:

Daina Pflug, Business Manager

Dr. Esther Mongan, Deputy Superintendent

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Resolution Designating Interest Income in the Education, Operations & Maintenance, Transportation, & Working Cash Funds

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The Board of Education is required to approve a resolution designating interest in the four main operating funds in order to prevent interest monies in these funds from becoming principal. The four operating funds include: Education, Operations & Maintenance, Transportation and Working Cash funds.

Attached is the resolution.

RESOLUTION OF THE BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 KANE AND DEKALB COUNTIES, ILLINOIS

DESIGNATING INTEREST IN THE EDUCATION, OPERATIONS & MAINTENANCE, TRANSPORTATION & WORKING CASH FUNDS

WHEREAS, pursuant to Illinois State Board of Education Regulation Section 100.50(a)(4), effective Fiscal Year 2009, unless otherwise provided by statute or specified by board resolution adopted prior to June 30 of a fiscal year, interest earnings shall be added to and become part of principal as of June 30 of the fiscal year; and

[WHEREAS, pursuant to Section 20-5 of the *School Code* (105 ILCS 5/20-5), moneys earned as interest from the investment of the Working Cash Fund, or any portion thereof, may be transferred from the Working Cash Fund to another fund of the district without any requirement of repayment of the Working Cash Fund, upon the authority of the school board by separate resolution directing the school treasurer to make such transfer and stating the purpose therefore as authorized; and**]**

[WHEREAS, pursuant to Section 10-22.44 of the *School Code* (105 ILCS 5/10-22.44), interest earned from any moneys of the District (except moneys on funds for purposes of Illinois Municipal Retirement; Tort Immunity, Fire Prevention, Safety, Energy Conservation and School Security; and Capital Improvement tax proceeds under Section 17-2.3, all as itemized in Section 10-22.44) may be transferred to the respective fund of the District that is most in need of such interest income, as determined by the Board, unless such interest has otherwise been earmarked or restricted by the Board for a designated purpose; and**]**

WHEREAS, the Board of Education ("Board") of the Central Community Unit School District No. 301, Kane and DeKalb Counties, Illinois ("District") has determined it to be in the best interests of the District to maintain accrued interest in the Education, Operations & Maintenance, Transportation, & Working Cash Funds as distinct from principal so that such interest is available for statutory transfer to another fund in accordance with the *School Code* as described above and other authorizing law during the 2022-2023 fiscal year; and

WHEREAS, no interest accrued in the Education, Operations & Maintenance, Transportation & Working Cash Funds represents interest earned on federal or State grant funds.

NOW, THEREFORE, It is hereby resolved by the Board of Education of Central Community Unit School District 301 as follows:

Section 1. The Board hereby designates that the interest accrued in the Education, Operations & Maintenance, Transportation & Working Cash Funds as of June 30, 2023, be maintained as interest, and not be added to or become a part of principal, in the Education, Operation & Maintenance, Transportation, & Working Cash Funds for the duration of the 2022-

2023 fiscal year, unless such interest is transferred to another Fund pursuant to separate resolution of the Board or expended.

Section 2. The Board finds, subject to adjustment by the District auditors, that the interest accrued in the Education Fund as of May 31, 2023 is $637,610.29, in the Operations & Maintenance Fund as of May 31, 2023 is $270,258.93, in the Transportation Fund as of May 31, 2023 is $155,041.59, & in the Working Cash Fund as of May 31, 2023 is $75,247.53. The Treasurer is authorized and directed to maintain the designation of this interest money, together with any additional interest accrued in the Education, Operations & Maintenance, Transportation, & Working Cash Funds as of June 30, 2023, as interest on the books of the School District in accordance with Section 1 of this Resolution.

Section 3. This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this **20th** day of **June 2023**, by the following roll call vote:

AYE: _____

NAY: _____

ABSENT: _____

_____
President, Board of Education

ATTEST:

_____
Secretary, Board of Education

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Resolution Authorizing Payment of Custodial & Maintenance Salaries & Utilities from the Operations & Maintenance Fund

---

A resolution is required from the Board of Education to authorize the payment of salaries for custodians & maintenance personnel and utilities from the Operations & Maintenance Fund rather than the Education Fund. This is an annual resolution that the Board of Education approves each year.

See attached resolution.

RESOLUTION OF THE BOARD OF EDUCATION OF CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 KANE AND DEKALB COUNTIES, ILLINOIS

AUTHORIZATION OF PAYMENT OF CUSTODIAL & MAINTENANCE SALARIES & UTILITIES IN THE OPERATIONS & MAINTENANCE FUND IN FISCAL YEAR 2024

BE IT RESOLVED, that the Board of Education approves the payment of its salaries for custodians & maintenance personnel and payment of utility bills in the Operations & Maintenance Fund for fiscal year 2024.

ADOPTED this 20th day of June, 2023 by Central Community Unit School District 301 Board of Education by the following roll call vote:

Aye: _____

Nay: _____

Absent: _____

_____
President, Board of Education

Attest:

_____
Secretary, Board of Education

Date _____

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

TO: Dr. Todd Stirn, Superintendent, Board of Education

FROM: Daina Pflug, Business Manager

DATE: June 20, 2023

RE: Approval of Contracts with Public Vendors that Exceed $1,000 Net Revenue

---

The Board is required to approve contracts with public vendors that are anticipated to exceed $1,000 in net revenue in the upcoming school year. In the fall when we submit our budget to the State, we have to show actual net revenue received from the previous school year. Often these vendors consist of school pictures, candy, candles, butter braids, student artwork or fundraising cards companies.

See attached list of vendors.

PUBLIC VENDOR CONTRACTS FOR 2023-24 SCHOOL YEAR ANTICIPATED TO EXCEED $1,000 IN NET REVENUE		
Name of Vendor	**Product or Service Provided**	**Purpose of Proceeds**
Inter-State Studio	Student Pictures-CHS	Educational Supplies/Yearbook
Adrenaline Fundraising	Fundraising Cards/Gourmet Treats-CHS	Educational Supplies/Athletics/Activities
Country Lights Soy Candles	Fundraising Products-Candles-CHS	Educational FFA Supplies
Worlds Finest Chocolates	Fundraising Products-Candy-CHS	Educational/Athletics/Activities Supplies
Rite-Bite Fundraising	Fundraising Products-Butter Braids-CHS	Educational/Athletics/Activities Supplies
Wakoh Wear	Fundraising Spirit Wear-CHS	Educational/Athletics/Activities Supplies
Rite-Bite Fundraising	Fundraising Butter Braids-CT	Educational/Activities Supplies
Inter-State Studio	Student Pictures-CT	Educational Supplies
Inter-State Studio	Student Pictures-PV	Educational Supplies
Inter-State Studio	Student Pictures-PKMS	Educational Supplies
Inter-State Studio	Student Pictures-HBT	Educational Supplies
Scholastic Inc	Book Fair Sales-PV	Educational Supplies
Scholastic Inc	Book Fair Sales-CT	Educational Supplies
Scholastic Inc	Book Fair Sales-HBT	Educational Supplies
Scholastic Inc	Book Fair Sales-LL	Educational Supplies

PRAIRIE VIEW
GRADE SCHOOL

Year in Review

Christine Barr, Principal
Edgar Pereda, Assistant Principal

2022-2023

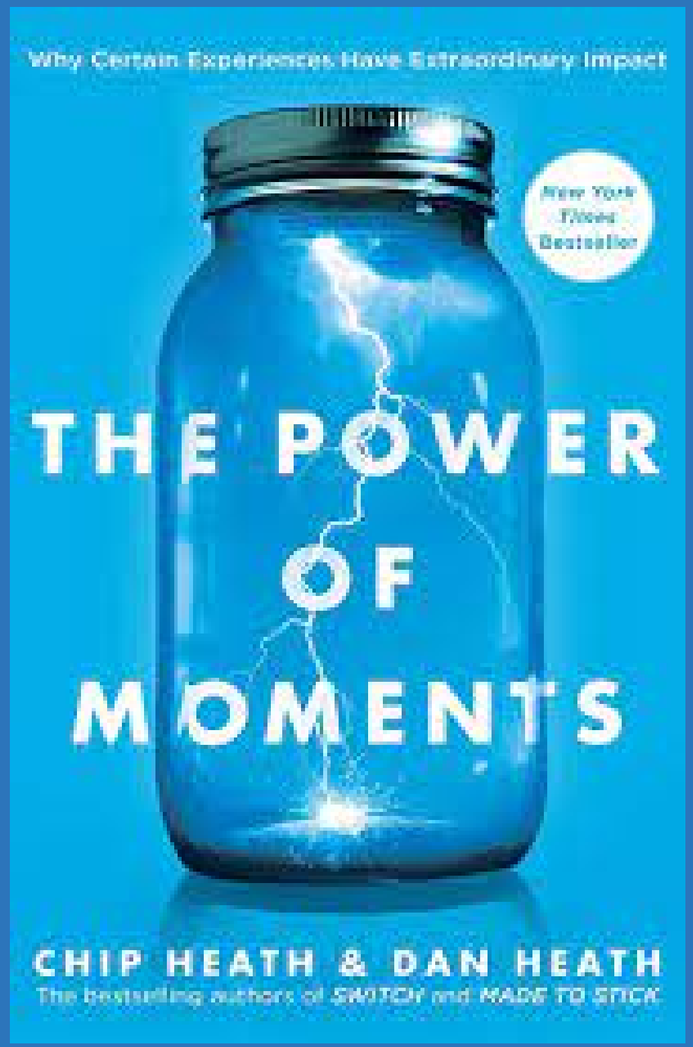
Agenda

1. Theme of the Year - "Our Moments"
2. Student Progress Report
3. Social Emotional Learning
4. Attendance
5. Moving Forward

"Our Moments"

"The Power of Moments"
by Chip Heath and Dan Heath

Focuses on creating and celebrating meaningful moments that will be remembered.



"Our Moments"

- 100 Twisters from HBT "Twisted" into PV
- PTO Events: Fall Fest, VIP and Me, Coyote Crawl,
- Family Literacy Night, Book Fairs
- Veterans Day Assembly
- 100th Day of School Celebration, Read Across America, Read to Rover
- 33,031 Library Books were checked out
- We served 46,474 lunches

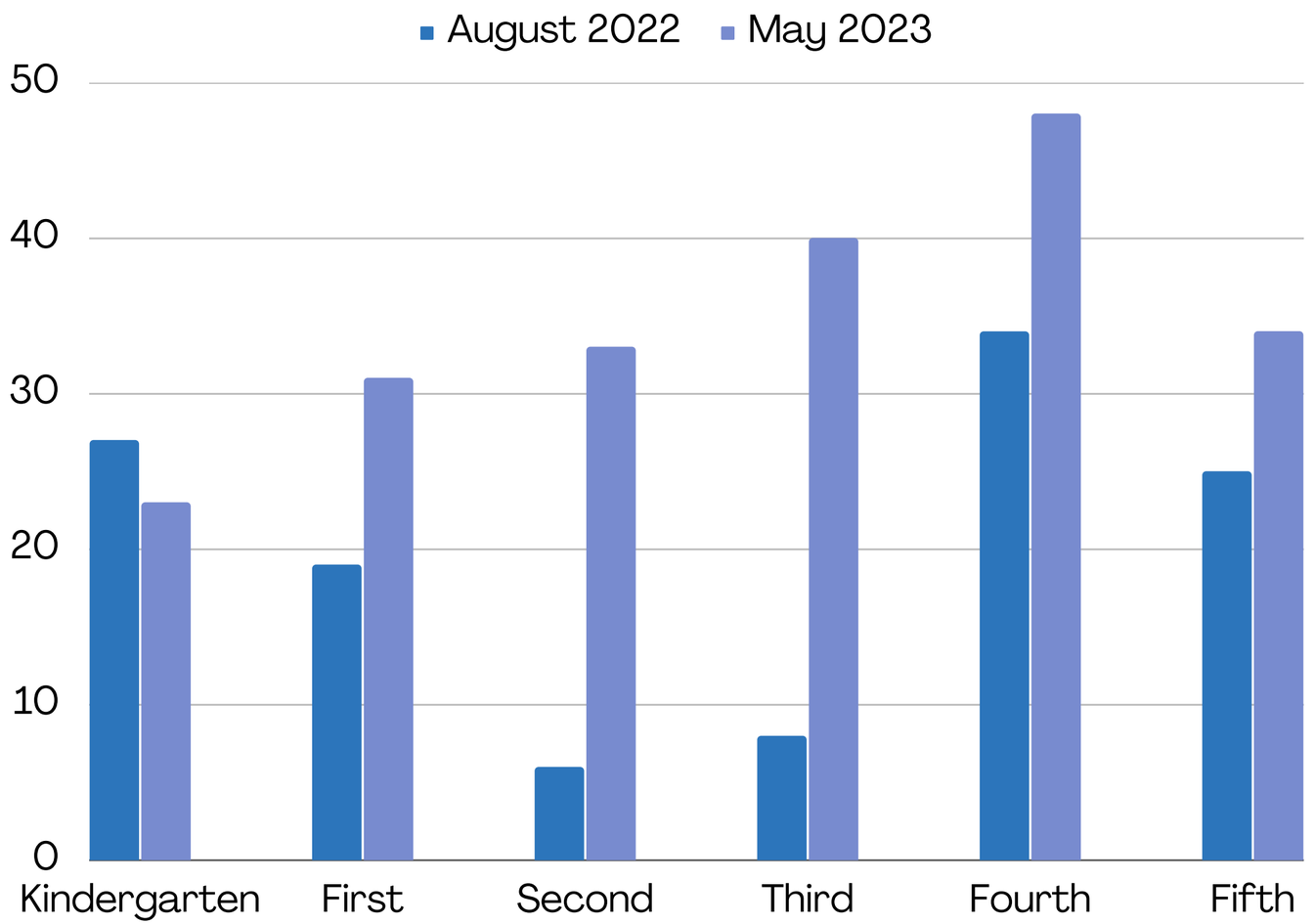
"Our Moment" to Learn

Student Progress

ELA 3x3

Goal: Increase percentage of students achieving 3x3 - Reading at 3rd Grade level by 3rd Grade

- 34% of students overall achieved 3x3
- Implemented Into Reading Curriculum
- Avg. Weekly Assessment Score
  - End of Sept: 66%
  - End of May: 75%.
- 2nd and 3rd grade had the most growth

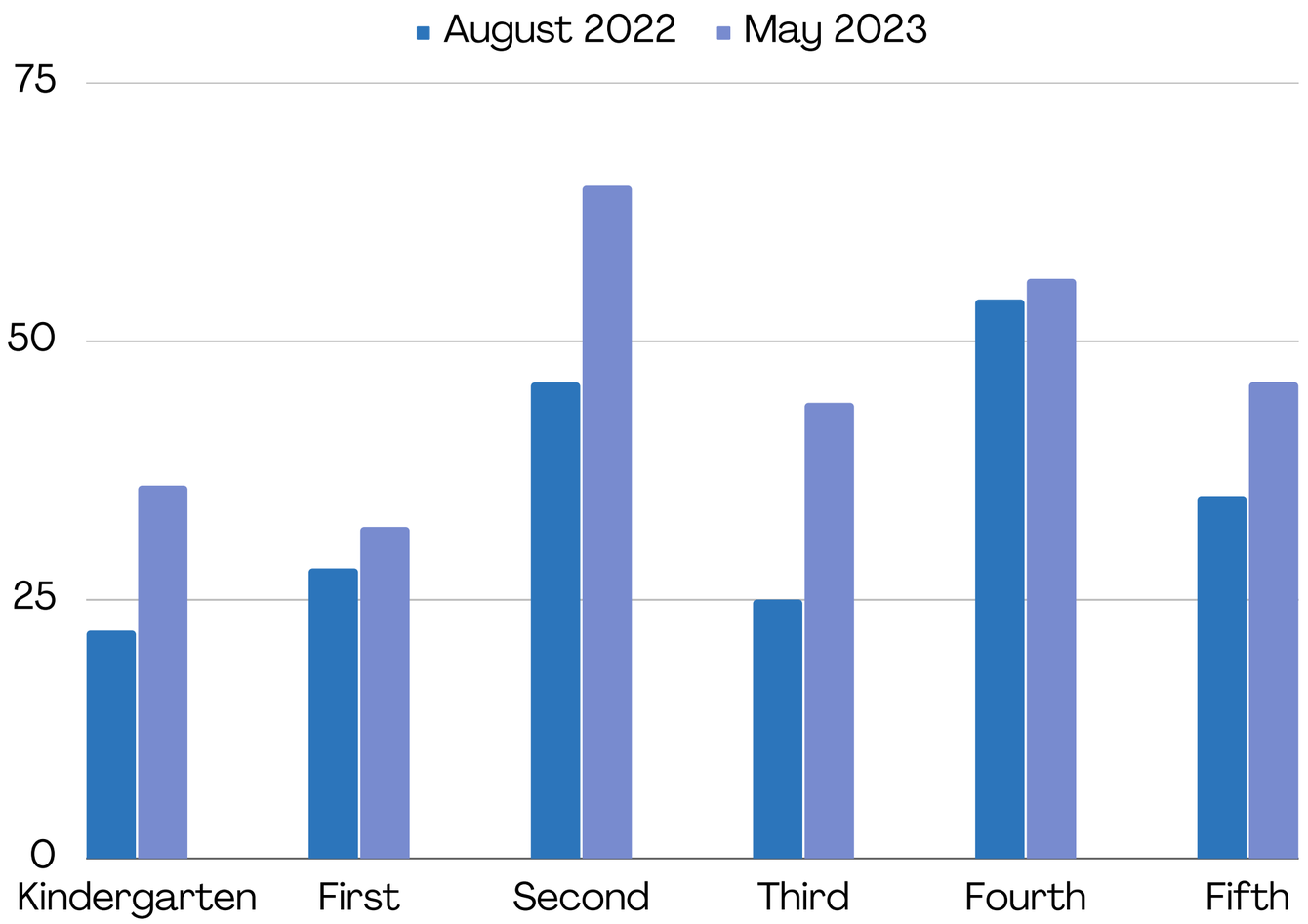


Percent Achieving 3x3

Math 5x5

Goal: Increase percentage of students achieving 5x5 - All 5 Math Strands by Fifth Grade

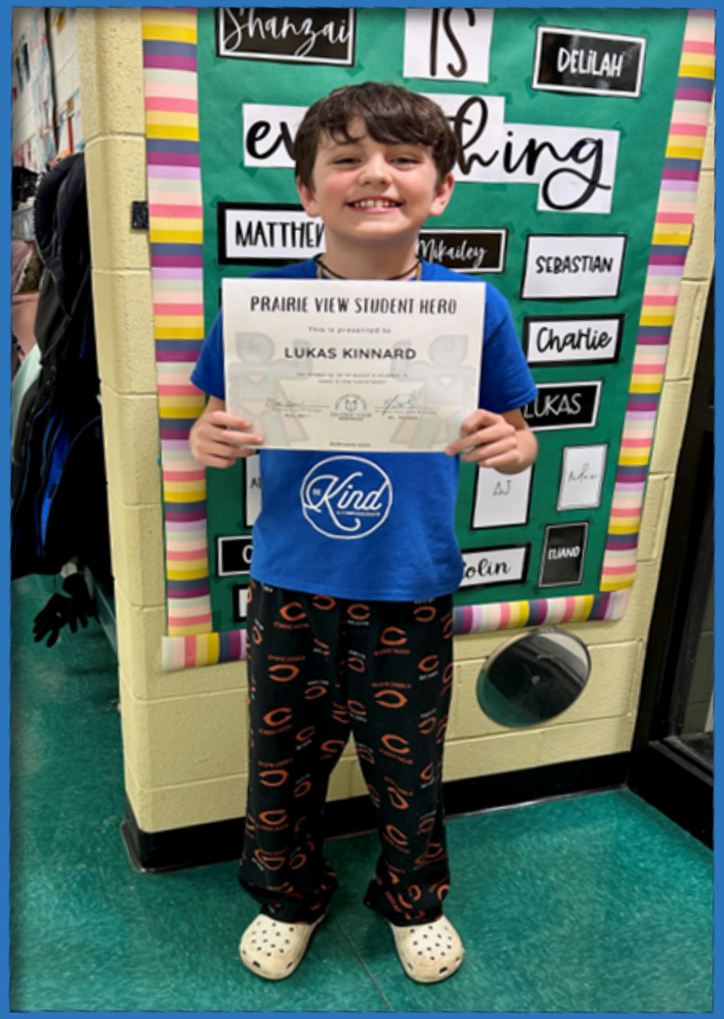
- 43% of students overall achieved 5x5.
- Common Assessments
  - Unit 1 - 62% of students achieved 80% or higher.
  - Final Unit assessment - 78% of students achieved 80% or higher
- Spring Math Intervention
  - Second-fifth grade implementation



Percent Achieving 5x5

"Our Moment" to Grow

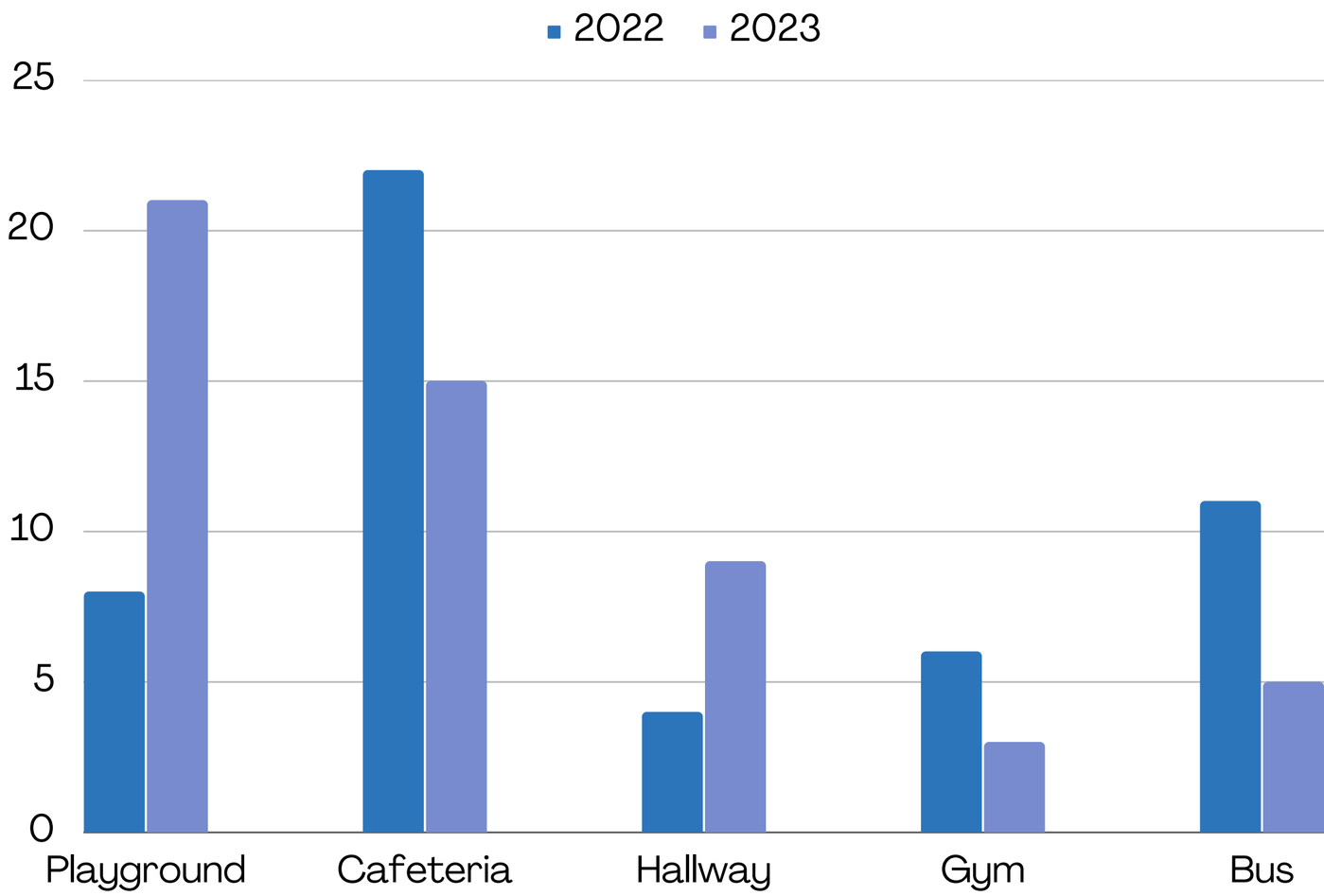
Social Emotional Learning



SEL Goal

Decrease the number of office referrals from unstructured areas. (hall, playground, cafeteria)

- Decrease in discipline incidents in the cafeteria, gym, and bus.
- Playground & Hallway - significant increase.



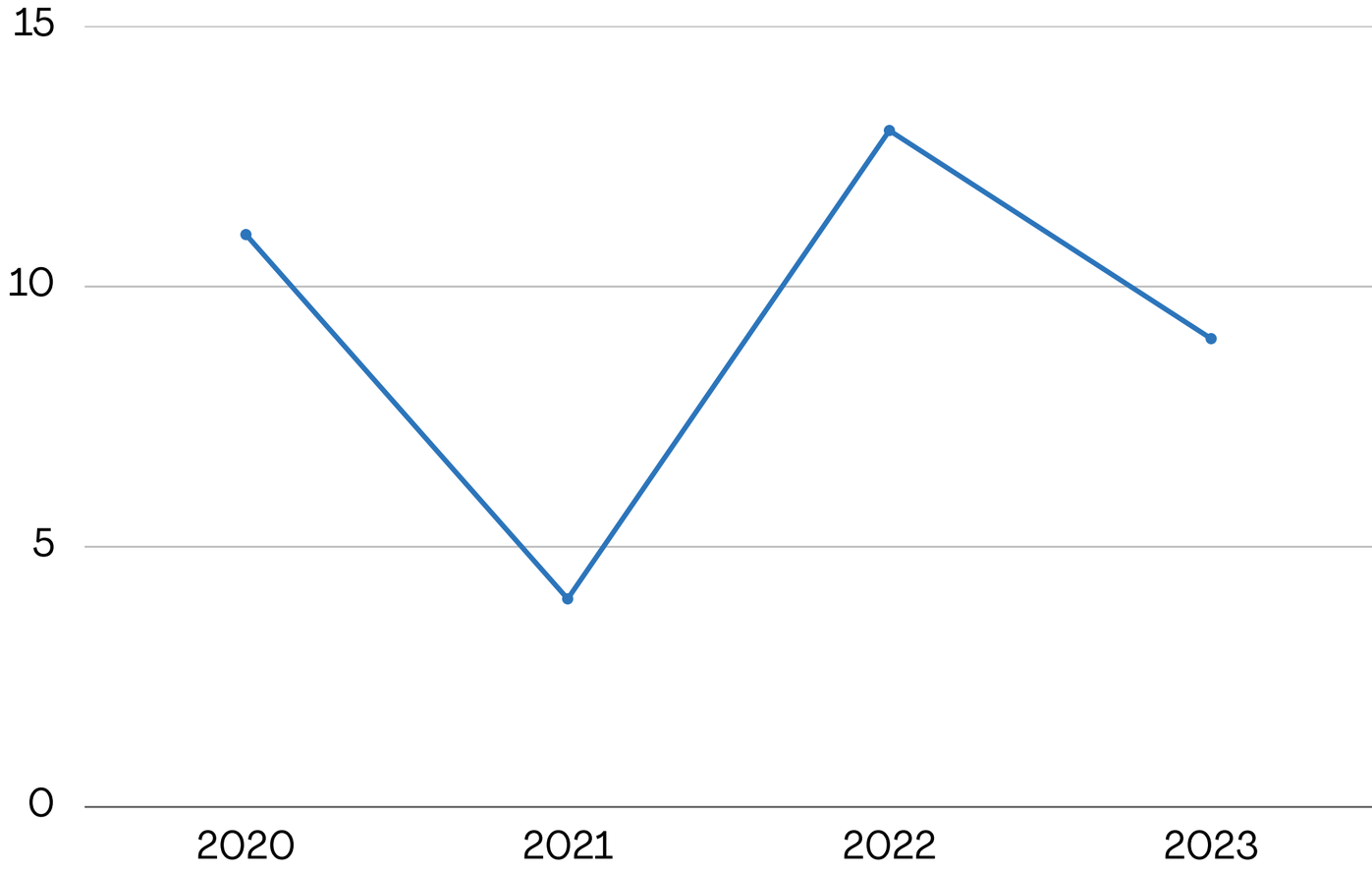
Unstructured Area Discipline Incidents

SEL

Decrease the number of office referrals overall

- Total Enrollment 2021/22 - 615
  - 13% of students
- Total Enrollment 2022/23 - 719
  - 9% of students

31% Decrease in discipline incidents



Overall Discipline Incidents

SEL Goal

Decrease the number of office referrals from unstructured areas. (hall, playground, cafeteria)

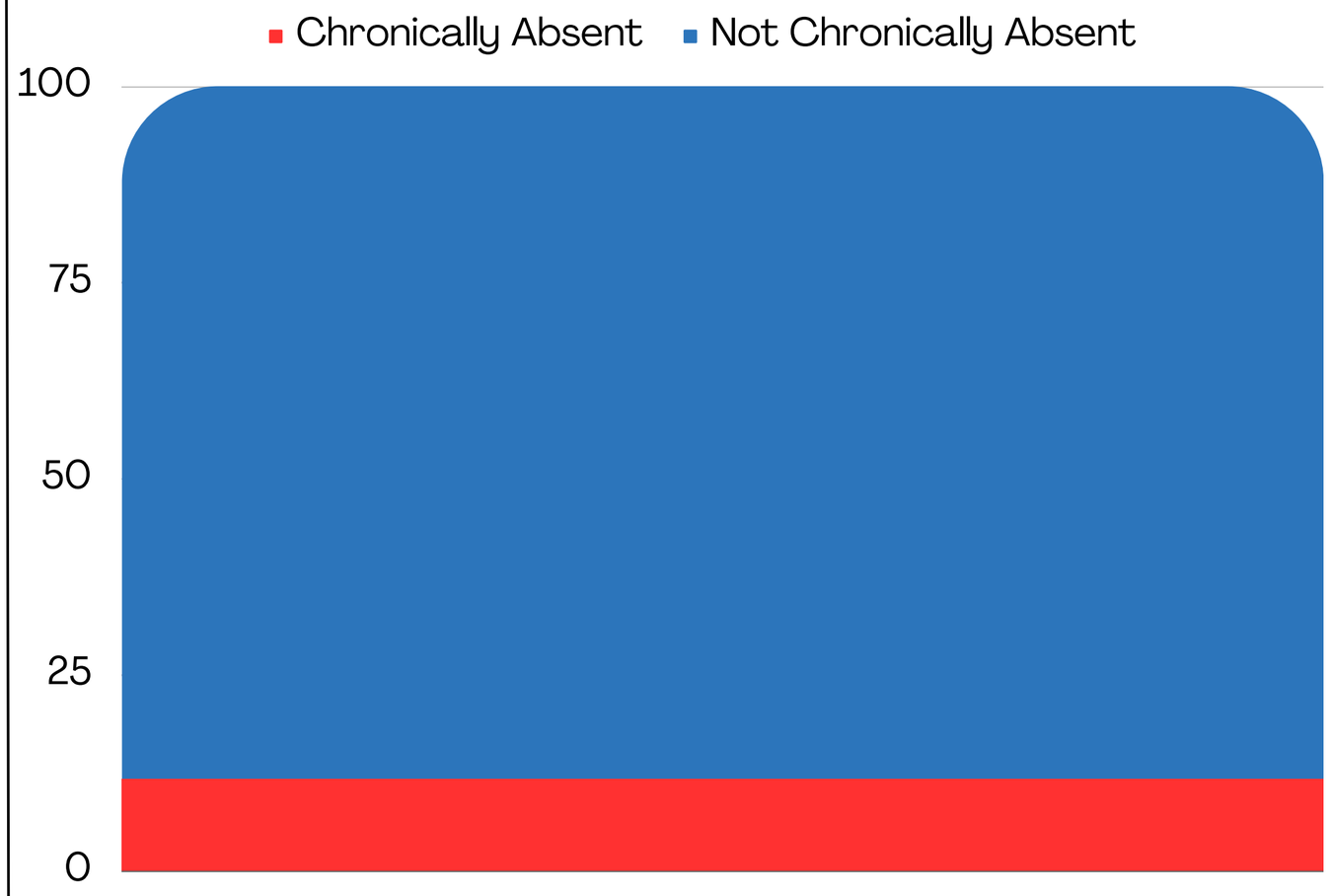
- Cafeteria
  - Golden Spatula
  - Cook's Choice
- Playground
  - "Zones" Supervision
- Other Methods
  - 3B's - Posters
  - Student Ambassadors
  - Everyday Speech and Satchel Pulse

"Our Moment" to Shine

Attendance

Attendance

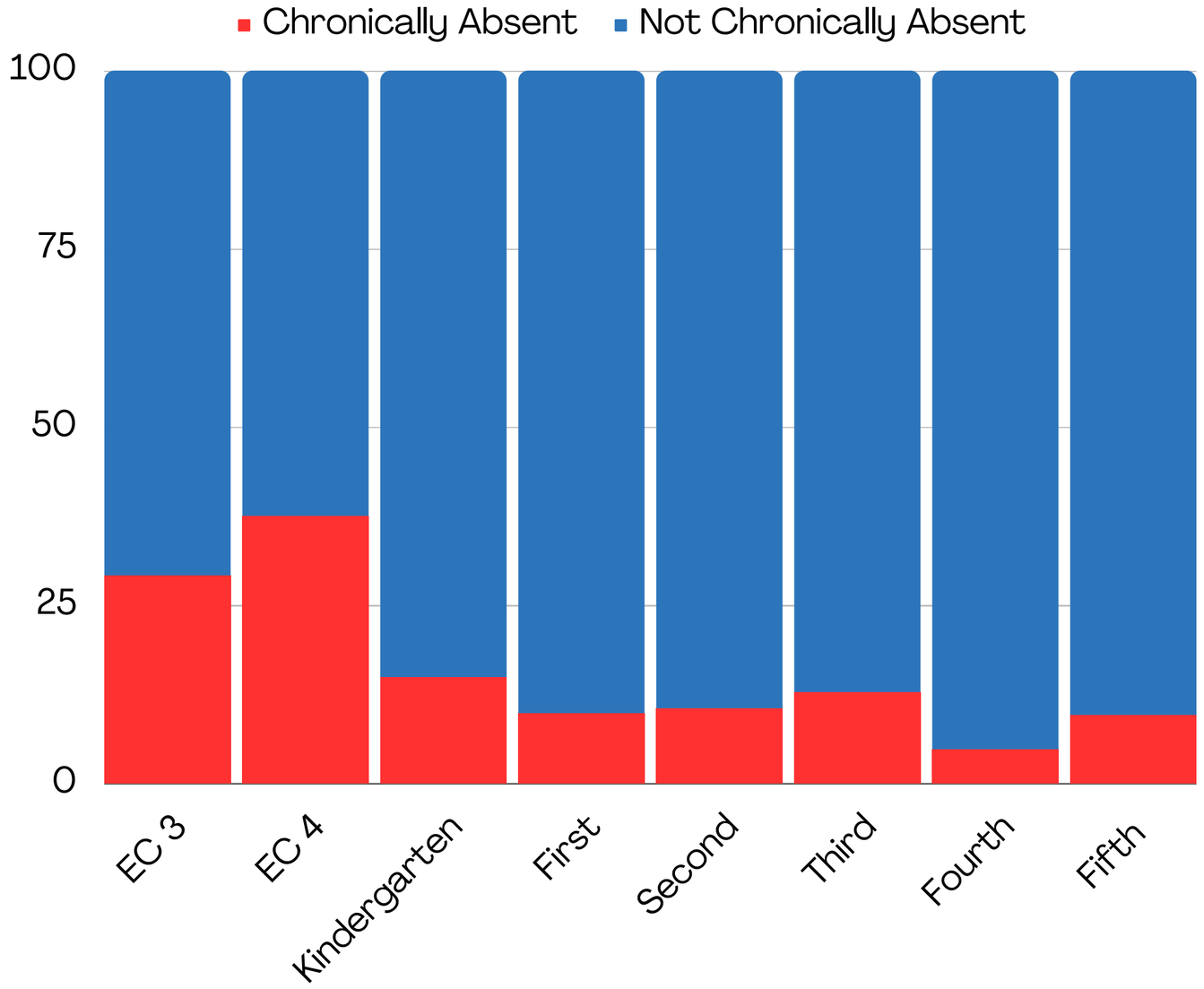
- **94.17% Overall Attendance rate**
- 88.29% of students were regularly present
- 11.71% of students were chronically absent



Chronically Absent Students vs. Non Chronically Absent

Attendance by Grade

- EC 3/4 and Kindergarten - highest rate of chronically absent students.
- Fourth Grade - lowest level of chronic absence.
- Absences due to vacation, illness, doctor appointments.



Chronically Absent Students vs. Non Chronically Absent by Grade Level

Addressing Absences

- Parent information through Newsletters
- Encourage parent involvement through volunteer opportunities
- Parent Advisory Committee

"Our Moment" to Move Forward

Exceeding Expectations

2023-2024 School Year

"We All Belong"

Areas of Focus and Goals:

- **Attendance - increase overall attendance rate and decrease chronic absences.**
- **ELA - 44% of students achieving 3x3**
- **Math - 50% of students achieving 5x5**
- **SEL - Continue trend of decreased referrals with focus on playground.**

Thank You

Any questions?

PRAIRIE VIEW
GRADE SCHOOL

2022-2023

BASEBALL

PRAIRIE KNOLLS MIDDLE SCHOOL

SIP Presentation

ALWAYS A HIT

STRIKE OUT

STRIKE OUT

STRIKE OUT

2022-2023

2022-2023 School Improvement Plan

- School Connectedness
  - Increase student connectedness and engagement by presenting social, academic, and athletic activities to match our student population.
- Achievement
  - Increase knowledge of data-driven decision making, grading practices, engagement, and classroom management.
- Special Populations
  - Fully implement an adjusted special education process and programming to increase the percentage of students meeting academic benchmarks and goals.

School Connectedness - Activities and Clubs

PKMS Average GPA

3.30 GPA

PKMS Clubs & Activities GPA

3.43 GPA

STAR
Student Council
Pep Club
Pep Band
Yearbook
Art Club
DEI
PAC

Moving Forward

Continue to look for opportunities to get students involved!

AMERICAN BASEBALL

AMERICAN BASEBALL

THE BEST TEAMS

School Wide Events

Comic Con

Pentathlon

Virus Day

Veteran’s Day

Falcon Fest

Falcon Day

THE BEST TEAMS

SOCIAL EMOTIONAL LEARNING

SEL Team

- Self Awareness
- Self Management
- Mental Health
- Teamwork

2022 - 2023

SOCIAL EMOTIONAL LEARNING

Mental Health/ Self Awareness

Self Management

2022 - 2023

SOCIAL EMOTIONAL LEARNING

Teamwork

PKMS Falcon Athletics

- Football - 3rd Place
- Volleyball - 7th Place
- Boys CC - 2nd Place (1 State Qualifier)
- Girls CC - 1st Place
- Boys BB - 3rd Place
- Girls BB - 3rd Place
- Scholastic Bowl - 2nd Place
- Wrestling - 2nd Place (3 State Qualifiers)
- Boys T/F - 7th Place
- Girls T/F - 1st Place (1 State Champ!)

HOME RUN!

HOME RUN!

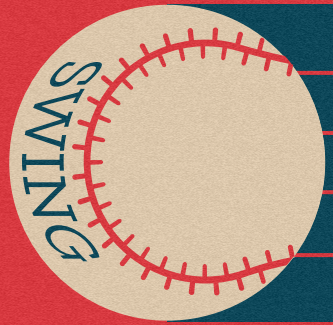
HOME RUN

DATA-DRIVEN DECISIONS PD

PK staff have been offered 13 PD opportunities or resources to improve making data-driven decisions. Many have been with the support of the D301 Instructional Coaches.

DATA ANALYSIS

PK administration and staff analyzed IAR growth percentages and students who meet/succeed in comparison to the state and neighboring districts. In comparison, PK out performs most of the neighboring schools. The area of focus moving forward is to work towards the MTSS Model "ideal."



HOME RUN

EMBARC & OTUS

EMBARC & OTUS

6 subject areas are fully completed with Embarc and have all common assessments in Otus.

EMBARC GROWTH

Subject areas have worked diligently on Embarc during weekly meetings, some seeing growth as high as 68%!

NEXT GOAL

Moving forward, PKMS will work towards 100% completion of all common assessments into OTUS and fine tuning or wrapping up Embarc.

RIGOR & ALIGNMENT

As next year progresses, staff will continue to look at curriculum to find ways to increase rigor and alignment with standards and IAR.

HOME RUN!

HOME RUN!

2022 - 2023 IAR Data

% of Students Meet/Exceed		Math	ELA
Class of 2029	5th Grade	46.40%	54.10%
	6th Grade	44.67%	65.26%
	Growth	-1.73%	+11.16%
Class of 2028	6th Grade	45.40%	55.60%
	7th Grade	45.74%	64.08%
	Growth	+0.34%	+8.48%

HOME RUN!

HOME RUN!

COMPETITORS

Special Populations

Co-Teaching

Full implementation of Co-Teaching took place in ELA and Math classes

Aspire

Added to our Continuum of Education

ELA/Math Resources

National Geographic Inside McGraw Hill Number Worlds

COMPETITORS

Co-Teaching - What were we doing?

1. One Teach, One Assist

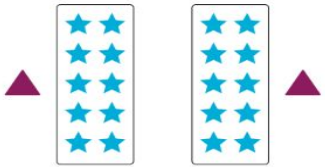
Definition

One teacher leads whole group lesson while partner observes and collects data on specific student(s) for the purpose of informing instructional decision making.

Co-Teaching - What are we doing now?

2. Parallel Teaching

Definition
Both teachers lead a small heterogeneous group instructing on the same content.



3. Alternative Teaching

Definition
One teacher is responsible for the large group while the other teacher instructs a small group often as reinforcement or enrichment.

5. Teaming

Definition
Both teachers teach and support each other and the class at the same time. Teachers should contribute equally while approaching the task differently.

6. Complementary Teaching

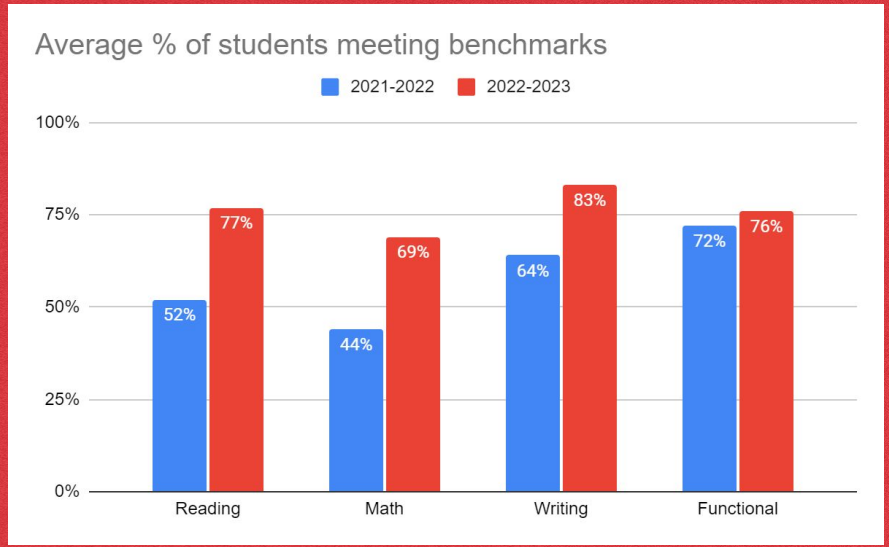
Definition
One lead teacher conducts the formal teaching of the content. The other lead teacher identifies metacognitive strategies or technology needed for large group, small group, or individuals to remember the content and to help with the tasks of the lesson.

HOME RUN!

HOME RUN!

Co - Teaching

Is it Working?



2022-2023

Co-Teaching - What are teachers saying?

HOME RUN!

HOME RUN!

"I feel co-teaching was successful for both the co-teachers and students this past school year. As a special education teacher, I feel that both my co-teacher and I learned valuable insight into teaching all students. The use of scaffolding and differentiation was really put to the test and we learned through trial and error what works best for our students. I enjoyed having more participation within the general education setting and feel that having 2 teachers helped in most lessons. Students had more opportunities for small groups, one-to-one check-ins, movement, and change of pacing (some could work ahead with one teacher versus those who needed more review) with co-teaching. Overall, I enjoyed co-teaching and look forward to building on with my co-teachers."

Co-Teaching - What are teachers saying?

"Co-teaching gives the students an opportunity to learn at a deeper level and helps students who struggle to keep up with the pace by breaking the information down more when working in smaller groups. It offers a fresh perspective from the sped teacher point of view and they can bring in more ideas on how to differentiate."

"The co-teaching model is a wonderful opportunity for the following reasons:

- Individualized support and interaction for students with and without accommodations
- Collaborative opportunities and peer interactions to enhance comprehension and mutual respect
- Building trust and confidence in facilitating their academic and social growth
- Students' willingness to take risks in a more supported learning environment
- Broader attention to students by having two educators willing to try various teaching and learning approaches with them"

HOME RUN!

HOME RUN!

ASPIRE

This year, we expanded on our Continuum of Education by adding the **ASPIRE** program:

- General Education classes
- Co-taught classes
- Self-contained ELA/Math classes
- ASPIRE program (Advancing Student Performance in Reaching Excellence)

Who: 6th-8th grade students with Intellectual or global severe learning disabilities.

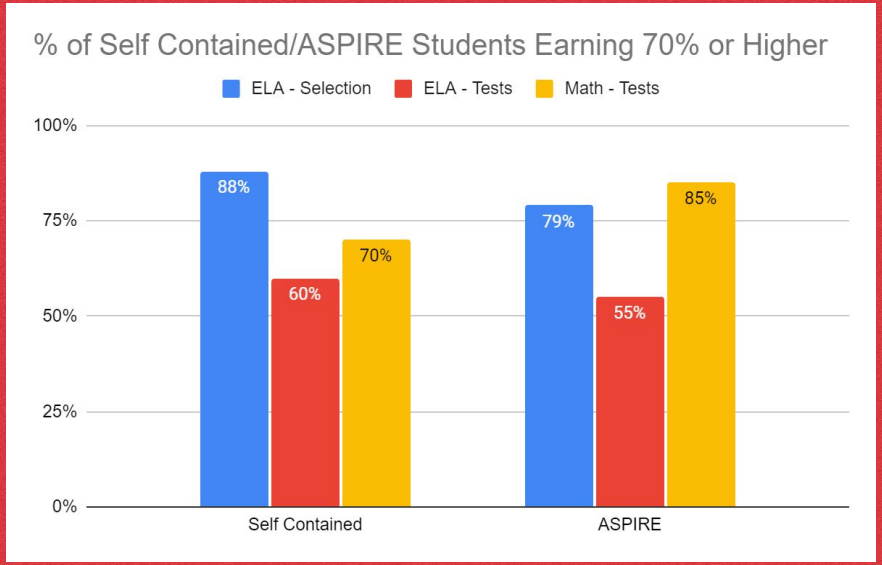
What: Specialized instruction in Core Classes

Why: Data did not show success for students in this category when we were supporting them with the self-contained approach. They also did not show success when in Science/SS with parapro/Sped support.

HOME RUN!

HOME RUN!

ASPIRE



HOME RUN!

HOME RUN!

WE'RE OUTTA HERE!

STRIKE OUT

STRIKE OUT

2022-2023

Elementary Handbook
Proposed Revisions
2023-2024

2023-2024 Draft Elementary Handbook

Page number	Proposed Change	Rationale
1, 2, 3, 26	Change the date from 2022-2023 to 2023-2024	Update to current school year
1, 2	Update the administrators names: Graydon Engle, Principal to Theresa Kolkebeck	Changes in Elementary Administrators
2, 26, 27	Change the time for school day hours to 9:15am-3:40pm. **Current**: (9:10am-3:35pm). **Updated**: (9:15am-3:40pm).	Change reflects change to the school day hours made during the 2022-2023 school year.
3	Change Dr. Todd Stirn to Dr. Esther Mongan, Superintendent	Update to current Superintendent
6-7	Added Student Support Services Added Problem Solving Team Added National Suicide Prevention Lifeline	Add information to align to MS/HS
10	Changed Medicaid Data Release to Medicaid Fee for Services	Align wording with MS/HS

11-12	Updated Homeless Information, including contacts	Update to match Board policy
12-16	Update Health, Eye, & Dental Immunization and Requirements	Update to match Board policy
17	Delete COVID 19 information	COVID medical policies no longer needed - previously updated in MS/HS
18	Update Excuses from Physical Education **(Board Policy 7:260)**	Updated to match Board policy
19-20	Updated Medication Administration Also updated form name from SMA to Med A	Updated to match Board policy Med A is the name used universally in the District
21	Deleted information/statement that repeated please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are only allowed to.	Statement repeated - typo?

21	Added a heading: **Safety Regulations and Guidelines** Content under heading already existed	Align with MS/HS
22-23	Delete sections titled Bus Conduct	Expectations under Safety Regulations and Guidelines Align with MS/HS
24	Delete word Updated	Since these payment procedures were in place for 22-23 school year, no longer new or updated
25	Added information for **Negative Lunch Balance**	Align with MS/HS - this language was missing from Elementary Handbook
26	Added information for **Refund or Transfer Lunch Account Money**	Align with MS/HS - this language was missing from Elementary Handbook
26	Change Bring Your Own **Device** (**BYOD**) to Bring Your Own **Technology** (BYOT) under the heading **Electronic Devices (Board Policy 6:235)** **Current**: Use of all electronic devices allowed as part of the District's Bring Your Own Device (BYOD) program and the CCUSD301 issued Chromebook must be consistent with District policies and procedures	Board policy 6:220 wording changed from "Device (BYOD)" to "Technology (BYOT)" This change aligns the handbook with wording in Board policy.

	Updated: Use of all electronic devices allowed as part of the District's Bring Your Own Technology (BYOT) program and the CCUSD301 issued Chromebook must be consistent with District policies and procedures	
26	Delete "during non-instructional time, such as passing periods and lunch" under the heading **Electronic Devices (Board Policy 6:235)** **Current:** Personal devices may be used by students during non-instructional time, such as during passing periods, lunch, and before or after school. Students may not place or receive phone calls and/or texting during school day hours **Updated**: Personal devices may be used by students ~~during non-instructional time, such as during passing periods, lunch, and~~ before or after school. Students may not place or receive phone calls and/or texting during school day hours.	Cleaning up language - this has never been a practice at elementary.
26-27	Update language for communicating an Emergency Weather Day: Add: WGN (720 AM) Add: ParentSquare via text, phone call and/or email Add: language for parents to arrange in advance where a child should go on an emergency dismissal day	Update to match current practice/policy
27	Update information about cell phones and smartwatches in class - delete examples of misuse - they are listed in prohibited student conduct.	Smartwatches have become a distraction at elementary; treating them likes cell phones since they have many of the same capabilities

28-29	Added information about Emergency/Crisis plan: staff trained phones lines open emergency vehicles allowed access	Safety information is important to share with parents.
31	Update the time for a parent to contact with a child's absence - 7:45am-9:30am **Current**: When a student is absent from school the student's parent/guardian is requested to contact the school between 7:45am-9:00am to inform the attendance secretary of the student's absence. **Updated**: When a student is absent from school the student's parent/guardian is requested to contact the school between 7:45am-9:30am to inform the attendance secretary of the student's absence.	Updating language due to the 9:15am start of school.
34	Delete discipline considerations	List not necessary - procedural, not policy
35	Updating language under heading of **Prohibited Student Conduct** to align to Board policy a. Any illegal drug or 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);	Update to align to Board policy

36	Adding “smartwatch” to electronic devices under heading of **Prohibited Student Conduct** **Current:** Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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. **Updated:** Using a cellular telephone, smartwatch, video recording device, personal digital assistant (PDA), or other 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, during assessments, or otherwise violate student conduct rules.	Smartwatches have become a distraction at elementary; while the language currently states “other electronic device”, listing it may minimize the use in the classroom
36	Adding “smartwatches” to electronic devices under heading of **Prohibited Student Conduct** **Current:** CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used… **Updated:** CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, smartwatches, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used…	Smartwatches have become a distraction/concern at elementary; while the language currently states “other electronic device”, listing it may minimize the use in the classroom
36	Delete “passing periods, lunch”under heading of **Prohibited Student Conduct**	Cleaning up language - this has never been a practice at elementary.

36	Delete or cell phone flashlight as prohibited use	Updated Board policy
36	Delete: Intentionally providing false information to a staff member of knowingly assisting another student in providing false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons under prohibited student conduct	Updated Board Policy
36-37	Delete "sexual harassment"under heading of **Prohibited Student Conduct** **Current:** 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 (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct. Updated: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 (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.	Listing "harassment" would encompass all types of harassment
36-37	Delete: This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time under prohibited student conduct.	This statement/clarification is not necessary.
37	Include "slurs surrounding race, religion, sexual orientation, or disability" as additional examples of	Adding this states our intention to recognize

	prohibited misconduct and gross disobedience under the heading **Additional Examples of Prohibited Misconduct and Gross Disobedience** **Current:** Additional examples of prohibited misconduct and gross disobedience include, but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the District's network or District's devices. Updated: Additional examples of prohibited misconduct and gross disobedience include, but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; slurs surrounding race, religion, sexual orientation, or disability; transportation violation; the inappropriate use of the District's network or District's devices.	this as inappropriate behavior and to address it.
38	**(Disciplinary Measures)** Deleted verbal warning and detentions 6. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised; 7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee. 8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice. 12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been	Updated to align with Board policy

	expelled may also ~~shall~~ be restricted from being on school grounds and at school activities; 13. ~~Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing;~~Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.	
40	Added "Ill. Dept. of" State Police	Align with Board policy
40	Delete paragraph under Delegation of Authority	Align with Board policy
44-45	Update Bullying policy *Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.* (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.	Update to match Board policy
45-46	Update Nondiscrimination Coordinator and Complaint Managers Coordinator: Dr. Esther Mongan to Dr. Matthew Haug Complaint Manager: Mike Potsic to Taylor Ruiz	Update to reflect changing roles & responsibilities
46-48	Delete the procedural/Superintendent's role	Not part of student discipline
48-55	Delete Board Policy 2:260	District level policy, not building level policy
55-67	Delete Board Policy 2:265	District level policy, not building level policy

CENTRAL
UNIT SCHOOL DISTRICT 301

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

Elementary School Student and Parent Handbook

COUNTRY TRAILS
ELEMENTARY SCHOOL

HOWARD B. THOMAS
GRADE SCHOOL

LILY LAKE
GRADE SCHOOL

PRAIRIE VIEW
GRADE SCHOOL

August ~~2022~~ 2023

TO: Parents and Guardians of Elementary School Children
FROM: The Elementary Principals
SUBJECT: ~~2022-2023~~ 2023-2024 Elementary Handbook

Dear Parents:

It is a pleasure to provide the children of our school district with an excellent education. Since the elementary grades form the foundation of our system, we are particularly proud of the teachers, curricula, and programs we are able to offer the youngest members of our school community. All of our elementary schools continue to expand the horizons of opportunity with dedicated teachers and support personnel investing considerable time and talent developing exciting programs and activities for the children of our District. The numerous ways we continue to respond to the ever-changing, dynamic needs within the public school setting are visible throughout each grade school building.

While this handbook is not a contract with students, it is one key resource for you to use in learning about our schools' policies, practices, procedures, guidelines and expectations. The Board reserves the right for school administrators to exercise professional discretion when enforcing these policies, allowing for situational differences that may arise. The handbook has been organized to help answer your inquiries. This format was designed with the help of many parents, teachers, and school office personnel. We do hope you will invest some time in reading and using this book.

Our goal is to meet the needs of our students. As parents, you are our foremost partners in achieving that goal. Together, we can forge learning opportunities for each and every child attending our classes and programs. Communication is essential for our success. We ask that you work with your school's personnel to ensure that information is exchanged in a positive and purposeful manner. We pledge to do the same. We look forward to working with each of you during the coming year.

Sincerely,

Theresa Kolkebeck	Kim Lewis	~~Rebecca Jurs~~	Christine Barr
Principal	Principal	Principal	Principal
Country Trails	Howard B. Thomas	Lily Lake	Prairie View

Central Community Unit School District 301 Elementary Student/Parent Handbook ~~2022-2023~~2023-2024

Mission Statement

Engage the mind, empower the learner, inspire excellence, influence the world

Country Trails Elementary School
~~Graydon Engle~~Theresa Kolkebeck, Principal
~~Theresa Kolkebeck~~, Assistant Principal
3701 Highland Woods Blvd
Elgin, IL 60124
(847) 717-8000

Howard B. Thomas Grade School
Kim Lewis, Principal
Melissa Rourke, Assistant Principal
44W575 Plato Road, PO Box 395
Burlington, IL 60109
(847) 464-6008

Lily Lake Grade School
~~Rebecca Jurs~~, Principal
5N720 Route 47
Maple Park, IL 60151
(847) 464-6011

Prairie View Grade School
Mrs. Christine Barr, Principal
~~Edgar Pereda~~, Assistant Principal
10N630 Nesler Road
Elgin, IL 60124
(847) 464-6014

Central School District 301 Office
~~Dr. Todd Stirn~~ Dr. Esther Mongan, Superintendent
275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005

INFORMATION TO NOTE:
Office Hours: 7:30am-4:00pm
K-5 Attendance Hours: 9:15am-3:40pm
Arrival Time: School doors open at 9:05am
(Please do not arrive at school before that time.)
EC Attendance Hours: AM Session 8:30-11:00 PM Session 12:30-3:00

~~2022-2023~~ 2023-2024 Elementary Student/Parent Handbook Index

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Daycare
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STUDENT SUPPORT SERVICES

The objective of Student Services is to ensure students have the appropriate support to succeed in school and beyond. The student services office includes the Assistant Principal, school social workers, speech pathologists, an attendance secretary, and a school psychologist who work directly with students, parents and staff.

Note: School Social Workers are trained mental health professionals who provide services related to students' social/emotional functioning at school. School social workers help assess and address the needs of students, provide individual and group counseling, and provide referrals for community resources. School social workers are the link between the home, school, and community to promote and support students' academic and social success.

Note: School psychologists are uniquely qualified members of school teams who support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists can help staff, families, school administrators, and other professionals with, but not limited to: data collection and analysis, assessment, progress monitoring, school-wide practices to promote learning, academic/learning interventions, behavioral interventions, instructional support, and special education services. School psychologists work to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

Problem Solving Team

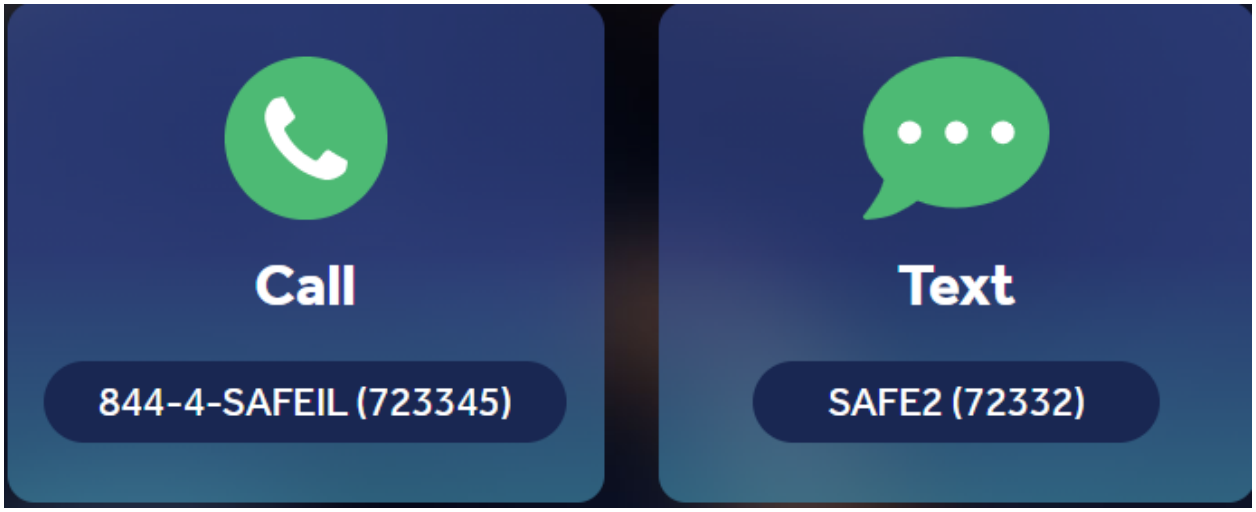
The Problem Solving Team (PST) is a team consisting of social worker(s), school psychologist(s), school nurse and one or more teachers. The PST exists to identify and assist students at risk due to severe social emotional, family, mental health, attendance, and/or academic issues. The goal of the PST is to be proactive rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the PST can be made by any member of the team, a staff member, the student, a fellow student, and/or a parent.

Suicide Prevention Contact Information

Dial 988 - National Suicide Prevention Lifeline Number, similar to how people can call 911 for emergencies, is 988. All phone providers will connect callers who dial 988 to the lifeline. You may also text SAFE2 (72332).

National Suicide Prevention Lifeline– 1-800-273-8255 (24/7); also, 211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. To find a behavioral healthcare provider today, call 211 or text your zip code to 898-211.

Local Kane County Suicide Prevention: https://www.kanehealth.com/suicide-prevention



Multi-Tiered System of Support (MTSS)

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

ENROLLMENT REQUIREMENTS

Kindergarten Age Requirement

If your child is five years old on or before September 1, he or she may be admitted to Kindergarten.

Registration Process and Transfer Student Documentation

The majority of registration forms can be found on the District website at www.central301.net and other forms can be obtained from the school office or the online registration process.

- New Student Intake Form
- Verification of Residency & Enrollment
- Student Transportation Information Form
- Data Collection Form

- CCUSD 301 Acceptable Use Policy
- Authorization for Release of School Student Records (Grades 1-5 who attended a different school)
- New Student Health Questionnaire
- Original county/state birth certificate (must be provided within 30 days of enrollment)
- Illinois State Transfer Form (Grades 1-5, from previous school if from an Illinois school)
- Current Report Card (Grades 1-5, from previous school)
- Physical with immunization record, eye exam, dental exam
- Records of Special Services (Special Education/504, Gifted, ELL/ESL)

Home and Hospital Bound Instruction (Board Policy 6:150)

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Student Records and Directory Information (Board Policy 7:340)

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The **permanent record** shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender, date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record.

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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.

CCUSD 301 may release directory information to the general public, including local media and military recruiters, and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as **directory information**: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities, membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information.

Parent(s)/guardian(s) or eligible students will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal. Parent(s)/guardian(s) or eligible students have the right to inspect, copy, and challenge the student's record. In addition, a student less than 18 years old may inspect or copy information in his/her permanent school record. A request to inspect or copy a student's school record shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days after the receipt of such a request.

Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Access shall not be granted to the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your Building Principal.

Unless the District has actual notice of a court order or a notice of a *parenting plan* under the *Illinois Marriage and Dissolution of Marriage Act*, indicating otherwise, divorced or separated parents/guardians with and without *parental responsibilities* (formerly custody) are both permitted to inspect and copy the student's school student records. The District will deny access to a student's school records only to a parent against whom an order of protection was issued if the order of protection prohibits the parent from inspecting or obtaining such records. CCUSD 301 shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon transfer, or permanent withdrawal of a student from the District, the school shall provide written notification of the destruction of temporary records. Parent(s)/guardian(s), or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Parent(s)/guardian(s) and eligible students have 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.

Medicaid ~~Data Release~~ Fee for Services

If your child receives special education services and is also Medicaid eligible, Central CUSD #301 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date, and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or any time in the future, please state your objection in writing and forwarded to the Director of Student Support Services, at 275 South Street, PO Box 396, Burlington, IL 60109.

Regardless of your decision, CCUSD #301 must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on your child's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or
- Result in the loss of eligibility for home and community-based services.

Your continued consent allows the District to recover a portion of the costs associated with providing health services to your child.

Education of Children with Disabilities (Board Policy 6:120)

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 (inclusive) 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 the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with 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 disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Homeless Information (Board Policy 6:140)

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 Illinois law.

***For more information, contact*:**

- Michelle Vaughn, District Homeless Liaison (847) 464-6005
- Kane County Homeless Liaison: Jimmy Pawola, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

- Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless. In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

Community Resources

See Appendix B for a list of Community Resources and Health Services.

HEALTH SERVICES

Health Services

A student who becomes ill or is injured at school may ask their teacher to be seen in the health office. Students who are exhibiting concerning symptoms will be sent to the health office by their teacher. If the possibility exists that the student may go home, the parent/guardian will be contacted by the nurse or office staff, not by the student on his/her device, to collaborate on that decision. Students must report to the nurse or office staff before going home ill or the absence may be considered 'unexcused.' When the nurse is not in the health office, a student who is ill should report to the main office.

Health, Eye, and Dental Examinations & Immunization Requirements (Board Policy 7:100)

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), 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, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6 and 12. As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening is required and an age-appropriate social and emotional screening must be completed for each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the 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 District. 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 the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show 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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.

For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.

Requirements for:	**ECSE**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**NEW to IL**
Physical Exam	X	X						X			X				X
Dental Exam		X		X				X			X				K,2,6,9
Eye Exam		X													X
Immunization Requirements	X	X						X			X			X	X

~~**Health Examination & Immunizations**~~

- ~~The health examination form, including immunizations, must be submitted to the school by **October 15** of the current school year, unless an exemption or extension applies.~~
  - ~~An IHS/IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.~~

- Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.

- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- If such proof is not provided by **October 15**, the student will be excluded from school until the required health forms are presented to the District.
- New students who transfer from an Illinois school and have submitted an ISBE 33-78 Student Transfer Form shall have 30 days to provide the required medical documentation.
- A student transferring from out-of-state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all elements of an Illinois physical are included.

Eye Examinations

- Proof of the required eye examinations must be provided to the school by **October 15** of the current school year.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- Exams must be conducted by a licensed optometrist or a healthcare provider licensed to perform eye examinations. Screenings conducted in school do not fulfill the requirement.

Dental Examinations

- Proof of the required dental examinations must be provided to the school by **May 15** of the current school year.
- Exams must be conducted for the required grades within 18 months prior to May 15 of the school year.

Exemptions

- An exemption must be submitted prior to October 15 of the current school year with the required health examination/immunization form.
- Medical Exemptions:
    - If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a written verification must be submitted by the examining physician, advanced registered practice nurse, or physician assistant.
- Religious Exemption:
    - A student's parent(s)/guardians(s) must present the IDPH's Certificate of Religious Exemption form to the Director of Student Support Services. When a Certificate of Religious Exemption form is presented, the Director of Student Support Services or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, (*Communicable and Chronic Infectious Disease*) and State rules if there is an outbreak of one or more diseases from which the student is not protected.

Dental & Eye Examination Waivers

A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or healthcare provider who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye

~~examination waiver is due by October 15 of the current school year. The waiver forms are available on the District website.~~

~~**Homeless Child**~~

~~Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. See Board Policy 6:120.~~

Privacy Practices (Board Policy 7:15)

Pursuant to Illinois and Federal law, school personnel cannot contact a student's healthcare provider, advanced practice nurse, healthcare provider assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school can be obtained in the main office.

Communicable and Chronic Infectious Diseases (Board Policy 7:280)

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.

Please notify the school health office immediately for all contagious conditions so we can take proper measures within the school environment. All children suffering from contagious conditions must be excluded from school until they are no longer contagious. Guidelines that need to be followed are found at Communicable Diseases Chart.

In the case of head lice, please contact the nurse or principal immediately so that we can take proper measures in the classrooms and elsewhere within the school. Please instruct your child NOT to share combs, brushes, hats, scarves, and other "communicable" items.

If your child exhibits any of the following, do not send the child to school or if your child exhibits any of the following during the school day, he/she must go home:

- Fever (temperature of 100 degrees or above),
- Vomiting,
- Diarrhea (2 episodes, unable to manage, blood in stool)
- Excessive cough and/or unable to manage secretions,
- Suspicious Rash,
- Loss of consciousness.

Criteria for re-admittance is generally based upon evidence that the child is no longer contagious; this may include a release from the healthcare provider, absence of symptoms for over 24 hours without medication, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchairs, splints or casts) for an acute episode need to submit a note from the healthcare

provider that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

Examples of communicable diseases and the procedures for re-admittance are as follows.

Communicable disease:	**Return to school:**
Chickenpox	A minimum of 5 days after eruption of last vesicles; once all vesicles have dried & crusted over; as directed by the health department.
~~COVID-19~~	~~For those that can mask upon return, isolate4 for at least five calendar days from onset of symptoms; return after the five calendars days AND if 24 hours with no fever (without fever- reducing medication), diarrhea and vomiting ceased for 24 hours AND improvement of symptoms AND consistent masking upon return through day 10. If unable to mask, isolate for 10 days.~~
Hepatitis	With healthcare provider's written permission
Hand, Foot and Mouth	When fever is gone, and there are no open, draining lesions in the mouth or on hands.
Impetigo	24 hours after initial dose of medication with lesion covered and/or no drooling/saliva
Measles	A minimum of 4-5 days after the appearance of rash, with healthcare provider's written permission, as directed by the health department.
Mononucleosis	With healthcare provider's written permission; absence of fever > 100
Mumps	A minimum of 5 days after onset of swelling, and with healthcare provider's written permission, as directed by the health department
MRSA	24 hours after initial dose of medication and lesion begins to shrink, unless the lesion can be covered
Pertussis (Whooping Cough)	A minimum of 5 days after the initial dose of medication or until 3 weeks after onset of cough, and with healthcare provider's written permission
Pink eye (Conjunctivitis)	24 hours after initial dose of medication
Rash of unknown origin	With healthcare provider's written permission
Ringworm	24 hours after initial dose of medication and lesion begins to shrink, unless the lesion can be covered
Rubella	A minimum of 7 days after the appearance of rash, with healthcare provider's written permission, as directed by the health department
Shingles	When all lesions are crusted ,and with healthcare provider's written permission
Strep Throat/Scarlet Fever	24 hours after initial dose of medication and fever free
TB	With healthcare provider's written permission

Injuries/Illness

It is expected that injuries/illnesses that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious condition; the parent/guardian is expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In emergency situations, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency. Parents should select emergency contacts that are available to pick up their child in a timely manner, if they are unable to do so.

Excuses from Physical Education and Recess (Board Policy 7:260)

In order to be excused from participation in physical education or recess, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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 Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

~~Medical Reasons~~

~~Students healthy enough to attend school are considered healthy enough to attend PE and recess. A parent note excusing the student from physical activity, PE and recess, can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from the healthcare provider shall include a medical note signed by the healthcare provider licensed under the Medical Practice Act that verifies the medical reason for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every 30 days until the student is released from the restriction.~~

~~Religious Reasons~~

~~In addition, students may be excused from PE based on a religious prohibition. 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. Notes to excuse students from PE classes for religious reasons are to be presented to the Building Administrator. Office staff will notify the PE teacher of the excuse.~~

Medication Administration (Board Policy 7:270)

Whenever possible, the parent/guardian should make arrangements for medication to be administered at home before or after school hours and not at school or school-related activities, unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and District guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed school Medication Authorization form (~~SMA~~ Med A Form) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board policy and its implementing procedures.

- ~~Medication is defined as either prescription or over-the-counter drugs.~~
- ~~Medication will not be given by a school employee without the completion and submission of a Med-A (SMA) form or Individual Health Plan (IHP) signed by both the parent and the medical healthcare provider when required. Specific forms are required for students with *asthma, diabetes, allergies, and seizures*. Forms & packets can be obtained in the school office or on the District website. ALL medications, even short-term treatments, ointments, or cough drops, require this documentation. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.~~
- ~~The Med-A & IHP forms must be completed annually or each time a prescription changes.~~
- ~~For safety, students may not transport medication to and/or from school. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left-over" medication at the close of the school year. Any medication left at the school at the end of the school year will be disposed of in a safe manner.~~
- ~~Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.~~
- ~~Medications at school will be stored in a locked cabinet in the school Nurse's Office or in the school Nurse's refrigerator if required.~~
- ~~When necessary, the school Nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications).~~
- ~~Medication dispensing guidelines include:~~
    - ~~Medications will be dispensed to one student at a time.~~
    - ~~The designated school employee will transfer the indicated dosage from the container to the student.~~
    - ~~The designated school employee will document the administration.~~

- ~~Administration of Medical Cannabis~~
  - ~~The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered as designated within the Board policy.~~
- ~~Field Trip Medications: Only routine "daily" medications and "emergency" medications are sent on field trips. A Meds-A form and /or IHP must be on file in the health office to ensure those medications are taken on the field trip. Medications such as Tylenol/Advil/Pepto-Bismol are considered 'as needed' and are not taken unless pre-arranged by a parent or guardian and the school Nurse.~~

Administering Medication to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Self-Carry & Self-Administration of Medication

A student may possess ("self-carry") an asthma inhaler or epinephrine auto injector (EpiPen®) prescribed for immediate use at the student's discretion, provided the completed Med-A form and other required forms (available in the Nurse's Office and on the District's website) are signed and returned to the Nurse's Office.

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.

The District may authorize the provision of an EpiPen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or Health plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an EpiPen to the student that meets the prescription on file.

Nothing in these guidelines or the District's student medication administration policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

A student's possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of school policy relating to drug use, and the student may be subject to discipline (see Discipline).

Significant or Chronic Health Conditions

To promote wellness, District 301 encourages the development of individualized healthcare plans for students with significant or chronic health conditions. If your child has diabetes, asthma, allergies, or seizures, please complete the necessary forms. Contact your building Nurse to develop an individualized plan for any other concerning conditions.

GENERAL INFORMATION

Bus Transportation (Board Policy 7:220)

All students who reside outside the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment.

Instructions to Parents

Busing information for the current school year is available on the District's website through the Bus Information Link. This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and the bus number.

Please complete the online Student Transportation Information found on your Student's Skyward account (Under Custom Forms), only if you require busing to/from an alternate location within your attending school's boundaries. If your child needs to start District 301 transportation, does not require District 301 transportation or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries ~~please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are only allowed to.~~ Students are allowed only one inbound bus and only one outbound bus to the same location (accommodations cannot be made for different buses on different days.) Please allow two school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The CCUSD 301 Transportation Handbook, which is included in this handbook, governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver to the Principal or Assistant Principal via a bus conduct report and a disciplinary consequence may be issued to the student.

Safety Regulations and Guidelines

Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Student Handbook.

1. Students may only ride their assigned school bus.
2. Arrive at your designated bus stop five (5) minutes prior to your scheduled pickup time. 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.
3. Remain in your assigned seat while the bus is in motion**.**
4. Always be alert and listen for any instructions given by the driver.
5. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside

the bus at all times.

6. Refrain from abrupt, loud noises and/or an unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing railroad tracks.
7. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking or gum chewing is not allowed on the bus.
9. Do not bring any animals on the bus, unless it is a service animal.
10. Take all belongings with you.
11. Respect the driver, fellow students and yourself. Help look after the safety and comfort of smaller children.
12. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route without proper authorization from an administrator.
13. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.
14. Students must sit three (3) in a seat on the school bus when necessary due to the load.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply to all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action..

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school Principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make-up work.

~~**Bus Conduct**~~

~~All students must follow the District's *School Bus Safety Rules*. School Bus Suspensions~~

~~The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:~~

~~1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.~~
~~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 Superintendent or designee 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 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.~~

Electronic Recordings on School Buses

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.

Restricted Items

1. Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:

-skateboards	-cameras	-sleds	-snowboards/hoverboards
-toys	-in-line skates	-playing cards	-laser lights

** In some cases the student may seek approval from the Transportation Director or building administration for special situations (i.e., field trips, athletic trips, etc.).

2. Cell phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action as outlined in the Student/Parent Handbook. Bus drivers are not responsible for devices lost, damaged or stolen. Examples of misuse include, but are not limited to:
    - Using device as a camera
    - Displaying inappropriate images/website
    - Use of inappropriate language
    - Use of device for harassment or intimidation

Music devices are allowed on the school bus as long as they are kept at a volume that cannot be heard by others and the listener can still hear emergency directions. Music devices must be in the student's backpack before exiting the bus.

Kindergarten Transportation

The parent/guardian or older sibling must be present when a kindergarten student is dropped off. It is District policy that if no one is available at the drop off location, the bus driver will notify the school of the situation and the school will notify the parent/guardian that the student will be brought back to the school for parent pick up.

Cafeteria

Elementary schools offer a USDA Reimbursable Value Meal each day. Each morning, classroom teachers take a count of the students who wish to have the "Value Meal of the Day", and a count of the students who wish to have a "Grilled Cheese Sandwich" in place of the protein item. Also, a count will be taken of how many students brought their cold lunch from home and will be purchasing a milk. These counts are shared with the Head Cook each morning so enough food is prepared and available each day.

- Students who choose the "Value Meal of the Day" will receive all meal components: protein items, whole grain bread/pasta items, vegetables, fruit and milk. Students are served the "Value Meal of the Day" without eliminations. The monthly menu can be found on the Food Service website.
- If a student would like to have a non-meat item, they will be served a "Grilled Cheese Sandwich" in place of the planned protein item, at no additional charge.
- Milk is sold to students who would like to have a milk with the cold lunch they brought from home or if the student would like extra milk to drink with his/her hot lunch.
- If a student is eligible for free or reduced price lunch and wishes to have milk with his/her cold lunch from home, he/she must purchase the milk for $0.40 a carton.
- Milk Substitute: A USDA Physician's Statement is required if students need to substitute bottled water for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the nurse's office.

~~Updated~~ **Payment Procedures:** In order to provide the safest, contactless transition for payments, Central 301 Food Service Departments district-wide are cashless. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

- ❏ Cashiers will not accept cash or checks at the Point of Sale Cashier stations
- ❏ Setting up a free MySchoolBucks account is easy. Links can be found under the **For Parents tab>Lunch Information** on the district website. To set up an account you will need your students name and ID number. Funds can be added using your credit/debit card or electronic check.
    - Some features with MySchoolBucks are:
        - ❏ Easy way to add funds with auto replenish options available
        - ❏ View cafeteria purchases
        - ❏ Check your student's account balance
        - ❏ Receive low balance alerts depending on your preferences setup

MySchool Bucks now offers **OnePay,** an annual savings pass offering more convenience and savings with reduced program fees. OnePay is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount - there are no spending limits.

How will OnePay benefit families? When funds are put on students accounts monthly, you will pay 9 times per year = $22.41 in program fees. OnePay offers the choice of 2 transaction fee payment packages:

- ❏ A single student - you will pay $12.95/year or
- ❏ A daily plan for $26.95/year

Both packages provide great value for large families and those who fund their accounts frequently.

How does OnePay work?

- ❏ To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees.
- ❏ Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount.
- ❏ Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting myschoolbucks.com. You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

Negative Lunch Balance

Central 301 School's Food Service Department is committed to serving lunches to all students. If a student account has a negative balance, the negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account in www.myschoolbucks.com. If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

Free / Reduced Meal Applications

A student's eligibility for free or reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. The Free / Reduced Lunch Application can be found in hatMySchoolApps.com. Parents may access the Free / Reduced Application link after July 1st of each new school year. The application link can be found in the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students must be added to the application. You will need the Student ID number for each student on the application and people living in the household must be added to the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

So the system can work efficiently for all students each day, we ask that the following rules be observed:assigned table.

- Students should pick up all lunch debris from the table and floor, empty lunch trays into trash bins and return the empty lunch trays to the kitchen.
- Students should put lunchroom materials appropriate for recycling in the specified recycling containers.
-

Refund or Transfer Lunch Account Money

For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money – click on the link. Read the instructions carefully. Follow the instructions provided in each section.

Lunch Prices

The cost of all menu items in the value meal is set at one meal price. The lunch prices for the ~~2022-2023~~ 2023-2024 school year are:

Paid Lunch Price	**$3.00**
Reduced Lunch Price	**$0.40**
Milk Price	**$0.40**
Adult/Teacher Lunch Price	**$3.75**

Contacting Your Child's Teacher

We encourage you to contact your child's teacher if you have any questions about your child or our program. If you would like to speak to a teacher, please call the office. If you leave your name, number, and a brief message, we will have the teacher call you back as soon as possible. You may also contact the teacher by school email. All emails follow this format: first name.last name@central301.net (i.e. john.smith@central301.net). Keep in mind that our District spam filter may interrupt the delivery of some messages.

Electronic Devices (Board Policy 6:220 and 6:235)

The District's 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. Use of all electronic devices allowed as part of the District's Bring Your Own ~~Device ("BYOD")~~ Technology (BYOT) program and the CCUSD301 issued Chromebook must be consistent with District policies and procedures. Such electronic devices may be used during instructional time only for educational purposes as approved by the administration or teacher. Personal devices may be used by students ~~during non-instructional time, such as during passing periods, lunch, and~~ before or after school. Students may not place or receive phone calls and/or texting during school day hours (9:~~10~~15am-3:~~35~~40pm).

Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or accessed via the District's electronic networks. The District's rules for behavior and communications apply when using the electronic networks. Refer to the Student Device Handbook at the end of this Handbook.

Emergency Day: School Dismissal Due to Weather

At times during the winter, severe weather conditions may make bus transportation impossible or unsafe and all schools in the District will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00 am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WGN (720 AM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). ~~The school utilizes multiple platforms to notify families of school closures, including but not limited to Parentsquare.~~ The school may also utilize Parent Square via text, phone call and/or email to notify parents.

Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. ~~Notification will be sent if an early dismissal is warranted. Parents should arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.~~Since it is impossible to notify parents when this is done, it is suggested that parents arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.

Many bus routes have areas where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

Items Brought to School

- BIRTHDAY TREATS: Treats should be in the form of a non-food item such as birthday pencils or bringing your favorite story to have the teacher read for the class. Food items are not allowed as they can distract from the educational environment and are counterproductive to the health curriculum standards.

- BICYCLES, SKATEBOARDS, IN-LINE SKATES and HOVERBOARDS: If you ride a bike to school it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. Bicycles cannot be housed in the school. Bicycle racks will be off limits during school hours. Skateboards, in-line skates, hoverboards and wheelies (including shoes with wheels built into them) are not allowed on school grounds. Any students found with such items will:
    - receive a verbal warning;
    - have such item confiscated to be picked up by a parent/guardian;
    - have such items confiscated for the remainder of the school year.

- CELL PHONES/SMARTWATCHES: If a parent deems it necessary for a student to have a cell phone or smartwatch, it must be silenced and kept zippered in the child's backpack from start to finish of the school day, (9:~~10~~ 15am-3:~~35~~40pm). Any misuse of ~~a cell phone~~ the device will result in disciplinary action as outlined in the Student/Parent Handbook. ~~Examples of misuse include but are not limited to:~~
    - ~~student dismissal;~~
    - ~~using phone as a camera (unless used with teacher discretion) ;~~
    - ~~displaying inappropriate images/websites;~~
    - ~~use of inappropriate language during calls or texts;~~
    - ~~use of the phone for bullying, harassment, and intimidation.~~
- FOOD/SNACKS: With regard to food, commercially pre-packaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events

Motorized Vehicles

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes, but is not limited to, all-terrain vehicles, dirt bikes, snowmobiles, go-karts, and any off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with local authorities

Notification Regarding Sex Offender Information

Public Act 94-994, requires a principal or teacher to notify parents during school registration or parent teacher conferences that information about sex offenders is available to the public. The Illinois Sex Offender Information website is http://www.isp.state.il.us/sor/. If you have any questions, please contact your building principal.

Outside Play

Please dress your child appropriately so that she/he may be outside when the weather permits. Snow and moderately cold weather do not keep the children inside. All children will participate in outdoor activities if the outside temperature with wind chill is 0 degrees or above. Snow pants and boots are required for children to play in the snow. Each school has playground rules to follow.

Parent-Teacher Organization / Committee (PTO/PTC)

Each of the elementary schools has a Parent-Teacher Organization / Committee. These organizations involve staff and parents in a partnership which betters the education of the children. The PTOs/PTCs donate time and money which are used to enhance the students' academic environment. All parents are welcome; we encourage you to join and participate.

Pets

Due to student allergies and school safety issues, pets are not allowed in the school building or outside of a vehicle while on school grounds with the exception of a service animal which is permitted to accompany a student with a disability at all school functions, whether in or outside the classroom.

Lost and Found

The lost and found is kept in a clearly marked designated area within each building. Please label all items of clothing that a child removes during the course of a day (i.e. sweaters, mittens, hats, boots, gym shoes, etc.); proper labeling will help keep your child's things out of the lost and found. The schools donate all unclaimed lost and found items to charity after fall conferences and after the last day of school.

School Safety

The safety of our students and staff is our first priority at each district building. All exterior doors are kept locked and access to the building will be limited. **Students are not to open any door to permit entry from outside the building, even if the person is familiar to the student**. Additionally, the propping or opening of doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy may result in disciplinary consequences.

Emergency/Crisis Plan

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an emergency were to take place please keep school telephone lines open for emergency calls (do not call the school). Keep civilian vehicles out of the area allowing emergency vehicle access to school grounds.

Safety Drills

Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

Dress Code

We believe that any dress "code" begins at home. The decision as to the style of clothes a child wears to school is primarily the parents' choice. Students are expected to wear proper clothing to school.

Please be sure your child is dressed for the weather of the day (including layers inside as the building is equipped for heat and air-conditioning in each classroom). We will assume that students have worn what you consider appropriate for outside recess. If there is a drastic weather change during the day, we will take that into consideration as we plan for outside recess. Please make sure that your child's clothing is labeled clearly. The following guidelines are in place to ensure a safe, focused learning environment:

- Clothing which is considered revealing will not be allowed on any student. Short shorts/skirts, bare midriffs, halter tops, exposed undergarments, spaghetti straps and other clothing items determined by school personnel to pose a significant distraction of the learning environment are not considered appropriate attire.
- For safe movement within and out of the building please provide appropriate footwear for your child.
- Articles of clothing that have weapons, alcohol, or tobacco messages are prohibited. Messages/logos on clothing must be appropriate to the elementary school environment.

Student Insurance

If a student insurance program is offered, it will be the responsibility of the student's parents, not that of the school, to file claims with the designated insurance representative in the event of injury. When an optional student insurance program is offered, claim forms will be available in the school office.

Suspected Child Abuse

State law requires all school personnel to inform the Department of Children and Family Services (DCFS) of suspected cases of child abuse. We recognize parents' rights to administer physical punishment, but punishment which is thought by the school to be excessive must be reported to this state agency.

Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:

a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based

upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities 4:165; and
c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.

Provide parents/guardians of students in any of grades K through 8 with not less than five days written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

Transferring Schools

If you anticipate moving, please notify the school of your intentions. You need to sign a release form from the new school so that we may process their request for records without delay.

Visiting the School

Our partnership with parents is highly valued. Our shared commitment to teaching and learning is the foundation of that partnership.To that end, you are welcome to visit the school and we ask that you do so in partnership with the classroom teacher to ensure that a mutual purpose aids in the learning experience for all students. Please contact your child's teacher ahead of time to set up a schedule and purpose for the visit.

The District is committed to providing a safe environment for all students and staff. When you do visit, please stop by the office to ***sign in and secure a visitor's pass***. This identifies you to school personnel and all students as a visitor in the building. This also gives us the chance to check your child's schedule. Because of the need to maintain the security of our building after hours and the safety of our community members, please understand that we will not be able to guarantee access to classrooms after 3:45pm. If you would like to have a conference with your child's teacher, please call ahead so that a time can be arranged that will be convenient to you and the teacher.

ATTENDANCE AND TRUANCY POLICY

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school:

- In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.

Attendance Procedures

Parents/Guardians and students should be aware of and follow these procedures:

- When a student is absent from school the student's parent/guardian is requested to contact

the school between 7:45am-~~9:00~~ 9:30am to inform the attendance secretary of the student's absence.

Leaving School Early

- Students who need to leave school early for medical purposes (healthcare provider or dental appointments) must bring a note to the Attendance Office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature. Parents are encouraged to communicate any dismissal changes **no later than 2:30pm.**
- If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, without first having been seen by the Nurse. When the Nurse is not in the building, a student who is ill should report to the Main Office.

Absences (Board Policy 7:70)

Central School District recognizes three (3) categories of absences:

1. Excused absences
2. Unexcused absences
3. Truant absences (after the 9th unexcused absence)

Excused Absence**:** An excused absence is recognized as:

1. A student's personal illness,
2. A death in the immediate family,
3. A family emergency,
4. Observance of a religious holiday,
5. Medical visits,
6. Vacations up to 5 school days,
7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health,
8. Other situations beyond the control of the student (such as court appearances),
9. Other reasons approved by the Superintendent or designee.

A healthcare provider's note may be required to excuse a student and/or for returning to school after **the third consecutive day of being reported ill**. If medical documentation is not provided, the absence may be marked "unexcused." Students who have 9 or more days of absences due to being sick may be required to provide a healthcare provider's note to excuse the absences.

Unexcused Absence: An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parental/guardian consent):

1. Missing the bus
2. Vacations that are 6+ school days.
3. Needed at home

4. Other avoidable absences

Truant Absences: Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardiness within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences: Family travel during the school year does interrupt a student's regular progress; however, we recognize the educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as an excuse. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. A folder containing all missed assignments will be prepared for the student upon his/her return.

Tardiness: Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardiness. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

Makeup Work

Students who have absence(s) from school will be allowed to make up work for equivalent academic credit. The time allowed for makeup work will generally be one school day for every class period missed, starting with the first day the student returns to school. In extenuating circumstances, a student may ask his/her teacher, school counselor, or the Principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

The makeup rule applicable for students who are receiving Home or Hospital Instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

Attendance at Extracurricular Activities

Students who are absent, or who left school for an illness during the day, will not be allowed to attend or participate in extracurricular activities until they have attended school.

ACADEMIC POLICIES

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process at the elementary level, the student and/or parent/guardian should first contact the assigned classroom teacher. Many times this communication clarifies the situation. The second step is to arrange a conference with the Principal or Assistant Principal.

Field Trips

Field trips correlate with the educational program. Our faculty prepares and defines trip objectives before a field trip is taken. Field trips are considered to be an extension and enrichment of the normal classroom. If prior notice is given by a parent denying attendance for a field trip and remains in school for the duration of the experience, a comparable assignment will be given to the student during that time.

Under normal circumstances parent volunteers should ride the bus to and from the field trip. In addition, students who attend the field trip will not be allowed to have a parent drive them separately from the location of the event, unless special circumstances prevent this. Notification of the request must be provided to the teacher at least 48 hours prior to the field trip and outline the special circumstances involved.

Detailed descriptions of the trip and permission slips will be sent home prior to each field trip. The permission slips must be signed and returned for your child to participate. Unfortunately, field trip money is nonrefundable. If a child does not go on a field trip but attends school, a related educational experience is provided.

Grading

Grades are available electronically to parents and students after the end of each quarter for grades (1-5). Kindergarten grades are available second through fourth quarters; and early childhood grades are available for second and fourth quarters. Beginning in 3rd grade, parents and students are encouraged to monitor student progress throughout the semester via the Skyward "gradebook". Live grades are available at all times for grades 3-5 by clicking on the Gradebook tab in Skyward. For EC - 5th grade, end of quarter grades are available on the report card, which can be accessed by clicking on the Portfolio tab in Skyward.

Homework

Homework is a vital part of education. Homework is an extension of learning that occurs within the classroom; it helps students learn and develop skills. Encouraging your child to complete assigned work to the best of his or her ability will help your child assume responsibility for learning. Generally, students on average can expect 10 minutes of homework per night, per grade level, outside of reading time. For example, a typical third grader could expect 30 minutes of homework plus independent reading time per night.

Parent Reports

Teachers and parents need to exchange information for the benefit of each student. Communication between home and school needs to be accurate and supportive. A child's attitude toward school is in part determined by how effective communication between home and school.

Elementary schools issue report cards quarterly (or at the end of quarters 2, 3, and 4 for kindergarten.)

Retention Policy

The District reserves the right to retain a student at any grade level. This decision is based upon professional evaluation and consideration of a student's individual circumstances.

SCHOOL DISCIPLINE POLICIES

Philosophy of Discipline

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of Central School District 301 to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

~~Considerations include:~~

- ~~Student's age~~
- ~~Ability-functioning level~~
- ~~Seriousness of the offense~~
- ~~Frequency of inappropriate behavior~~
- ~~Circumstances and intent – including family circumstances and/or home environment situations~~
- ~~Potential effect of the misconduct on the school environment~~
- ~~Relationship of the behavior to any handicapping condition~~
- ~~Relationship of the behavior to alcohol or drug influence~~

Student Behavior Policy (Board Policy 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described

in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages 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 or 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 healthcare provider'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 healthcare provider's or licensed practitioner's prescription;
    d. Any prescription drug when not prescribed for the student by a healthcare provider or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing healthcare provider'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. 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 tablet or powdered form.
    g. "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.

h. 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.

i. 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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using a cellular telephone, smartwatch, video recording device, personal digital assistant (PDA), or other 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, 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 phone.
    a. CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, smartwatches, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used ~~during passing periods, lunch,~~ before or after school, or in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.
6. Using or possessing a laser pointer ~~or cell phone flashlight~~ unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. 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.
9. ~~Intentionally providing false information to a staff member of knowingly assisting another student in providing false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.~~
10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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 (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), 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. ~~This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or~~

~~(b) display of affection during non-instructional time.~~

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911), signaling or setting off alarms or signals indicating the presence of an emergency, or indicating the presence of a bomb or explosive device on school grounds, school buses, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. 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.
20. Operating an unmanned aircraft system (UAS) or drones for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. 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.

Additional Examples of Prohibited Misconduct and Gross Disobedience

Additional examples of prohibited misconduct and gross disobedience include, but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; slurs surrounding race, religion, sexual orientation, or disability; transportation violation; the inappropriate use of the District's network or District's devices.

For purposes of this policy, 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's locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. 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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is

notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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 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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

~~Verbal Warning;~~

~~Detentions;~~

1. Notifying parent(s)/guardian(s);
2. Disciplinary conference;
3. Withholding of privileges~~/removal of privileges~~;
4. Temporary removal from the classroom;
5. Return of property or restitution for lost, stolen, or damaged property;
6. Alternative Learning EnvironmentThe Building Principal or designee shall ensure that the student is properly supervised;
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules;
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct;
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities;
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also ~~shall~~ be restricted from being on school grounds and at school activities;
13. ~~Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing;~~Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. 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

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).
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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision; (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident; or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept of State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated (licensed) educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

~~The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions, may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days, and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.~~

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

MISCONDUCT BY STUDENTS WITH DISABILITIES
(Board Policy 7:230)

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 students with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

DEFINITION OF DISCIPLINE MEASURES

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

Alternative Learning Environment

Administrators may temporarily assign a student to an alternative learning environment on school grounds as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the administration. Students who are assigned to the alternative learning environment will be provided an opportunity to complete their academic work.

Out of School Suspension (Board Policy 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school days will be informed of what, if any, appropriate and available support services will be provided to the student during his/her suspension from school. These services may include, but are not limited to, a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

Expulsion by the Board of Education (Board Policy 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into the District.

Student Search and Seizure (Board Policy 7:140)

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

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the *Right to Privacy in the School Setting Act*, 105 ILCS 75/:

1. 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.
2. 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.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARASSMENT (BOARD POLICY 7:180)

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 military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function or program.

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 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.

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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *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, and
(vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school 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 requirements listed below; each numbered requirement 1-2, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.program that: 1. The District uses the definition of bullying as provided in this policy. 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 I 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report. Anonymous reports are also accepted through the District 301 CARES Lines.

Country Trails Elementary School: CTCares@central301.net
Howard B. Thomas Grade School: HBTCares@central301.net
Lily Lake Grade School: LLCares@central301.net
Prairie View Grade School: PVCares@central301.net

Nondiscrimination Coordinator

_____

Dr. Matthew Haug

_____

275 South St., Box 396, Burlington, IL 60109

_____

matthew.haug@central301.net

847-464-6005

Complaint Managers

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~~4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.~~

~~5. 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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.~~
- ~~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 reported 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/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.~~

~~6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.~~

~~7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. Fully implements and enforces each of the following Board policies:

a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.

b. 2:265, Title IX, Sexual Harrassment Grievance Procedure. A student may use this policy to file a complaint about sexual harrassment.

c. 2:265, Title IX, AP 2, Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process

d. 2:265, Title IX, Exhibit - Title IX Sexual Harassment Glossary of Terms

e. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.

f. 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.

g. 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.

h. 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.

i. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.

j. 7:190, Student Discipline. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

k. 7:310, Restrictions on Publications and Written or Electronic Material. This policy prohibits students from:

(i) 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

(ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Uniform Grievance Procedure (BOARD POLICY 2:260)

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.

2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint

Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Dr. Matthew Haug
Name
275 South St., P.O. Box 396 Burlington, IL 60109
Address
matthew.haug@ccentral301.net
Email
847-464-6005
Telephone

Complaint Managers:

Taylor Ruiz
Name
275 South St., P.O. Box 396 Burlington, IL 60109
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Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education

programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content,* incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Dr. Matthew Haug
Name
275 South Street, Burlington, IL 60109
Address
matthew.haug@ccentral301.net
Email
847.464.6005
Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
   a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
   b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.

12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Administrative Procedure - Formal Title IX Sexual Harassment Complaint Grievance Process (BOARD POLICY 2:265-AP2)

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

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A. Overview of 34 C.F.R. §106.45 Grievance Process

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

    Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's

education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:

   a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and

   b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

   Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

   Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

B. Notice of Allegations

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:

   a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.

   b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.

   c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.

   d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

   e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so

that each party can meaningfully respond to the evidence before the investigation concludes.

f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.

2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.

3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

C. Consolidation of Formal Title IX Sexual Harassment Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

D. Dismissal of Formal Title IX Sexual Harassment Complaint

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;

2. The Respondent is no longer enrolled or employed by the District; or

3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:

   a. The allegations;

   b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and

   c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

F. Investigation of Formal Title IX Sexual Harassment Complaint

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

Actor	Action
Investigator or Title IX Coordinator	During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)): 1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i). 2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii). 3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii). 4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or

Actor	Action
	proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv). 5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v). 6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi). 7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. Id. 8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy. Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii). Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id. **Note:** This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. Id. At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy: 1. The Formal Title IX Sexual Harassment Complaint; 2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and 3. The investigative report.

G. Determination Regarding Responsibility; Remedies

Initial Decision-Maker	The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such

	cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker. **Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions** Reviews all materials received from the Investigator. Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that: 1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Id. 2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days. Reviews any questions received from each party for submission to any party or witness. Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. Id. Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days. Upon receipt of answers to questions, provides each party with copies of them. Id. Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days. Upon receipt of answers to the additional questions, provides each party with copies of them. Id. **Determination and Written Notice of Determination** Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)): 1. Identifies the allegations potentially constituting Title IX sexual harassment;

	2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; 3. Contains findings of fact supporting the determination; 4. Contains conclusions regarding the application of the District's policies and procedures to the facts; 5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and 6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

Actor	Action
Complainant or Respondent	Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on: 1. Procedural irregularity that affected the outcome. 2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination. 3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i). **Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from

Actor	Action
	this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.
Title IX Coordinator	Upon receiving an appeal from one party: 1. Notifies the other party in writing that an appeal has been filed. 2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome. 3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker. **Note:** The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, *Uniform Grievance Procedure*, and with Ill. State Board of Education sex equity regulations requiring districts to "provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). **If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.** **Note:** Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. **Districts should discuss their options with their board attorney.**
Appellate Decision-Maker	Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal. Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).

I. Recordkeeping

Actor	Action
Title IX Coordinator	Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)): 1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies

	provided to the Complainant designed to restore/preserve equal access to the District's education program or activity; 2. Any appeal and its result; 3. Any informal resolution and its result; and 4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution. See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records. See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records,* addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.

Exhibit – Title IX Sexual Harassment Glossary of Terms

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

Glossary of Terms

Actual Knowledge – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District's Title IX Coordinator. Assumption of knowledge based solely on the District's status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

Appellate Decision-Maker – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker's determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Complainant – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Consent – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent

to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

Note: 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that "recipients must clearly define consent and must apply that definition consistently." 85 Fed. Reg. 30125. **Consult the Board Attorney if the District would like to customize this definition.**

Education Program or Activity – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

Note: Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District's Title IX obligations extend to off-campus sexual harassment incidents "if the off-campus incident occurs as part of the [district]'s 'operations' pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)" or if the District "exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a)." 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District's *operations*. Id. at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. **Consult the Board Attorney for further guidance.**

Formal Title IX Sexual Harassment Complaint – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

Note: Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

Initial Decision-Maker – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against

an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Investigator – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Respondent – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Supportive Measures – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

Sexual Harassment Governed by Laws Other Than Title IX – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*:

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.

- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

Title IX Sexual Harassment = Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
    - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.
    - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
    - *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
    - *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

STUDENT DEVICE HANDBOOK

As part of its commitment to integrating technology into the curriculum, the Board of Education of Central Community Unit School District No. 301 has purchased Devices and their related accessories for students' individual use. Each student will be loaned a Device while attending Central 301. In order for a student to be loaned a Device, you and your child must read, sign, and return the attached Acknowledgement to your school's main office. This Handbook is valid for the years the student is loaned the Device. A new Handbook will be provided during registration and a new Acknowledgement must be signed and returned for each school year.

Students in Kindergarten and Grade 1 will be loaned a Device only for use in school; these students will not take their Devices home. Students in Grades 2-12 will be loaned a Device for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Device as outlined in this Handbook.

If the District changes this Handbook at any time during the year, the District will notify you of the change(s).

A. USING THE DEVICE

1. **Acceptable Use of Device.** Your child's use of the Device, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your child may not use (or allow others to use) the Device loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network (Board Policy 6:235, *Access to the District's Electronic Network*). By using the Device, you and your child agree to abide by Board Policies 6:235, *Access to the District's Electronic Network*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Device; discipline, up to and including suspension or expulsion; and referral to law enforcement.

2. **Using the Device.** All students are provided a District account, including a username and password. Students must use that account when logging on to the Device.

a. **Using the Device at School.** Unless otherwise instructed, the Device is intended for use at school every day. If your child is permitted to use the Device at home, he/she is responsible for bringing it to school every day, fully charged. The District is not responsible for providing your child a loaner Device in the event he/she forgets the Device.

b. **Using the Device Outside the District.** In the event your child uses the Device at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

   i. **Parent Responsibility for Supervision Outside the District.** The District's filters will run on your child's Device outside of school. However, the District is not responsible for supervising students' use of the Device and Internet activity outside of school. While your child is using the Device assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

   ii. **Technical Support Outside the District.** The District cannot guarantee the Device will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Device that impairs its performance in school may be removed by District staff.

3. **Email Accounts.** All students are issued a District email address through Google's Gmail service. These accounts will have restricted access as determined by the District. Students in Kindergarten through Grade 8 will only be able to send emails to and receive emails from District staff, students, and approved educational systems. Students in Grades 9-12 will be able to send emails to and receive emails from District staff, students, and approved domains.

4. Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered. If your child receives an inappropriate email, your child should report it immediately to an adult and forward it to their building administration team.

5. **Accessories.** The District will provide either a mandatory carrying case or always on case necessary for the protection of the Device. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

6. **Caring for the Device.** The Device assigned to your child remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Device, if any, your child must care for the Device as follows:

a. Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.

b. Insert and remove cords and cables carefully to prevent damage to connectors.

c. Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Device in a manner that would detract from the educational environment in the classroom. You may personalize the Device by setting the wallpaper or background, but only with appropriate images.

d. Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Device.

e. Don't leave the Device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.

f. Keep food and beverages away from the Device.

g. Make sure the Device is secure when it is out of your child's sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.

h. Your child was provided a protective carrying case with the Device; use it.

i. Your child's Device will have a District-provided asset tag to identify it. This number also might be marked in the case your child was provided. Write this number down so you can identify the Device.

B. Responsibilities of Students and Parents

1. **Technology Fee.** In order for your student to be loaned a Device consistent with the Handbook, you must pay a technology fee of $50 each school year.

2. **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the Device outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Device.

3. **Returning of the Device.** The Device is the property of the District while the Device is loaned to the student.

a. Kindergarten devices, unless instructed otherwise, will remain in the school and the District will make sure they are in their 1st grade classroom for the start of the next school year.

b. For students in Grades 1-11, unless instructed otherwise, Devices and any related accessories may be taken home over the summer. However, the rules outlined in this Handbook remain in effect during the summer.

c. If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will

reset the Device to factory settings, and all District filters and software will be removed.

4. **Student Leaves the District.** If a student leaves the District, the family will need to inform the school office of their intentions for the Device. If we do not hear from the family and the Device is not in the school's possession, the Device will be automatically locked out.

   a. The technology fee ($50 per year) covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost at a little over $50 per year. As a result of this fee, the family will own the Device after two or three years of use in the District based on their rotation. If a student leaves the District early and wants to keep the Device they will need to pay the remainder of the technology and District costs at $100 per year of expected use.

   b. If you leave during the last semester your Device is expected to be used and all of your family fees are paid, the Device is yours to keep.

   c. If your child fails to return the Device and any related accessories or you do not purchase it, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

C. Device Data And Software

1. **Managing Your Files and Saving Your Work.** Work done on a Device is typically saved to Internet-based storage space (i.e., the "cloud"). It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the Device.

2. **Personal Content on the Device.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Device potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to back up all personal content stored on the Device, if any.

3. **Device Data as District Records.** Data saved to the Device or to the cloud via the Device are not maintained by the District as public records or as student records. In the event data stored on a Device or stored in the cloud via a Device needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

4. **District-Required Software.** The District will provide any software/apps required to use the Device for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.

5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this

Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.

6. **Personal Software.** Your child is not permitted to install additional software or apps on the Device.

7. **Compliance with Copyrights.** In using the Device, your child must follow the Board Policy 5:170, *Copyright*, governing use of copyrighted material and applicable copyright law.

8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Device or for any content created, accessed, or stored on the Device. The District reserves the right to inspect the Device and its contents at any time and for any reason.

D. Repair of, Loss of, or Damage to Device

1. Technical Support & Device Loaners.

a. During the school year, if your child's Device is not functioning properly, students in Kindergarten through Grade 5 should alert his/her teacher, and students in Grades 6-12 should bring the Device to the LMC. If necessary, a technical support employee of the District will assess the Device and attempt to correct any problems with it. In all grades, students will be issued a loaner Device, if available, while this student's Device is being repaired. The loaner Device should be treated the same as the student's Device as set forth in this Handbook.

b. During the summer, if your child's Device is not functioning properly, the District will provide technical support at specified times and District buildings. This information will be available on the District's website or may be obtained by contacting the District office.

2. Loss of or Damage to Device. If your child's Device is lost or damaged, you or your child must report it immediately to your school's main office. If you believe your child's Device requires repair, you must notify the designated technical support person in your child's school. You and your child are responsible for cooperating with the District in the recovery, repair, or replacement of your child's Device.

3. Responsibility for Lost or Damaged Device. In the event your child's Device is lost or damaged, you will be responsible for replacement or repairs as follows:

a. If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.

b. If the damage is the result of a student's negligence or intentional destruction, or if the Device is lost, you will be required to pay in full for the repair or replacement of the equipment.

4. Accidental Damage. The District purchases an accidental damage policy with each Device. This covers one (1) accidental damage per Device per school year while the

Device is used in the District.

E. Waiver and Indemnification

1. **Waiver of Device-Related Claims.** By signing the "Device Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. **By signing this Handbook, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this Handbook.**

2. **Indemnification for Device-Related Claims. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Device issued to your child.**

CENTRAL SCHOOL DISTRICT 301

MEMORANDUM

FROM: Megan Minehart, Assistant Principal of Prairie Knolls Middle School
TO: District 301 Board of Education
DATE: June 20, 2023
RE: APPROVAL OF CHANGES TO THE MIDDLE SCHOOL STUDENT HANDBOOK for 2023-2024

I am requesting the approval of changes to the Middle School Handbook as outlined in the Middle School Handbook changes document. The proposals include:

2023-2024 Draft Middle School Handbook

Page Number(s)	Proposed Change	Rationale
Throughout this document, sections have been moved to have alignment between the elementary, middle school, and high school handbooks. No changes were made to sections unless otherwise noted.		
1, 2	Change date from 2022-2023 to 2023-2024	Updated to current school year
2	Updated #301 to D301	Aligns with our District name
2-9	Delete former handbook index and change it to a linked index	This will allow easier usage for parents and will also update page numbers automatically when/if changes are made.
9-11	Delete former disclaimer and replace with A Word of Welcome, Mission Statement, Building Administration & Handbook Introduction	- To align with both the elementary and high school handbooks.
11	**Student Services Office** The objective of Student Services is to help students make the most of middle school and to ensure students have the appropriate support to succeed in middle school and beyond. The student services office includes an Assistant Principal, a nurse, a registrar and attendance secretary, school social worker(s), speech pathologist, and a school psychologist who work directly with students, parents, and staff.	- To align with both the elementary and high school handbooks. - To make stakeholders aware of what the Student Services Office is as well as who is a part of the student service team.
12	~~Beginning immediately, t~~The ~~new~~ National Suicide Prevention Lifeline number, similar to how people can call 911 for emergencies, ~~will be~~ is 988. ~~All phone service providers are required to connect callers who dial 988 to the lifeline effective July 16, 2022. The~~	As the National Suicide Prevention Lifeline number is now live, there is no need to include the language regarding the effective date or the former 10-digit number.

	~~existing lifeline uses a 10 digit number, 1.800.273.8255.~~	
12	Student Identification Cards~~;~~: ~~Suicdie~~ Suicide Prevention Information	Updated incorrect spelling
13	**Problem Solving Team** The Problem Solving Team (PST) is a team consisting of the social workers, school psychologist, assistant principals, school nurse, administration, and one or more teachers. The PST exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the PST is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the PST can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent.	- To align with both the elementary and high school handbooks. - To make stakeholders aware of what the PST process is, as well as who is involved.
13	*(Home and Hospital Instruction - Board Policy 6:150)* Appropriate educational services from qualified staff will begin no later than five school days after receiving a ~~physician's~~ written statement	Updated to align with current Board policy
13	*(Student Records & Directory Information - Board Policy 7:340)*	Updated to align with current Board policy
14	*(Required Notices and Directory Information)* ~~CCUSD 301~~ The District	Updated to align with current Board policy
15	*(Education of Children with Disabilities - Board Policy 6:120)* The term ~~"~~children with disabilities,~~"~~ as used in this policy, ~~(inclusive)~~ for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules that special education services are needed. *Rehabilitation Act of 1973* ("Section 504") ~~Illinois State Board of Education's~~ ISBE as defined by Section 504 ~~of the Rehabilitation Act of 1973~~,	Updated to align with current Board Policy
15-16	*(District 301 Homeless Information)*	Updated to reflect current personnel.

	***For more information, contact*:** ~~Dr. Todd Stirn, CCUSD 301 Homeless Liaison (847) 464-6005~~ Michelle Vaughn, District Homeless Liaison (847) 464-6005	
16	~~**Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students (Board Policy 7:100)**~~ **Required Health Examinations and Immunizations**	Updated title and information to align with current Board policy
17-18	*(Eye Examination~~s~~)*	Updated information to align with current Board policy
18	*(Dental Examination)*	Updated information to align with current Board policy
18-19	*(Exemptions)*	Updated information to align with current Board policy
19	**Homeless Child (Board Policy 6:140)** Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.	Updated title to align with current Board policy
19	*(Privacy Practices - Board Policy 7:15)* ~~Main Office and/or~~ Student Services Department.	Updated to align with current Board policy
19	**Communicable and Chronic Infectious Disease (Board Policy 7:280)** 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.	Updated to align with current Board policy
19	*(Illness/Injury)* ~~For safety and well-being, parents/guardians must select emergency contacts who are likely to be able to pick up their child in a timely manner if they are unable to do so.~~ In the event of an emergency, it is imperative that we have contacts that are able to assist their student(s) immediately to ensure their well-being. Please provide contact information for individuals who have the ability to pick up a student in a timely manner.	Updated language regarding student pick up for clarity.
20	**EXEMPTION FROM ~~PE~~ PHYSICAL EDUCATION (BOARD POLICY 7:260)**	Updated title and information to align with current Board policy

20-21	*(Medication Policy - Board Policy 7:270)* *(Administering Medication to Students)*	Updated to align with current Board policy
21	*(Self-Carry & Self-Administration of Medication)*	Updated to align with current Board policy
26	202~~2~~3-202~~3~~4 Lunch Prices	Updated to current school year
26	*Lunchroom Conduct*	Deleted as the expectations are within Student Conduct
26-27	*(Electronic Devices - Board Policy 6:235)*	Deleted what was currently written as it connected more to Board Policy 6:220. Updated with current language for Board Policy 6:235.
27	**Hall Passes** Students may be in the hallways during class only with a proper pass. This pass must include: student's name, date, time, destination, and teacher signature. Alternative passes may be issued by the teacher. **ID Cards** An ID card will be given to each student and should be carried or worn by him/her throughout the school day. If a staff member asks a student for his/her ID, the student should be able to present his/her ID at that time. An ID card will be required for student admission to certain home and away co-curricular events. Students will need their Student ID in order to purchase food items.	Added to align with high school handbook
28	**Locker Policy/Search & Seizure (Board Policy 7:140)** Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of ~~CCUSD301~~ the District. For the safety and security of the entire school community, school authorities may inspect and search ~~lockers~~ 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.	Updated to align with Board policy
28	**Sale of Objects** No objects or materials of any kind may be sold on school property without the authorization of the Administration.	- Added to align with high school handbook - This past year, PK had many students trying to sell items from their lockers.
29	**Book Bags/Purses**	Students are using bags just like backpacks

	Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Small bags or purses must be able to fit into an 8”x12”x5” box. If the small bag or purse does not fit under the desk or on the back of the chair, ~~or~~ and into the box, it must be kept in the student’s locker during school hours.	as they are putting all their materials in these bags and carrying them around. This has created a tripping hazard in classrooms for both teachers and students. By having students keep their bag underneath the desk or on the chair, it eliminates the tripping hazard.
30	Emergency Closing of School	Deleted as it is already in General Information (pg. 23).
30	~~Tornado Warning or Other Emergencies~~	- Deleted to align with elementary and high school handbooks - Processes are posted within classrooms and in the Emergency Crisis Plan
31	**ATTENDANCE ~~POLICIES~~ AND TRUANCY POLICY (BOARD POLICY 7:70)**	Updated title to align with Board policy.
31	*(Attendance and Truancy Policy - Board Policy 7:70)* Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student’s progress and attendance in all classes.	By adding this statement, we are reiterating the District’s belief that students should be in attendance within each of their classes.
32	*(Unexcused Absence)* A ~~physician's~~ healthcare provider’s note a ~~doctor’s~~ healthcare provider’s note	- To align with elementary and high school handbooks - Updated to allow notes from other providers
33	*(Tardiness)* On the ~~fifth~~ fourth tardy to school	To align with the high school handbook
33	Deleted Anticipated Absence	The policy would align with traditional absences, therefore it is redundant and not needed.
33-34	Deleted Late Arrivals to School	The policy is already noted in the tardiness section of the Attendance portion of the handbook.
34	~~Grade Reporting~~ **Grading** Parents and students are encouraged to monitor student progress throughout the quarter by logging on to Skyward. All grades are available and viewable in Skyward; however, report cards will be posted through Skyward Parent Access at the end of each quarter of the school year.	- Changed title and verbiage to align with the high school - This verbiage also encourages parents and students to utilize Skyward for their “live” grades. Skyward acts as a mode of communication between school and home, so utilizing this tool is vital for students and families.
34	5. Grades will be published quarterly. ~~Semester averages will not be reported.~~ No semester exam grades will be published on report cards.	CMS has to post semester grades because there are some classes that earn high school credit, and they have to align with the high

		school grade reporting process for transcript purposes.
34	**HONOR ROLLS** ~~Gold, Silver and Bronze Honor Rolls will be completed at the end of each quarter.~~ At Prairie Knolls Middle School, Gold, Silver, and Bronze Honor Rolls will be completed at the end of each quarter. Honor Rolls at Central Middle School will be completed at the end of each semester.	Eighth grade runs on semesters, which means it would make more sense that Honor Roll is run in conjunction with the end of each semester.
35	~~**8th Grade Credit Recovery Program**~~ ~~Any student who receives an F in a core subject course, in a given quarter, will be placed in an on-line Credit Recovery Course for the following quarter. This includes students who fail a 4th quarter core course in 7th grade. Students who have received multiple F's in Quarters 1, 2 and 3 of his or her 7th grade year may be placed in this course as well. This program is designed to provide intervention in content areas covered in the previous Quarter. Completion of each Credit Recovery Course will result in the recovery of the subject area credit for one quarter.~~	CMS no longer offers credit recovery during the school day as it is offered during summer school. The policy is covered in the description of summer school listed above in the handbook.
36	*(Prohibited Student Conduct)* A. Any illegal drug or 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*.	Updated to align with Board policy
37	*(Prohibited Student Conduct)* 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 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.*	Updated to align with Board policy
37	~~5. Using or possessing an electronic paging device.~~	Updated to align with Board policy
37	5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, smartwatch, personal digital assistant (PDA), or other electronic devices	- Adding "smart watch" as this has become an increasing issue in schools across the District. - To align with elementary and high

		school handbooks
37	6. Using or possessing a laser pointer~~, cell phone flashlight, or presentations remotes~~ unless under a staff member's direct supervision and in the context of instruction.	- Updated to align with Board policy - Updated the numbered list to reflect the deletion of #5
38	Renumbered list for #7-8	Updated the numbered list to reflect the deletion of #5
38	~~10. Intentionally providing false information to a staff member or knowingly assisting another student provide false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.~~	Updated to align with Board policy
38	~~11.~~ 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, ~~sexual harassment,~~ public humiliation…	**Change pending Board Approval (Board Policy)** - Covered underneath the umbrella term of harassment. - To align with elementary and high school handbooks
38	Updated the numbered list	Updated to reflect the changes in Board policy
39	Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; slurs surrounding race, religion, sexual orientations, or disability; transportation violation; the inappropriate use of the district's network or district's devices.	Currently, there is no policy within the handbook or Board Policy that specifies hate speech surrounding slurs towards any population of students. Hate speech is not tolerated in our schools and this should be reflected within our handbooks.
39-40	*(Disciplinary Measures)* Deleted verbal warning and detentions 3. Withholding of privileges~~/removal of privileges~~ 12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, Expulsion Procedures. A student who has been expelled may also ~~shall~~ be restricted from being on school grounds and at school activities. 13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.~~upon written agreement with the student's parent(s) or following a Board of Education hearing~~	Updated to align with Board policy

40	local law enforcement agency, ILL. Dep. of State Police (ISP)	Updated to align with Board Policy
41	*Delegation of Authority* The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed.	Updated to align with Board Policy
42	*Out of School Suspension (Board Policy 7:200)* ~~When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.~~	#11 in Disciplinary Measures (aligns with Board Policy 7:200) states that students *may* not be able to attend. It does not prohibit them from attendance.
43	**Prevention of and Response to Bullying, Intimidation, and Harassment ~~POLICY~~ (BOARD POLICY 7:180)**	Updated title to reflect Board Policy
44	*(Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)*) *Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.*	Updated to align with Board policy
44	*(Restorative Measures)* ~~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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.	Updated to align with Board policy
45-47	Bullying Prevention and Response Plan	- Updated information to align with Board policy - Updated to include appropriate personnel - Deleted portions relevant to District Office actions/the process
47-58	Uniform Grievance Procedure	These procedures happen at the District

	Title IX Sexual Harassment Grievance Procedure Administrative Procedure Exhibit - Title IX Sexual Harassment Glossary of Terms	level, not the school level, therefore it does not need to be in the Handbook.
61	~~2.~~ 4. Student Leaves the District.	Updated to reflect appropriate numbered list
64-69	Added resources for families	- Alignment with high school handbooks - Great resources to help families

District #301
Student/Parent
Middle School Handbook
2022~~2~~3-2023~~3~~4

Prairie Knolls Middle School
225 Nesler Road
Elgin, IL 60124
(847) 717-8100
(847) 717-8105

Central Middle School
44W303 Plato Road
Burlington, IL 60109
(847) 464-6000
(847) 464-0233 (Fax)

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CENTRAL DISTRICT #301 MIDDLE SCHOOL POLICIES AND PROCEDURES

The District #301 Middle School Student/Parent Handbook is also available on the school website (www.central301.net).

Disclaimer

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to amendment as becomes necessary for the routine operation of the school. This handbook is a summary of board policies governing the district. Board policies are available to the public at the district office and online at the district website listed above. Please note that not all behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

A Word of Welcome

Dear Students and Parents/Guardians,

On behalf of the entire Prairie Knolls Middle School "PKMS" and Central Middle School "CMS" staff, we would like to welcome you to the 2023-2024 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience.

As your partners in education, your academic success is very important to us. This Handbook is designed to be used as a reference guide as you familiarize yourself with the policies and procedures of PKMS, CMS, and as established by the Board of Education. This Handbook has been compiled with the input of staff, students, parents, and the Board of Education to ensure a safe school environment where learning is of the highest priority. Within this Handbook, you should find the positive values that exemplify the Rocket community.

The PKMS and CMS staff are committed to partnering with you in your preparation for high school and your role in our community. We look forward to the school year before you and are confident that you will do great things.

Sincerely,

Mr. Matt Newquist
Prairie Knolls Middle School Principal

Ms. Alexandra Paszt
Central Middle School Principal

CENTRAL SCHOOL DISTRICT 301

Mission Statement

Engage the mind, empower the learner, inspire excellence, influence the world

Administration

Prairie Knolls Middle School	Central Middle School
Matt Newquist, Principal **Megan Minehart,** Assistant Principal of Behavior & Environment **TBD,** Assistant Principal of Student Services	**Alexandra Paszt,** Principal **Kelsey Keith,** Assistant Principal

Introduction

Welcome to Prairie Knolls Middle School and Central Middle School. We know your educational experience here will be worthwhile. To assist you, we have prepared this Handbook that outlines the opportunities available to students and the policies and procedures of PKMS and CMS, and as established by the Board of Education.

This Handbook is not intended to create a contractual responsibility with the student. Rather, this Handbook is intended to summarize PKMS, CMS, and Board of Education policies and procedures. Items published in this Handbook are subject to change, without notice, by the Administration or Board of Education. The Board policies that govern the operation of Central High School and the District are available to the public on its website at www.central301.net or at the District Office.

Student Services

Student Services Office

The objective of Student Services is to help students make the most of middle school and to ensure students have the appropriate support to succeed in middle school and beyond. The student services office includes a Assistant Principals, a nurse, a registrar and attendance secretary, school social workers, speech pathologist, and a school psychologist who work directly with students, parents, and staff.

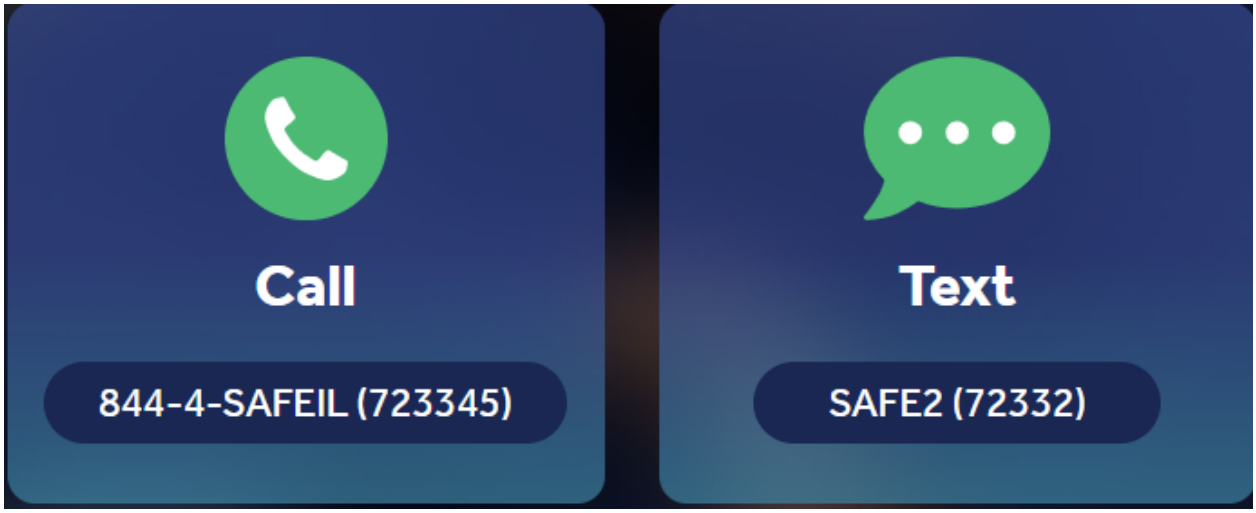
Note: School Social Workers are trained mental health professionals who provide services related to students' social/emotional functioning at school. School social workers help assess and address the needs of students, provide individual and group counseling, and provide referrals for community resources. School social workers are the link between the home, school, and community to promote and support students' academic and social success.

Note: School psychologists are uniquely qualified members of school teams who support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists can help staff, families, school administrators, and other professionals with, but not limited to: data collection and analysis, assessment, progress monitoring, school-wide practices to promote learning, academic/learning interventions, behavioral interventions, instructional support, and special education services. School psychologists work to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

National Suicide Prevention Lifeline

Hours: Available 24 hours. Languages: English, Spanish. Learn more.

~~Beginning immediately, t~~The ~~new~~ National Suicide Prevention Lifeline number, similar to how people can call 911 for emergencies, ~~will be~~ is 988. ~~All phone service providers are required to connect callers who dial 988 to the lifeline effective July 16, 2022. The existing lifeline uses a 10-digit number, 1.800.273.8255.~~
https://www.safe2helpil.com/



Local Kane County Suicide Prevention
https://www.kanehealth.com/suicide-prevention

National Suicide Prevention Lifeline

1-800-273-8255 (24/7); also, 211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. To find a behavioral healthcare provider today, call 211 or text your zip code to 898-211.

Student Identification Cards~~;~~: ~~Suicdie~~ Suicide Prevention Information

Each school district that serves pupils in any of grades 6 through 12 and that issues an identification card to pupils in any of grades 6 through 12 shall provide contact information for the National Suicide Prevention Lifeline (988), the Crisis Text Line, and either the Safe2Help Illinois helpline or a local suicide prevention hotline or both on the identification card. The contact information shall identify each helpline that may be contacted through text messaging. The contact information shall be included in the school's handbook and also the student planner if a student planner is custom printed by the school for distribution to pupils in any of grades 6 through 12.

Problem Solving Team
The Problem Solving Team (PST) is a team consisting of the social workers, school psychologist, assistant principals, school nurse, administration, and one or more teachers. The PST exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the PST is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the PST can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent.

Multi-Tiered System of Support (MTSS)
A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data-based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting

may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

Home and Hospital Instruction (Board Policy 6:150)

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a ~~physician's~~ written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Student Records & Directory Information (Board Policy 7:340)

School student records are confidential. ~~As provided in State or federal law student records do not include:~~ Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in staff members' sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District ~~will disclose~~ discloses school student records without parent~~/guardian's or student's (if 18 or over)~~ consent to ~~officials of another school district~~ the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law ~~or court order~~.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Required Notices and Directory Information

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education/school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The **permanent record** shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender, date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record.

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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.

~~CCUSD 301~~ The District may release directory information to the general public including local media, military recruiters, district vendors and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as **directory information**: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities, membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information. Parent(s)/guardian(s) or eligible students will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) or eligible students have the right to inspect, copy, and challenge the student's record. In addition, a student less than 18 years old may inspect or copy information in his/her permanent school record. A request to inspect or copy a student's school record shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days after the receipt of such a request. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Access shall not be granted to the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your building principal.

Unless the District has actual notice of a court order or a notice of a *parenting plan* under the *Illinois Marriage and Dissolution of Marriage Act*, indicating otherwise: Divorced or separated parents/guardians with and without *parental responsibilities* (formerly custody) are both permitted to inspect and copy the student's school student records. The District will deny access to a student's school records only to a parent against whom an order of protection was issued if the order of protection prohibits the parent from inspecting or obtaining such records.

The District shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from

the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parent(s)/guardian(s), or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Parent(s)/guardian(s) and eligible students have 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.

Medicaid Fee for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, the District will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

Education of Children with Disabilities (Board Policy 6:120)

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 ~~(inclusive)~~ for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) 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* ("Section 504") are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 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~~ ISBE 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 the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with 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 disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

District 301 Homeless Information

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 Illinois law.

For more information, contact:
~~Dr. Todd Stirn, CCUSD 301 Homeless Liaison (847) 464-6005~~
Michelle Vaughn, District Homeless Liaison
(847) 464-6005

Kane County Homeless Liaison: Jimmy Pawola, Kane ROE McKinney/Vento Equal Chance Program
(630) 444-2974

Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless.

In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

HEALTH SERVICES

Health Services

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the health office, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own. Students shall not use their personal cell phones unless given permission by the nurse.

~~Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students (Board Policy 7:100)~~ Required Health Examinations and Immunizations

~~It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.~~

~~For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit a CCUSD 301 New Student Health Questionnaire to the school.~~

~~**Health Examination & Immunizations**~~

- ~~The health examination form, including immunizations, must be submitted to the school by October 15 of the current school year, unless an exemption is submitted for review.~~
  - ~~An IHSA / IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.~~
  - ~~Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.~~
- ~~Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.~~
- ~~If such proof is not provided by October 15, the student will be excluded from school until the required health forms are presented to the District.~~
- ~~New students who transferred from an IL school and have submitted an ISBE form 33-78 shall have 30 days to provide required documentation.~~
- ~~A student transferring from out-of-state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all elements of an Illinois physical are included.~~

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), 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, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening is required and an age-appropriate social and emotional screening must be completed for each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability on the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the 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 District. 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 the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination~~s~~

- ~~Proof of the required eye examinations must be provided to the school by October 15 of the current school year. ● Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.~~
- ~~Exams must be conducted by a licensed optometrist or a physician licensed to perform eye examinations (such as an ophthalmologist). Screenings conducted in school do not fulfill the requirement.~~

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

- ~~Proof of the required dental examinations must be provided to the school by May 15 of the current school year.~~ ~~● Exams must be conducted for the required grades within 18 months prior to May 15 of the school year.~~

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

~~**Exemptions**~~

- ~~An exemption must be submitted prior to October 15 of the current school year with the required health examination/immunization form.~~
- ~~Medical Exemptions:~~
  - ~~If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a written verification must be submitted by the examining physician, advanced registered practice nurse, or physician assistant.~~
- ~~Religious Exemption:~~
  - ~~A student's parent(s)/guardians(s) must present the IDPH's Certificate of Religious Exemption form to the Director of Student Support Services. When a Certificate of Religious Exemption form is presented, the Director of Student Support Services or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, (*Communicable and Chronic Infectious Disease*) and state rules if there is an outbreak of one or more diseases from which the student is not protected.~~

~~**Dental & Eye Examination Waivers**~~

~~A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available on the District's website here: District 301 Website~~

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show 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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child (Board Policy 6:140)

Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

Privacy Practices (Board Policy 7:15)

Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school may be obtained in the ~~Main Office and/or~~ Student Services Department.

Communicable and Chronic Infectious Disease (Board Policy 7:280)

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.

Illness/Injury

It is expected that injuries that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school. Notify the nurse of any injuries that need attention at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In an emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. ~~For safety and well-being, parents/guardians must select emergency contacts who are likely to be able to pick up their child in a timely manner if they are unable to do so.~~ In the event of an emergency, it is imperative that we have contacts that are able to assist their student(s) immediately to ensure their well-being. Please provide contact information for individuals who have the ability to pick up a student in a timely manner.

If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (2 episodes, child unable to manage, or blood in stool.)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

Exemption from ~~PE~~ Physical Education (Board Policy 7:260)

~~**Excuses for Medical Reasons**~~

~~Students healthy enough to attend school are generally considered healthy enough to attend physical education (PE) class. Notes to excuse students from PE classes for medical reasons are to be presented to the school nurse. Office staff will notify the PE teacher of the excuse. A parent note excusing the student from physical activity can be accepted for up to two days for an injury or illness. A maximum of two parent notes per semester will be accepted. Any duration of time beyond two days will require a signed statement from the student's healthcare provider. The statement from healthcare provider shall include a medical note signed by the healthcare provider licensed under the Medical Practice Act that verifies the medical reason for the restriction. If the length of time is undetermined or "until further notice," a new note from the healthcare provider will be needed every three months until the student is released from the restriction~~

~~If the student is allowed limited or modified participation, the healthcare provider's note should list specifically what activities/modifications are allowed. A modified physical activity form is available in the Nurse's Office.~~

~~**Excuses for Religious Reasons**~~

~~In addition, students may be excused from PE based on a religious prohibition. 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. Notes to excuse students from PE classes for religious reasons are to be presented to the Building Administrator. Office staff will notify the PE teacher of the excuse.~~

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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 Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Medication Policy (Board Policy 7:270)

~~Whenever possible, the parent/guardian should make arrangements for medication to be administered at home, before or after school hours and not at school or school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours or school-related activities, the student's parent/guardian must request that the school dispense the medication to the student and school district guidelines must be followed for dispensing or administering the medication. The District may reject requests for administration of medication.~~

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

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed the Medication Authorization Form (Med-A form) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or

non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Administering Medication to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Self-Carry & Self-Administration of Medication

~~A student may possess ("self-carry") an asthma inhaler or epinephrine auto-injector (EpiPen®) for immediate use at the student's discretion, provided the completed Med-A form and other required forms (available in the Nurse's Office and on the District's website) are signed and returned to the Nurse's Office.~~

~~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.~~

~~A student's possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and a student may be subject to discipline (see Discipline).~~

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a Med-A Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a Med-A Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the 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.

GENERAL INFORMATION

Bus Transportation (Board Policy 7:220)

Illinois law requires that the District provide transportation to and from school for all students living 1 ½ miles or more away from their school of attendance. All students who reside outside of the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment. If a serious safety hazard exists along the walking route of students who lives less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines.

The State of Illinois has very strict rules and regulations on the matter of school buses. CCUSD 301 is committed to carrying out these regulations in order to provide the most efficient and safest transportation possible. The following rules are included here to ensure students and parents have an understanding of what is expected of students while entering, riding, or leaving the school bus.

Instructions to Parents

Busing information for the current school year is available on the District's website through the Bus Information Link . This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and bus number.

If your child needs to start District 301 transportation, does not require District 301 transportation or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are allowed only one inbound bus and only one outbound bus to the same location. (Accommodations cannot be made for different buses on different days.) Please allow 2 school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The CCUSD 301 Transportation Handbook, which is included in this Handbook, governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported to the middle school administration. The student may be subject to disciplinary consequences. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Handbook.

Safety Regulations and Guidelines:

1. Students may only ride their assigned school bus.
2. Arrive at the designated bus stop 5 minutes prior to your scheduled pickup time. 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.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action. Bus drivers are not responsible for devices lost, damaged, or stolen. Examples of misuse include, but are not limited to:
    a. Using device as a camera
    b. Displaying inappropriate images/website
    c. Use of inappropriate language
    d. Use of device for harassment or intimidation
9. Music devices are allowed on the school bus as long as students use earbuds or headphones and the listener is still able to hear emergency directions.
10. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed on the bus.
11. Do not bring any animals on the bus, unless a service animal.
12. Respect the driver, fellow pupils, other riders, and yourself.
13. Do not ask the driver to stop at places other than regular assigned bus stops. The driver is not permitted to alter their route or drop students off anywhere except for designated bus stops without proper authorization from an administrator.
14. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.
15. If the students' homebound bus is at the middle school at dismissal, the student must board their homebound bus and not another transfer bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this Student Handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make-up work.

Restricted Items

1. Because of the potential for disrupting the school bus driver, certain items are not to be brought on the bus. Some examples of such items could be, but are not limited to:
    - Electronic games
    - Toys
    - Playing cards
    - Laser lights
    - Cameras

In some cases the student may seek approval from the Transportation Director or building administration for special situations (i.e., field trips, athletic trips, etc.)

2. Cell Phones may be used responsibly on the school bus. Any misuse of a cell phone will result in disciplinary action as outlined in the Student/Parent Handbook. Examples of misuse include, but are not limited to:
    - Using phone as a camera
    - Displaying inappropriate images/websites
    - Use of inappropriate language during calls or texts
    - Use of phone for Harassment or Intimidation

3. Music devices are allowed on the school bus as long as they are kept at a volume that can not be heard by others and the listener can still hear emergency directions.

Late Academic Bus

Any student that does not sign up for this bus prior to the scheduled cut off time will be denied transportation, unless approved by both the School Administration and Transportation.

Emergency Day - School Dismissal Due to Weather

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the District will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00 am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WGN (720 AM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize Parent Square via text, phone call and/or email to notify parents.

Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that parents arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.

Many bus routes have areas where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points

where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

School Arrival/Departure

Students should not arrive at school until 7:50 a.m. Pupils should also leave the school grounds immediately after dismissal in the afternoon. Pupils who are transported by district buses will be given consideration because bus schedules cannot always fit these limitations.

Traffic at School

Parents are urged to use extreme caution when driving in areas near the school. As you know, children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children. Parents dropping off students should NOT enter the Bus Loading Zone when buses are loading or unloading.

Parent Pick-Up/Drop-off

Central Middle School - All student pick-ups and drop-offs between the hours of 7:50 a.m. and 3:00 p.m. must be done at the front main entrance.

Prairie Knolls Middle School - Between 7:50-8:10 and 2:48-3:20, students should be dropped off and picked up using the PKMS Traffic Pattern at Door 25. All students that need to be dropped off (late to school) or picked up (early from school) must use Door 1.

Unlicensed Motorized Vehicles

The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes, but is not limited to, all-terrain vehicles, motorcycles, snowmobiles, go-carts and any and all off-road vehicles. Consequences for violations may include suspension out of school as well as charges filed with the local authorities.

Visitors

While visitors are welcome at District #301 Middle Schools, any person, including parents, visiting the school building must use the front doors, report to the school office, sign in, show a valid ID, and obtain an identifying badge.

Cafeteria (Board Policy 4:130)

Central Middle School and Prairie Knolls Middle School offer a USDA Reimbursable Value Meal and extra à la carte food items for sale to all their students. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays only for what he/she selects. The cost of the menu items in the daily Value Meal are set at a meal price. The daily Value Meal is identified as the "Daily Special."

So the system can work efficiently for all students, we ask that the following rules be observed:

1. Only allowed to purchase food during their scheduled lunch time.
2. Do not bring any drinks and/or food items through the lunch line. Move through the lunch line making your selections quickly and then proceed to the cashier.
3. Pick up all lunch debris from the table and floor and empty lunch trays into trash bins and return the trays to the kitchen.
4. Put lunchroom materials appropriate for recycling in specified recycling containers.

Payment Procedures: In order to provide the safest, contactless transition for payments, Central 301 Food Service Departments district-wide are cashless. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

- ❏ Cashiers will not accept cash or checks at the Point of Sale Cashier stations
- ❏ Setting up a free MySchoolBucks account is easy. Links can be found under the **For Parents tab › Lunch**

Information on the district website. To set up an account you will need your students name and ID number. Funds can be added using your credit/debit card or electronic check.

- Some features with MySchoolBucks are:
  - ❏ Easy way to add funds with auto replenish options available
  - ❏ View cafeteria purchases
  - ❏ Check your student's account balance
  - ❏ Receive low balance alerts depending on your preferences setup

MySchool Bucks offers **OnePay,** an annual savings pass offering more convenience and savings with reduced program fees. OnePay is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount - there are no spending limits.

How will OnePay benefit families? When funds are put on students accounts monthly, you will pay 9 times per year = $22.41 in program fees. OnePay offers the choice of 2 transaction fee payment packages:

- ❏ A single student - you will pay $12.95/year or
- ❏ A daily plan for $26.95/year

Both packages provide great value for large families and those who fund their accounts frequently.

How does OnePay work?

❏ To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees. ❏ Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount.

❏ Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting myschoolbucks.com. You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

Milk Substitute

- If your student requires a substitute for milk, parent's/guardian's must have a USDA Physician's Statement form completed by the student's doctor indicating the type of substitute required - water, soy milk, etc. for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the Food Service website in the Lunch Information section and must be returned to the school.

Negative Lunch Balance

- Central 301's Schools' Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students may not have money to purchase a lunch. If there is no money in the student's account, they will still receive the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc.) cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account at www.myschoolbucks.com. If negative lunch balances are not paid off by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

Free/Reduced Meal Applications

- A student's eligibility for Free or Reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at www.MyschoolApps.com. Parents/Guardians may access the Free/Reduced Application link after July 1st of each new school year. The application link can be found on the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link,

read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

Refund or Transfer Lunch Account Money

- For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money - click on the link. Read the instructions carefully. Follow the instructions provided in each section.

202~~2~~3-202~~3~~4 Lunch Prices

Student Paid Lunch Price - $3.10
Reduced Lunch Price - $0.40
Milk - $0.40
Adult/Teacher Lunch Price - $3.75

~~LUNCHROOM CONDUCT~~

~~At all times, students should exhibit good manners when making use of the lunchroom. During lunch time, students:~~

1. ~~will take their place at the end of the lunch line.~~
2. ~~are to talk quietly without shouting, whistling or making other loud noises.~~
3. ~~may not disturb another's food nor take food from others without their permission.~~
4. ~~will not throw food or anything else.~~
5. ~~may be assigned seating for a specified period of time.~~
6. ~~are to remain seated in the location they first choose when entering the room.~~
7. ~~are to remain on their side of the lunchroom unless given permission to move to the other side of the room.~~
8. ~~are to clean up after themselves and assist with keeping the lunchroom clean.~~
9. ~~are at all times to follow directions given by lunchroom supervisors.~~

~~A student who fails to observe lunchroom rules may face the following consequences:~~

1. ~~may serve silent lunch in a special setting.~~
2. ~~may be reassigned seating in the lunchroom.~~
3. ~~may be referred to an administrator for other disciplinary consequences.~~

Electronic Devices (Board Policy 6:235)

~~The District's electronic networks, including the Internet, are part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. Use of all electronic devices allowed as part of the District's Bring Your Own Device ("BYOD") program and the District issued Chromebook must be consistent with District policies and procedures.~~
~~Such electronic devices may be used during instructional time only for educational purposes as approved by the Administration or teacher. Personal devices may be used by students during non-instructional time, such as during passing periods, lunch *(as to be determined by building administration)*, and before or after school. Students may not place or receive phone calls during school day hours (8:10 a.m. to 2:48 p.m.).~~

~~Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, accessed via the District's electronic networks. The District's rules for behavior and communications apply when using the electronic networks. Refer to the Chromebook Handbook issued by the district.~~

Access to the District's Electronic Networks

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

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. 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 (1) shall 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) shall comply with the selection criteria for instructional materials and library resource center materials. As required by federal and state 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. Staff members may, consistent with the Superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

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

Acceptable Use

All use of the District's electronic network 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. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Fundraising

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Administration. *Fundraising for outside organizations will not be permitted during the school day (8:10 a.m.-2:48 p.m.).*

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fundraiser
- Date and Time For Selling
- Person in Charge
- Item(s) to be sold and dollar amount

1. All schools Grade K - 12 can sell, for fundraising, snacks that meet the nutritional standards, during the school day. (except they cannot be sold during lunch service times)
2. Grades K-8 do not have exempt days to sell foods for fundraising that do not meet the nutritional standards, ex - donuts, candy, etc.

Hall Passes

Students may be in the hallways during class only with a proper pass. This pass must include: student's name, date, time, destination, and teacher signature. Alternative passes may be issued by the teacher.

ID Cards

An ID card will be given to each student and should be carried or worn by him/her throughout the school day. If a staff member asks a student for his/her ID, the student should be able to present his/her ID at that time. An ID card will be required for student admission to certain home and away co-curricular events. Students will need their Student ID in order to purchase food items.

School Dances

Students must show school ID upon entrance to a school dance. Students who do not have an ID will not be permitted. Students will not be permitted to bring students outside of their school or grade to school dances. IDs can be purchased in the school office up until the morning of the school day or the school day prior to the dance.

Locker Policy/ Search and Seizure (Board Policy 7:140)

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of ~~CCUSD301~~ the District. For the safety and security of the entire school community, school authorities may inspect and search ~~lockers~~ 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.

District officials may request the assistance of law enforcement officials for the purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials. Students should not change lockers unless authorized to do so by the Administration. Restitution costs may be assessed for defacing or damaged lockers. Students will have an assigned PE locker and lock in the PE locker room. Valuables should not be stored in PE lockers. The District may dispose of any materials left in any school locker at the end of the school year.

Middle School Locker Rules

1. Locker assignments are made by the student services office.
2. Students may not change lockers unless permission has been given by building administration.
3. Students are prohibited from altering their lockers so that they fail to lock.
4. Students are responsible for good order and cleanliness in the lockers and desks assigned for their use.
5. Marking or using tape on desks or lockers is prohibited.
6. Fines may be assessed for locker and desk damage.
7. Lockers may not be decorated with profanity, obscenity and/or the display of words, pictures, or pictures of people immodestly dressed, symbols associated with alcohol, tobacco, drugs, sex, gang affiliation, weapons, or violence.
8. Students are not authorized to open any locker but their own.
9. No decals or other adhesive items may be placed on either the outside or inside of hall or gym lockers. Students who violate this policy will be charged the labor cost of having the glued items removed.
10. Student backpacks, duffel bags and similar items must stay in the locker during classes. Students are permitted to carry a bag or purse that must be able to fit into an 8"x 12 x"5 box. If the purse or bag does not fit under the desk or into the box, it must be kept in the student's locker during school hours.

Lost and Found

If you have lost something in the school building, please check the lost and found collection. If you find anything at school, on the bus, or at a school-sponsored event that appears to have been lost/left by someone, give it immediately to a secretary in the school office or a staff member so that it can be saved for its rightful owner. The District may periodically dispose of any items left in the lost and found.

Sale of Objects

No objects or materials of any kind may be sold on school property without the authorization of the Administration.

School Newsletter

During the school year, District #301 Middle Schools publish a school newsletter to keep parents informed of school related activities and to encourage their involvement with the school. District #301 Middle Schools will E-blast the school newsletter to those who have provided email addresses as well as post the school newsletter on the school website. Please visit the District #301 Middle Schools' web sites through the links provided at www.central301.net.

Hallway Conduct

1. Students are to walk (not run!) and keep to the right in the hallways when moving from place to place in the building.
2. Students are not to block hallway traffic by standing in groups.
3. There is to be no shouting, excessive noise, pushing or shoving in the hallways.
4. All students in the hallways during class time or before the morning bell are required to have a pass from a teacher, counselor, or administrator.

Bicycles

If you ride a bike to school it must be walked on school property and parked in the bike racks provided. All bicycles should be kept locked when you are in the school building. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Bicycles may be ridden to and from school provided good safety rules are followed. They must be walked in parking lots and on sidewalks close to school. Bicycles should be parked in the racks and not thrown on the ground. Bicycles cannot be housed in the school. Bicycle racks are off limits during school hours.

Skateboards/In-Line Skates/Etc.

These items are not allowed on school grounds. Students found with such items may be subject to disciplinary consequences.

Book Bags/Purses

Book bags, backpacks, etc. are not allowed in the Library Media Center or classrooms. Small bags or purses must be able to fit into an 8"x12"x5" box. If the small bag purse does not fit under the desk, on the back of the chair, ~~or~~ and into the box, it must be kept in the student's locker during school hours.

Building Surveillance

Video surveillance occurs in various parts of the school. This surveillance is used for investigative and safety purposes. Access to video surveillance is granted to school personnel and law enforcement when necessary. At no time will video footage be released to the public.

Consumption of Food and Drink

Water in re-sealable plastic/metal containers is permitted. All other food and beverages follow the guidelines below.

1. Food and drink may be consumed only in the lunchroom.
2. Students are not permitted to eat or drink in the hallways, classrooms, etc. without the express permission of a teacher or administrator.
3. Open containers of food and beverages may not be kept in lockers or carried around in the school building.
4. Energy drinks at school are strongly discouraged. These drinks have been proven to be very unhealthy for adolescent students and may cause students to become distracted from their schoolwork.
5. Food brought in from the outside for the purpose of sharing is not permitted.

Candy/Gum Policy

Candy may be eaten in classrooms when permitted by a teacher as a reward. Gum will be allowed provided that the gum and wrappers are disposed properly in garbage cans. If gum and/or wrappers are disposed of improperly, the school may view this as an act of vandalism (See Vandalism). However, teachers reserve the right to prohibit the chewing of gum in their individual classrooms.

Movies for Instructional Purposes

Movies shown for educational purposes and the permission for those movies will follow Board policy.

School Safety

The safety of our students and staff is our first priority at the middle schools. During school hours all exterior doors

are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Failure to abide by this policy may result in disciplinary consequences.

Emergency/Crisis Plan

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an emergency were to take place please keep school telephone lines open for emergency calls (do not call the school). Keep civilian vehicles out of the area allowing emergency vehicle access to school grounds.

~~EMERGENCY CLOSING OF SCHOOL~~

~~In the event that a decision is made to close school, dismiss early or start late because of weather conditions or for some other reason, please tune your radio and/or television station to any of the following stations that serve our area:~~

~~**AM TV FM**~~
~~WGN – 720 WBBM – Channel 2 WONU – 89.7~~
~~WBBM – 780 WGN – Channel 9 WJKL – 94.3~~
~~WLBK – 1360 CLTV – Channel 19 WDKB – 95~~
~~WRMN – 1410 FOX – Channel 32~~

~~Should an emergency or severe weather cause school to be closed, the District #301 will also notify parents via **ParentSquare**. Please update your phone numbers whenever you have a change. Information will also be available on our school website: **www.central301.net**~~

~~It is important that parents advise their children as to what procedures to follow in the event that parents are not home when there is an emergency closing of school.~~

Safety Drills

Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

~~TORNADO WARNING OR OTHER EMERGENCIES~~

~~Parents should not send children to school in the event a tornado warning is in effect at the time school should begin. If a warning is issued during school hours, school personnel will initiate appropriate protective action. If a WARNING is in effect at school dismissal time, students will not be dismissed or loaded on buses until the all clear has been given.~~

Student Dress (Board Policy 7:160)

1. Students are expected to be appropriately dressed for school and wear clothing that will not disrupt the educational process, constitute a health or safety hazard, or violate civil law.
    a. Coats, gloves, hats, caps, bandanas, handkerchiefs, and other head coverings (unless exempt due to religion), as well as dark glasses, shall not be worn during school hours and should be left in the student's locker or backpack.
    b. Clothing imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence are prohibited.
    c. Shoes must be worn at all times.
    d. The entire middle of the body must be covered; sides as well as front and back, and underwear must not be visible at any time. Any combination of tank tops with any width of strap may be worn but must still cover the sides, front, and back of the body as well as undergarments in accordance with the

principles of good taste.

e. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.

2. Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box.
3. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
4. Students are allowed to wear costumes on days approved by administration. Students that need to wear a costume for an activity in class, are expected to remove the costume when the class is over.

Any student not in accordance with the above-mentioned dress expectations may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the school will lend the student a uniform from the physical education department.

ATTENDANCE ~~POLICIES~~ AND TRUANCY POLICY (BOARD POLICY 7:70)

In accordance with Illinois compulsory attendance requirements, it is the policy of CCUSD 301 that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attributes of regular attendance, punctuality, and participation.

Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

Attendance Procedures

It is the parent/guardian's responsibility to call the main office and give the reason for an absence. The parent/guardian is requested to call prior to 7:50 a.m. the day of the absence at (847) 464-6000 for Central Middle School and (847) 717-8100 for Prairie Knolls Middle School. In the event that school personnel do not hear from parent(s)/guardians(s) about tardiness or absence before 9:00 a.m., the school may call parents or other emergency contacts provided by a parent to determine the reason for the student's absence.

Parents who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

Leaving School Early

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the Attendance Office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, without first having been seen by the Nurse. When the Nurse is not in the health office, a student who is ill should report to the Main Office.

Absences

Three Categories of Absences

1. Excused absences
2. Unexcused absences
3. Truant absences (after the 9th unexcused absence)

Excused Absence:

CMS and PKMS will recognize an excused absence as:

1. A student's personal illness,
2. A death in the immediate family,
3. A family emergency,
4. Observance of a religious holiday,
5. Medical appointment,
6. Vacations up to 5 school days
7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health,
8. Other situations beyond the control of the student such as court appearances
9. Other reasons approved by the Superintendent or designee

Unexcused Absence

Absences for any other reason may be considered unexcused. An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee.

A ~~physician's~~ healthcare provider's note may be required to excuse a student and/or for returning to school after **the third consecutive day of being reported ill.** If medical documentation is not provided, the absence may be marked "unexcused."

Students who have 9 or more absences due to being sick may be required to provide a ~~doctor's~~ healthcare provider's note to excuse the absences.

Examples of unexcused absences include:

1. Working
2. Missing the bus
3. Car not starting
4. Cutting class
5. Vacations 6+ school days
6. Needed at home
7. Other avoidable absences

*Schoolwork missed because of unexcused absences must be made up in accordance with the MAKE-UP WORK DURING ABSENCES section.

Truant Absences

Truancy is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/guardian conferences, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences

The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

Class Cut

A class cut is defined as an absence from part of (10 minutes or more) or an entire class period/block, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence and may result in disciplinary consequences.

Tardiness

Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. On the ~~fifth~~ fourth tardy to school per semester, students may receive disciplinary consequences. The same may occur for excessive tardies to class based on team policies.

A student must be in school for three clock hours in order to participate in any co-curricular activity including, but not limited to, interscholastic sports, school dances, club meetings, etc.

When a student has a pattern of frequent absences because of illness**/**injury or has been out of school for a contagious condition, an administrator may request a doctor's excuse.

~~ANTICIPATED ABSENCE~~

~~An anticipated absence is defined as a situation in which a student and parent know in advance that the student will be absent on a school day. Schoolwork missed during this absence must be made up on the student's return.~~

~~A student must submit a written explanation (note, email, fax, etc.) to the school office from a parent/guardian.~~

MAKE-UP WORK DURING ABSENCES

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allowed to make up work will generally be one school day for every one school day missed, starting with the first day the student returns to school. In extenuating circumstances, a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

The makeup rule applicable for students who are receiving Home or Hospital Instruction is set forth in the Student Services of this Handbook under the heading Home and Hospital Instruction.

~~LATE ARRIVALS TO SCHOOL~~

~~When a student arrives late to school, he/she must report to the office. The office will issue a tardy pass to admit him/her to class.The date of the tardy will be recorded by the office. Students will be allowed only four (4) tardies each semester for any reason, such as appointments, car problems, oversleeping, etc. The only exceptions shall be~~

~~unavoidable medical or dental appointments which cannot be scheduled during non-school hours. These must be accompanied by parent verification in a written note or in a phone call.~~

ACADEMICS

~~Grade Reporting~~ Grading

Parents and students are encouraged to monitor student progress throughout the quarter by logging on to Skyward. All grades are available and viewable in Skyward; however, report cards will be posted through Skyward Parent Access at the end of each quarter of the school year.

GRADING POLICIES

1. Students will earn letter grades for courses in both the core and exploratory curriculum programs.
2. Student work will be evaluated using the following letter grades:
   A=100-90%; B=89-80%; C=79-70%; D=69-60%; F<60%; I= Incomplete; P= Pass
3. The points for letter grades on the report card is as follows:
   A=4.00; B=3.00; C=2.00; D=1.00; F=0.
4. Pluses and minuses may be appended to letter grades, but do not affect grade points.
5. Grades will be published quarterly. ~~Semester averages will not be reported.~~ No semester exam grades will be published on report cards.
6. A teacher may determine to issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

HONOR ROLLS

At Prairie Knolls Middle School, Gold, Silver, and Bronze Honor Rolls will be completed at the end of each quarter. Honor Rolls at Central Middle School will be completed at the end of each semester.

Gold Honor Roll = grade point average of 3.75 or better.

Silver Honor Roll = grade point average of 3.4 to 3.74 (with no grades of D or F)

Bronze Honor Roll = grade point average of 3.0 to 3.39 (with no grades of F)

No student who receives an F or I (incomplete) for the grading period in any course may be placed on any of the three honor rolls regardless of the grade point average earned. Students receiving a D for the grading period in any course may attain no higher than honorable mention (Bronze Honor Roll) status regardless of their grade point average. (Note: Students who are held off the honor roll due to one or more "incomplete(s)" and who make up the work in the time allotted, may be added to the Honor Roll at a later date, once an accurate grade point average has been calculated.)

DEFICIENCY/PROGRESS REPORTS

Student grades are available online throughout the school year through Skyward. Families desiring hard copies of Progress Reports may contact the office to make this request.

RETENTION

The school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student's individual progress. In accord with the Illinois School Code, criteria relating to academic success will be used as the basis for a student's being considered for retention.

MIDDLE SCHOOL RETENTION POLICY

Our policy, as stated in the Student/Parent Handbook is that "the school district reserves the right to retain a student at any grade level based on professional evaluation and in view of each student's academic progress." Moreover, state legislation prohibits school districts from promoting students to the next grade level without evidence of mastery of the academic content of the student's present grade.

In order for a student to be promoted to the next grade level, he or she must have an overall grade average of D- or higher. The way in which this will be determined will be through a credit system. Middle school students are scheduled in 20 credit hours per year. The following is the credit break-down for middle school academic courses:

ELA = 1 credit per quarter
Math = 1 credit per quarter
Science = 1 credit per quarter
Social Studies = 1 credit per quarter
Encore = 1/2 credit per quarter
P.E. = 1/2 credit per quarter
Band/Chorus = 1/4 credit per quarter

*Reading Intervention, taken in place of an Encore will count as .5 credit per quarter.
**Special Education courses taken in place of core courses will count as 1 credit per quarter.

To be promoted to the next grade level, a student must earn 12 core credits throughout the school year. These 12 credits are the equivalent of a D- grade point average. If a student fails to earn 12 credits for the school year, he or she would be required to take summer school course(s). Students may take up to 4 credits in the summer, thus giving the student a chance to still be promoted if all required summer credits are earned. If the student fails to make up the required credits, retention will occur. If a student earned 7 credits or less during the school year, he or she would be unable to make up the required 4 credits during the summer due to the maximum of 4 summer credits accepted. This would also result in retention. The Assistant Principal or designee will be responsible for the management of all retention issues, while keeping the building Principal informed at all stages of the process.

Communication and Intervention with students and parents regarding retention will occur in the following ways:

1. Parents of students who earn multiple failing grades will receive an academic concern letter at the end of Quarter 1 and Quarter 2. Interventions such as Parent-Teacher meetings, Task Intervention placements, and/or Problem Solving Team meetings may also occur.
2. At the end of quarter 3, parents of possible retention candidates will receive a retention warning letter along with summer school information. Parents will also be notified by phone.
3. At the end of quarter 4, students who haven't earned the required 12 credits will receive a retention letter with the summer school subjects that are required for promotion (if applicable).

~~8th Grade Credit Recovery Program~~

~~Any student who receives an F in a core subject course, in a given quarter, will be placed in an on-line Credit Recovery Course for the following quarter. This includes students who fail a 4th quarter core course in 7th grade. Students who have received multiple F's in Quarters 1, 2 and 3 of his or her 7th grade year may be placed in this course as well. This program is designed to provide intervention in content areas covered in the previous Quarter. Completion of each Credit Recovery Course will result in the recovery of the subject area credit for one quarter.~~

DISCIPLINE

Philosophy of Discipline

It is the sincere desire of CCUSD 301 that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of Prairie Knolls Middle School and Central Middle School (PKMS/CMS) to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at PKMS/CMS are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

Student Behavior Policy (Board Policy 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic 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:
    a. Any illegal drug or 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 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 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 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. 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 tablet or powdered form.
g. "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.
h. 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.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
~~5. Using or possessing an electronic paging device.~~
~~6.~~ ~~5.~~ ~~Using a cellular telephone, video recording device, smartwatch, personal digital assistant (PDA), or other 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, 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 phone.~~

~~CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.~~

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, smartwatch, personal digital assistant (PDA), or other electronic devices 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced 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); © 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.

~~7.~~ 6. Using or possessing a laser pointer~~, cell phone flashlight, or presentations remotes~~ unless under a staff

member's direct supervision and in the context of instruction.

~~8.~~ 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

~~9.~~ 8. 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. Intentionally providing false information to a staff member or knowingly assisting another student provide false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.~~

~~11.~~ 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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 (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

~~12.~~ 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

~~13.~~ 11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

~~14.~~ 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

~~15.~~ 13. Entering school property or a school facility without proper authorization.

~~16.~~ 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

~~17.~~ 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

~~18.~~ 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

~~19.~~ 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

~~20.~~ 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

~~21.~~ 19. 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.~~ 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

~~23.~~ 21. 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.

Additional Examples of Prohibited Misconduct and Gross Disobedience

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; slurs surrounding race, religion, sexual orientation, or disability; transportation violation; the inappropriate use of the district's network or district's devices.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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 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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

~~Verbal Warning~~
~~Detentions~~

1. Notifying parent(s)/guardian(s)
2. Disciplinary conference
3. Withholding of privileges~~/removal of privileges~~
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. Alternative Learning Environment. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, Bus Conduct
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, Expulsion Procedures. A student who has been expelled may also ~~shall~~ be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.~~upon written~~

~~agreement with the student's parent(s) or following a Board of Education hearing~~

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. 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

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, ILL. Dep. of State Police (ISP), and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. ~~In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.~~

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

Misconduct by Students with Disabilities (Board Policy 7:230)

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 Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Additional Definitions

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

Alternative Learning Environment

Administrators may assign a student to an alternative learning environment location as a consequence for gross

disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the Administration. Students will be provided an opportunity to complete their academic work or given an alternative assignment for equivalent academic credit.

Saturday School

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

School & Community Service Program

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

Out of School Suspension (Board Policy 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

~~When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.~~

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must generally be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school days will be informed of what, if any, appropriate and available support services will be provided to the student during his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

Expulsion by the Board of Education (Board Policy 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

Student Search and Seizure (Board Policy 7:140)

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable

searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or 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 Superintendent 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.
2. 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.

Prevention of and Response to Bullying, Intimidation, and Harassment ~~POLICY~~ (Board Policy 7:180)

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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school 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 requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
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 I 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 Compliant Manager, ~~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~~ 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; however, this shall not be construed to permit formal disciplinary action solely on the bias of an anonymous report.

Nondiscrimination Coordinator:
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Complaint Managers:
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~~4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.~~
~~5. 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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.~~
~~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 reported 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/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to~~

address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. 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.
9. 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.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. 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.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
    b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 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.
    d. 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.
    e. 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).
    f. 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.
    g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

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.

UNIFORM GRIEVANCE PROCEDURE (BOARD POLICY 2:260)

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following.

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.

2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law, this policy, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days after an appeal of the Superintendent's decision, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the Complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

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Telephone

TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE

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

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content,* incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Esther Mongan
Name
275 South Street, Burlington, IL 60109
Address
esther.mongan@central301.net
Email
847.464.6005
Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

ADMINISTRATIVE PROCEDURE – FORMAL TITLE IX SEXUAL HARASSMENT COMPLAINT GRIEVANCE PROCESS (BOARD POLICY 2:265-AP2)

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

Table of Contents

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A. Overview of 34 C.F.R. §106.45 Grievance Process

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a

limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).

8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent employee; expulsion, for a Respondent student; and termination of any existing contracts and/or prohibition from District property and activities, for a third party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

   Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:

   a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and

   b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

   Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

   Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

B. Notice of Allegations

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:

   a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.

   b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.

   c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.

   d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

   e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.

   f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.

2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.

3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

C. Consolidation of Formal Title IX Sexual Harassment Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

D. Dismissal of Formal Title IX Sexual Harassment Complaint

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
    a. The allegations;
    b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
    c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

F. Investigation of Formal Title IX Sexual Harassment Complaint

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

Actor	**Action**
Investigator or Title IX Coordinator	During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)): 1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i). 2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii). 3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii). 4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).

Actor	Action
	5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v). 6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi). 7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. Id. 8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy. Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii). Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id. **Note:** This step must occur at least 10 school business days before the Initial Decision Maker's determination regarding responsibility. Id. At the conclusion of the investigation, sends to the Initial Decision Maker in an electronic format or hard copy: 1. The Formal Title IX Sexual Harassment Complaint; 2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and 3. The investigative report.

C. Determination Regarding Responsibility; Remedies

Initial Decision Maker	The Superintendent or designee acts as the Initial Decision Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision Maker. **Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions** Reviews all materials received from the Investigator. Provides the parties with written notice of the opportunity to submit, through the Initial Decision Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that: 1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Id. 2. Any questions must be submitted to the Initial Decision Maker within five (5) school business days. Reviews any questions received from each party for submission to any party or witness. Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. Id. Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision Maker within five (5) school business days. Upon receipt of answers to questions, provides each party with copies of them. Id. Provides the parties with written notice of the opportunity to submit, through the Initial Decision Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be submitted to the Initial Decision Maker within five (5) school business days. Upon receipt of answers to the additional questions, provides each party with copies of them. Id. **Determination and Written Notice of Determination**

	Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)): 1. Identifies the allegations potentially constituting Title IX sexual harassment; 2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; 3. Contains findings of fact supporting the determination; 4. Contains conclusions regarding the application of the District's policies and procedures to the facts; 5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and 6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision Maker. 34 C.F.R. §106.45(b)(7)(iv).

H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

Actor	Action
Complainant or Respondent	Within 10 school business days after receiving the either the Initial Decision Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on: 1. Procedural irregularity that affected the outcome. 2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination. 3. The Title IX Coordinator, Investigator, or Initial Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i). **Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.
Title IX Coordinator	Upon receiving an appeal from one party: 1. Notifies the other party in writing that an appeal has been filed. 2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome. 3. Promptly forwards all materials relative to the appeal to the Appellate Decision Maker. **Note:** The District must ensure that the Appellate Decision Maker is not the same person as the Initial Decision Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, *Uniform Grievance Procedure*, and with Ill. State Board of Education sex equity regulations requiring districts to "provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40©(1). **If the Board acts as the Appellate Decision Maker, the Board must receive the training in Section A.9, above.** **Note:** Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. **Districts should discuss their options with their board attorney.**
Appellate Decision Maker	Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal.

Actor	Action
	Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).

I. Recordkeeping

Actor	Action
Title IX Coordinator	Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)): 1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity; 2. Any appeal and its result; 3. Any informal resolution and its result; and 4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution. See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records. See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records*, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.

EXHIBIT - TITLE IX SEXUAL HARASSMENT GLOSSARY OF TERMS

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, implemented by administrative procedures 2:265-AP1, *Title IX Sexual Harassment Response*, and 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*.

Glossary of Terms

Actual Knowledge – Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District's Title IX Coordinator. Assumption of knowledge based solely on the District's status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. *Notice* as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

Appellate Decision-Maker – An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker's determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Complainant – An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Consent – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

> **Note:** 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that "recipients must clearly define consent and must apply that definition consistently." 85 Fed. Reg. 30125. **Consult the Board Attorney if the District would like to customize this definition.**

Education Program or Activity – Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

> **Note:** Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District's Title IX obligations extend to off-campus sexual harassment incidents "if the off-campus incident occurs as part of the [district]'s 'operations' pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)" or if the District "exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a)." 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District's *operations*. Id. at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. **Consult the Board Attorney for further guidance.**

Formal Title IX Sexual Harassment Complaint – A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

> **Note:** Whether a Complainant is *attempting to participate* is a fact-specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. **Consult the Board Attorney for further guidance.**

Initial Decision Maker – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Investigator – The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a *Formal Title IX Sexual Harassment Complaint* (defined above) according to 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Respondent – An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Supportive Measures – Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

Sexual Harassment Governed by Laws Other Than Title IX – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited*. This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.

- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

Title IX Sexual Harassment – Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
  - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.
  - *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
  - *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
  - *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

Student Expression

School officials retain the right to regulate and exercise editorial control over the style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate educational concerns. To the extent that student expression through publications, theatrical productions, speeches and other expressive activities is inconsistent with the basic educational mission of the school, it may be forbidden or restricted.

Distribution of Printed Material

No printed material, which is obscene, vulgar, libelous, threatening, inflammatory, inciting, damaging or disruptive to a good educational climate, will be permitted to be displayed or distributed, by or to, students.

Posting of Printed Materials

The school reserves the right to control the posting of materials and messages within the school building. Students may not display posters, pictures, and other materials in the hallways and elsewhere in the building without the prior approval of building administration. A judgment will be made on whether the subject and/or message is appropriate for posting and directions will be given on how to post materials in such a way that damage is not caused to wall surfaces.

Potentially Disruptive Items

Because of their potential for disturbing the orderly environment of the school, certain items are not to be brought to school. Some examples of such items could be, but are not limited to:

- Electronic games
- Toys

- Playing cards
- Laser lights

In some cases, the student may seek approval from an administrator for special situations (i.e. field trips, projects, presentations, etc.) However, any student found with such items without permission will be subject to disciplinary consequences.

STUDENT DEVICE HANDBOOK

As part of its commitment to integrating technology into the curriculum, the Board of Education of Central Community Unit School District No. 301 has purchased Devices and their related accessories for students' individual use. Each student will be loaned a Device while attending Central 301. In order for a student to be loaned a Device, you and your child must read, sign, and return the attached Acknowledgement to your school's main office. This Handbook is valid for the years the student is loaned the Device. A new Handbook will be provided during registration and a new Acknowledgement must be signed and returned for each school year.

Students in Kindergarten and Grade 1 will be loaned a Device only for use in school; these students will not take their Devices home. Students in Grades 2-12 will be loaned a Device for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Device as outlined in this Handbook.

If the District changes this Handbook at any time during the year, the District will notify you of the change(s).

A. Using the Device

1. **Acceptable Use of Device.** Your child's use of the Device, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your child may not use (or allow others to use) the Device loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network (Board Policy 6:235, *Access to the District's Electronic Network*). By using the Device, you and your child agree to abide by Board Policies 6:235, *Access to the District's Electronic Network*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Device; discipline, up to and including suspension or expulsion; and referral to law enforcement.

   Using the Device. All students are provided a District account, including a username and password. Students must use that account when logging on to the Device.

   Using the Device at School. Unless otherwise instructed, the Device is intended for use at school every day. If your child is permitted to use the Device at home, he/she is responsible for bringing it to school every day, fully charged. The District is not responsible for providing your child a loaner Device in the event he/she forgets the Device.

   Using the Device Outside the District. In the event your child uses the Device at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

   Parent Responsibility for Supervision Outside the District. The District's filters will run on your child's Device outside of school. However, the District is not responsible for supervising students' use of the Device and Internet activity outside of school. While your child is using the Device assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

   Technical Support Outside the District. The District cannot guarantee the Device will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Device that impairs its performance in school may be removed by District staff.

   Email Accounts. All students are issued a District email address through Google's Gmail service. These accounts will have restricted access as determined by the District. Students in Kindergarten through Grade 8 will only be able to send emails to and receive emails from District staff, students, and approved educational systems. Students in Grades 9-12 will be able to send emails to and receive emails from District staff, students, and approved domains.

Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered. If your child receives an inappropriate email, your child should report it immediately to an adult and forward it to their building administration team.

Accessories. The District will provide either a mandatory carrying case or always on case necessary for the protection of the Device. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

Caring for the Device. The Device assigned to your child remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Device, if any, your child must care for the Device as follows:

a. Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.
b. Insert and remove cords and cables carefully to prevent damage to connectors.
c. Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Device in a manner that would detract from the educational environment in the classroom. You may personalize the Device by setting the wallpaper or background, but only with appropriate images.
d. Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Device.
e. Don't leave the Device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
f. Keep food and beverages away from the Device.
g. Make sure the Device is secure when it is out of your child's sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.
h. Your child was provided a protective carrying case with the Device; use it.
i. Your child's Device will have a District-provided asset tag to identify it. This number also might be marked on the case your child was provided. Write this number down so you can identify the Device.

B. Responsibilities of Students and Parents

1. **Technology Fee.** In order for your student to be loaned a Device consistent with the Handbook, you must pay a technology fee of $50 each school year.
2. **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the Device outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this Handbook and in all applicable Board Policies related to their use of the Device.
3. **Returning of the Device.** The Device is the property of the District while the Device is loaned to the student.
    a. Kindergarten devices, unless instructed otherwise, will remain in the school and the District will make sure they are in their 1st grade classroom for the start of the next school year.
    b. For students in Grades 1-11, unless instructed otherwise, Devices and any related accessories may be taken home over the summer. However, the rules outlined in this Handbook remain in effect during the summer.
    c. If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will reset the Device to factory settings, and all District filters and software will be removed.

~~2.~~ 4. **Student Leaves the District.** If a student leaves the District, the family will need to inform the school office of their intentions for the Device. If we do not hear from the family and the Device is not in the school's possession, the Device will be automatically locked out.

a. The technology fee ($50 per year) covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost at a little over $50 per year. As a result of this fee, the family will own the Device after two or three years of use in the District based on their rotation. If a

student leaves the District early and wants to keep the Device they will need to pay the remainder of the technology and District costs at $100 per year of expected use.
   b. If you leave during the last semester your Device is expected to be used and all of your family fees are paid, the Device is yours to keep.
   c. If your child fails to return the Device and any related accessories or you do not purchase it, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

C. Device Data & Software

1. **Managing Your Files and Saving Your Work.** Work done on a Device is typically saved to Internet-based storage space (i.e., the "cloud"). It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the Device.
2. **Personal Content on the Device.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Device potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to back up all personal content stored on the Device, if any.
3. **Device Data as District Records.** Data saved to the Device or to the cloud via the Device are not maintained by the District as public records or as student records. In the event data stored on a Device or stored in the cloud via a Device needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
4. **District-Required Software.** The District will provide any software/apps required to use the Device for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.
5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.
6. **Personal Software.** Your child is not permitted to install additional software or apps on the Device.
7. **Compliance with Copyrights.** In using the Device, your child must follow the Board Policy 5:170, *Copyright*, governing use of copyrighted material and applicable copyright law.
8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Device or for any content created, accessed, or stored on the Device. The District reserves the right to inspect the Device and its contents at any time and for any reason.

D. Repair of, Loss of, or Damage to Device

1. **Technical Support & Device Loaners.**
   a. During the school year, if your child's Device is not functioning properly, students in Kindergarten through Grade 5 should alert his/her teacher, and students in Grades 6-12 should bring the Device to the LMC. If necessary, a technical support employee of the District will assess the Device and attempt to correct any problems with it. In all grades, students will be issued a loaner Device, if available, while this student's Device is being repaired. The loaner Device should be treated the same as the student's Device as set forth in this Handbook.
   b. During the summer, if your child's Device is not functioning properly, the District will provide technical support at specified times and District buildings. This information will be available on the District's website or may be obtained by contacting the District office.
2. **Loss of or Damage to Device.** If your child's Device is lost or damaged, you or your child must report it immediately to your school's main office. If you believe your child's Device requires repair, you must notify the designated technical support person in your child's school. You and your child are responsible for cooperating with the District in the recovery, repair, or replacement of your child's Device.
3. **Responsibility for Lost or Damaged Device.** In the event your child's Device is lost or damaged, you will be responsible for replacement or repairs as follows:
   a. If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.
   b. If the damage is the result of a student's negligence or intentional destruction, or if the Device is lost, you will be required to pay in full for the repair or replacement of the equipment.
4. **Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1)

accidental damage per Device per school year while the Device is used in the District.

E. Waiver and Indemnification

1. **Waiver of Device-Related Claims.** By signing the "Device Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Handbook and agree to be bound by this Handbook. You also agree and represent that the Device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this Handbook. **By signing this Handbook, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this Handbook.**
2. **Indemnification for Device-Related Claims. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Device issued to your child.**

Community Resources

Alcohol and Drug Abuse Counseling

Name of Center	Address	Phone Number
Renz Addiction Center	2 American Way Elgin, IL	(847) 742-3545 ext. 1
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

Behavioral Health Hospitals

Name of Center	Address	Phone Number
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(800) 432-5005
Linden Oaks Hospital at Edwards	801 S. Washington Naperville, IL	(630) 305-5500
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000

Suicide Assessment Resources

All of the above Behavioral Health Hospitals complete suicide assessments and have resources available.

Name of Center	Address	Phone Number
TriCity Family Services	1120 Randall Court Geneva, IL	(630) 232-1073
24-hour Hotline Numbers	Depression Hotline National Crisis Lines	(630) 482-9696 (800) 784-2433 (800) 273-8255
Suicide Prevention Services	528 S. Batavia Ave (Rte. 31) Batavia, IL	(630) 482-9699

Community Contact

Name of Center	Address	Phone Number
Elgin Police (non-emergency)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2700
St. Charles (non-emergency)	211 North Riverside Avenue St. Charles, IL 60174	(630) 377-4435
Kane County (non-emergency)	37W755 IL Rt 38 St Charles IL 60175	(630) 232-6840
Kane County Sheriff's Tip Line	Text KANE and your message to 847411 (tip411)	
Crisis Text Line	Text 741-741 with your message	

Outpatient Therapists

Name of Center	Address	Phone Number
Dr. David Goodman & Associates	405 Illinois Ave, Ste, 2C St. Charles, Il 60174	(630) 377-3535
The Prairie Clinic	1541 East Fabyan Pkwy. Suite 121 Geneva,IL 60134	(630) 845-9644
Counseling and Diagnostic Center of Woodfield, Ltd.	1325 Wiley Road Suite 165 Schaumburg, IL 60173	(847) 884-0210
Leahy and Associates	475 Dunham Rd. Suite G St. Charles, IL 60174	(630) 849-3711
Village counseling Center	460 Briargate Dr. Suite 700 South Elgin, IL 60123	(847) 488-1999
Dr. Karen Lynn Falk, Psy.D. Clinical Psychology	1595 Weld Rd. Suite 5 Elgin, IL 60123	(847) 269-2350
Centennial Counseling Services (Cedar Crossings Building)	1120E Main Street Suite 201 St. Charles, IL	(630) 377-6613
Clear Waters Counseling Services	1497 N Lafox (Rte. 31) South Elgin, IL 60177	(847) 903-1156
Christine Hibbard – Counseling	1121 East Main Street Suite 320 St. Charles, IL	(630) 584-0642
Center of Traumatic Stress	1220 Hobson Road Suite 232 Naperville, IL	(630) 637-4002
Counseling Associates Professional LTD	870 E Higgins Suite 138 Schaumburg, IL 60173	(630) 945-6000
Williams and Associates	895 Geneva Road St. Charles, IL 60174	(630) 377-5105
Creekwood Associates	240 S 5th Avenue, Suite A St. Charles, IL 60174	(630) 377-1414
Living Rite	2401 W US Highway 20 Suite 205 Pingree Grove, IL 60140	(815) 758-8400

Genesis Clinical Services	1725 South Naperville Road suite 206 Wheaton, IL 60187	630-653-6441
Intermission Therapies	22 Crissey Ave Suite 200 Geneva, IL 60134	630-232-7770
Legacy Clinical Consultants	321 Hamilton Street, Suite E Geneva, IL 60134	630-527-1664
McKane and Associates	1121 E Main Street #210 St. Charles, IL 60174	630-377-7226
Peter Temple and Associates	12 West Wilson Street Batavia, IL 60510	630-879-1026
Riverview Counseling Services	111 E Main St. Saint Charles, IL 60174	(630) 587-3777
TriCity Family Services	1120 Randall Court Geneva, IL 60134	630-232-1070
Plum Tree Child and Adolescent Psychology	240 S. Fifth Avenue, Suite B, St Charles, IL 60174	(630) 549-6245

Facilities for Psychological Evaluation

Name of Center	Address	Phone Number
TriCity Family Services *takes Medicaid & a variety of insurance plans*	1120 Randall Court Geneva, IL	630-232-1070
Cadence Behavioral Health (Northwestern Medicine) - St Charles *appointment required, takes Medicaid*	964 N 5th Ave St Charles, IL	630-933-4000
Cadence Behavioral Health (Northwestern Medicine) - Winfield *appointment required, takes Medicaid*	27W350 High Lake Rd Winfield, IL	630-933-4000
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd Hoffman Estates, IL	800-432-5005
Streamwood Behavioral Health	1400 East Irving Park Rd Streamwood, IL	630-837-9000
Emergency Room: Presence St Joseph Hospital	77 N Airlite St Elgin IL	847-695-3200
Emergency Room: Advocate Sherman Hospital	1425 N Randall Rd Elgin IL	847-742-9800
CARES Hotline		800-345-9049
Family Service Association of Greater Elgin Area	1140 N McLean Blvd Suite 1 Elgin IL	847-695-3680

Community Agencies

Name of Center	Address	Phone Number
Heartland Counseling	40W131 Campton Crossings Dr St. Charles, Il 60175	(630) 443-9100
Kairos Family Center, Inc	240 Standish St. Elgin, IL 60123	(847) 742-5717
Lutheran Social Services – Elgin	675 Varsity Dr. Elgin, IL	(847) 741-2600
Family Service Association of Greater Elgin Area	22 Spring St. Elgin, IL	(847) 695-3680
TriCity Family Services – Association of Counselors	1120 Randall Ct. Geneva, IL 60134	(630) 232-1070
Echer Center	1845 Grandstand Pl. Elgin, IL	(847) 695-0484
DCFS – Elgin Office	595 State Street Elgin, IL	(847) 888-7620
Easter Seals	799 S McLean Blvd. Elgin, IL	(847) 742-3264
Youth Services (Elgin Police Department)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2625
Little Friends, Inc	140 N Wright St. Naperville, IL 60540	(630) 355-6533

Crisis Centers/ Hotline Numbers/ Emergency

Abuse

Domestic Violence, Sexual Assault, Women's Shelter	Elgin, IL 60120	(847) 697-2380
DCFS	http://www.state.il.us/dcfs/index.shtml	(800) 25-ABUSE

Suicide

National Suicide Prevention Hotline		(800) 273-8255
Suicide Prevention Services	Batavia, IL	(630) 482-9699
National Runaway Switchboard	3080 N Lincoln Ave. Chicago, IL 60657	(800) RUNAWAY
S.A.S.S. HotLine		(800) 345-9049
Crisis Line of Fox Valley	Aurora, IL	(630) 906-0516
Trevor Project	crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.	866-488-7386

Rape/SA/DV

Mutual Ground, Inc. – Domestic Violence	Aurora, IL	(630) 897-0080
Mutual Ground, Inc. – Sexual Assault	Aurora, IL	(630) 897-8383

Housing

Lazarus House	214 Walnut St. St. Charles, IL 60174	(630) 587-2144
Community Crisis Center	37 S Geneva St. Elgin, IL	(847) 697*2380
PADS of Elgin	1730 Berkley St. Elgin, IL 60123	(847) 608-9744
WIC Center	620 Wing St. Elgin, IL 60123-2088	(630) 741-1176

Drugs/Addiction

Renz Addiction and Counseling Center	American Way #C Elgin, Il 60120	(847) 742-3545
BHS Center of Lutheran Social Services of Illinois	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
New Hope Recovery Center	3098 Hamilton St. Geneva, IL 60134	(630) 402-0144
DUI and Addiction Counseling	2210 Dean St. St. Charles, IL 60175-1066	(630) 443-2241
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

Death/ Loss of Loved one

Rainbows	http://www.rainbows.org/programs.asp	(630) 361-9904
Willow Creek Community Church	South Barrington	(224) 512-1502
Provena St. Joseph Hospital – “Herbie’s Friends”		(630) 232-2233
Streamwood Behavioral Healthcare	1400 E Irving Park Rd. Streamwood, IL 60107	(630) 837-9000

Daycare

Little Saints Preschool	43W301 Plank Rd Hampshire, IL 60140	(847) 464-5134
YWCA Elgin – After School Care	220 E Chicago St. Elgin, IL 60120	(847) 724-7930
Elgin Park District	100 Symphony Way Elgin, IL 60123	(847) 531-3037
Learning Tree	2325 Royal Blvd. Elgin, IL 60123	(847) 888-4220
KinderCare	2485 South St. Elgin, IL 60124	(847) 888-4288
WIC Program	620 Wing St. Elgin, IL 60123-2800	(847) 741-1176

Transportation

A #1 Cab Service 24 Hours		(847) 8883990
Pace Suburban Bus	100 W Chicago St. Elgin, IL	(847) 931-6750
001 Choice Cab Inc.	P.O. Box 324 Geneva, IL 60134	(630) 377-7067
A #1 Cab – St. Charles		(847) 888-3990
Fox Cab	440 S Third St. St. Charles, IL 60174	(630) 587-8822

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Sarah Farrington Assistant Principal of Central High School

TO: District 301 Board of Education

Date: June 20, 2023

RE: APPROVAL OF CHANGES TO THE HIGH SCHOOL STUDENT HANDBOOK

I am requesting the approval of changes to the High School Student Handbook as outlined in the High School Handbook changes document. The proposals include:

Page 1	personnel	update Principal name
Page 3, 7	personnel	remove Assistant Principal for Behavior
Page 3	personnel	add new position (AP of Student Experience)
Page 3	personnel	add new position (AP of Student Experience)
Page 3	personnel	add new position (Assistant Athletic Director)
Page 4	District/BOE	removed (website provides information)
Page 7	student services	remove first line of titles
Page 8	student service team	add social worker
Page 8	student service team	add counselor
Page 8	student service team	remove name and position
Page 8	student service team	add new position (Assistant Principal)
Page 8	student service team	add new position (Assistant Principal)
Page 8	student service team	remove alpha slice for all counselors (website)
Page 8	note: National	remove effective date language
Page 10	home and hospital	update to current board policy
Page 10-11	student records	update to current board policy
Page 14-18	policy 7:100 & 6:140	update to current board policy
Page 18	illness / injury	update language for student pick up
Page 19-20	exemption from PE	remove all board policy after state law
Page 20	medication policy	update name of the form
Page 20-21	medication policy	remove items 1-10
Page 21	administering	remove sentence on copies

- Page 22 self- carry remove last 2 paragraphs
- Page 25 payment remove “update”
- Page 26 lunch prices update date
- Page 26 access electronics update to reflect current board policy
- Page 28 hall passes update language to reflect expectations
- Page 28 lost and found change location
- Page 28 school safety remove statement about bags
- Page 29 emergency plan add statement as stated in MS handbook
- Page 29 student parking remove temporary parking language
- Page 30 student dress add “(Board Policy 7:160)
- Page 30 student dress remove “Students may carry…”
- Page 31 attendance add “(Board __ 7:70)”
- Page 31 attend. procedures add sentence
- Page 31 attendance update title of contact
- Page 32 absences remove title (listed above)
- Page 32 excused absence remove prompt
- Page 34 class cut update time
- Page 34 academics update counselor assignment list location
- Page 36 GPA update “student recognition” per per board approval
- Page 36 repeating courses add number 3 to match curriculum guide
- Page 37 minimum credits update to match current curriculum guide
- Page 37 credits required update for current classes
- Page 37-38 early graduation update to current board policy
- Page 38-39 correspondence update to match current curriculum guide
- Page 39-40 course selection update to match current curriculum guide
- Page 40 scholastic awards remove- inaccurate and redundant
- Page 41 discipline change district to CCUSD 301
- Page 43 prohibited conduct remove paging device, add smartwatch
- Page 43 prohibited conduct remove cell phone flashlight
- Page 43 prohibited conduct remove- covered under harassment (pending BOE approval)
- Page 44 additional examples add “slurs…”
- Page 45 disciplinary measures update ISS to ALE
- Page 46 disciplinary measures remove “shall”, add “may”
- Page 47 delegation add “Dean of Students”
- Page 53 response plan add coordinator and compliant managers
- Page 53-70 BP 2:260 remove grievance procedures
- Page 70-72 athletics & activities remove
- Page 89-107 appendices D athletic/activity handbook

Thank you for your time.

Sincerely,

Sarah Farrington

CENTRAL HIGH SCHOOL

STUDENT HANDBOOK

~~2022-2023~~

2023-2024

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A Word of Welcome

Dear Students and Parents/Guardians,

On behalf of the entire Central High School staff, I would like to welcome you to the ~~2022-2023~~ 2023-2024 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience. To our seniors, we look to you to continue the example of excellence that has been the legacy left by previous graduating classes. We know you will provide a great example of “Rocket Pride” for the classes that follow you. To our freshman, sophomores, and juniors, we challenge you to make the most of the upcoming school year in preparation for your own senior year when you will have the chance to leave your own legacy.

As your partners in education, your academic success is very important to us. This Handbook is designed to be used as a reference guide as you familiarize yourself with the policies and procedures of CHS and as established by the Board of Education. This Handbook has been compiled with the input of staff, students, parents, and the Board of Education to ensure a safe school environment where learning is of the highest priority. Within this Handbook, you should find the positive values that exemplify the Rocket community.

This Handbook also contains contact information to help you determine where to find assistance or answers to questions. You will also find information about services and activities that are available to you. We encourage you to take advantage of these opportunities to make the most of your time at CHS.

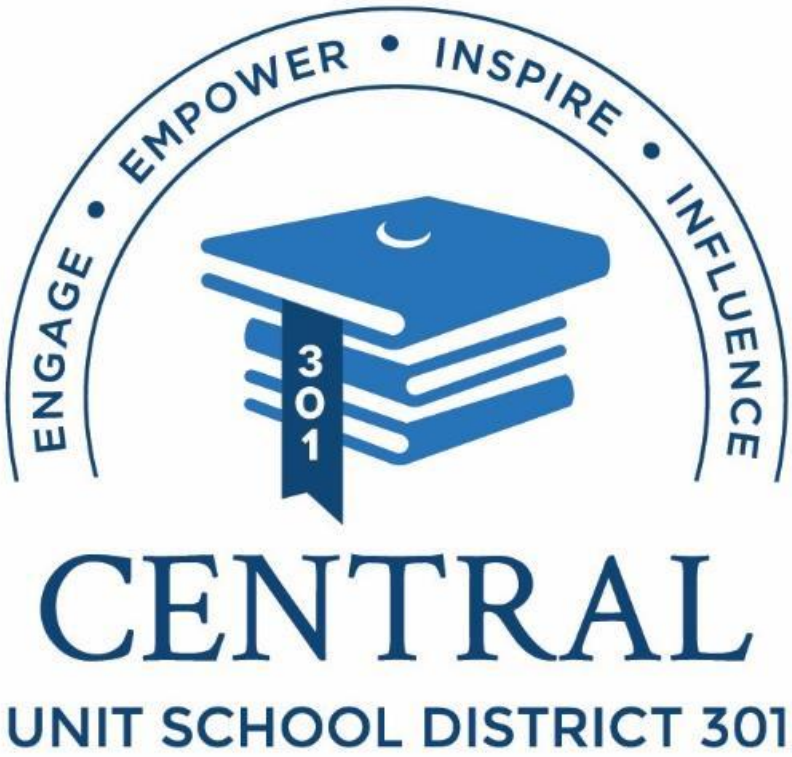
The CHS staff is committed to partnering with you in your preparation for your role in our community beyond high school, be it moving forward with your college and/or vocational education or your participation in the workforce. We look forward to the school year before you and are confident that you will do great things. Always remember, every day is a great day to be a Rocket!

Sincerely,

~~Christopher Testone~~
Patrick Podgorski
Principal

Mission Statement

Engage the mind, empower the learner, inspire excellence, influence the world



ADMINISTRATION

CENTRAL HIGH SCHOOL (CHS)

44W625 Plato Road, PO Box 68
Burlington, IL 60109
(847) 464-6030

~~**Chris Testone**~~ **Patrick Podgorski**
Principal

Sarah Farrington
Assistant Principal of Operations

~~**Patrick Podgorski**~~ ***Laura Tauberry***
Assistant Principal of Student Services

~~**Cambron Culpepper**~~
~~Assistant Principal of Student Behavior and Environment~~

Ted Juske
Athletic and Activities Director,
District Rentals

Curtis Price
Assistant Athletics and Activities Director

Daniel Carpenter
Assistant Principal for Student Experience

Edgar Pereda
Assistant Principal for Student Experience

Central Community Unit School District 301 (CCUSD 301)

275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005

Dr. Todd Stirn
Superintendent

Dr. Esther Mongan
Deputy Superintendent

Daina Pflug
Business Manager

Mike Potsic
Director of Student Services

Brian Tobin
Director of Technology

Pam Porto
Director of Transportation

Stephen Buchs
Director of 9 -12 Curriculum, CTE and College Partnerships

Pam Mirenda
Jessica VonSchnase
Director of Food Services

Dan Polowy
Director of Facility Operations

Board of Education (BOE)

Jeff Gorman – President
Mitch Penar – Vice President
Laura Rabe – Secretary

Junaid Afeef
Dornetria Hemphill
Eric Nolan
Mark Falk

School Song

“Central Loyalty” (tune of “Illinois Loyalty”)

We’re loyal to you Central High
We know you’re true blue Central High
We know you’re the best of all schools east or west
And we’ll back you with zest
Central High, (Rah, Rah)
So crack out that ball Central High
We’re backing you all Central High
Our team is our fame protector
On teams for we expect a victory from you
Central High, (Rah, Rah)

INTRODUCTION

Welcome to Central High School. We know your educational experience here will be worthwhile. To assist you, we have prepared this Handbook that outlines the opportunities available to students and the policies and procedures of CHS and as established by the Board of Education.

This Handbook is not intended to create a contractual responsibility with the student. Rather, this Handbook is intended to summarize CHS and Board of Education policies and procedures. Items published in this Handbook are subject to change, without notice, by the Administration or Board of Education. The Board policies that govern the operation of Central High School and the District are available to the public on its website at www.central301.net or at the District Office.

Student Services

Student Services Office

~~The student services office includes an Assistant Principal of Student Services, the Assistant Principal for Student Behavior and Environment a nurse, a registrar, an attendance clerk, school counselors, school social workers, speech pathologist, and a school psychologist who work directly with students, parents, and staff.~~ The objective of Student Services is to help students make the most of high school and to ensure students have the appropriate support to succeed in high school and beyond. Individual and group counseling is arranged with students in the areas of education/career planning and personal and social development.

The District provides a comprehensive school counseling program that provides developmentally appropriate services to all students. Students are assigned counselors alphabetically by last name. The school counseling program focuses on what all students should know, understand, and be able to do within the three main aspects of school counseling as identified by the American School Counselor Association (ASCA); academic development, personal/social development, and career development. The goal is to raise student achievement as well as focus on student outcomes, goal setting, college and career readiness, and to utilize data to inform decision-making.

The ASCA framework for a comprehensive data-driven school counseling program has four tenets:

1. Foundation: A focus on student outcomes and student competencies.
2. Delivery: Services to the students, parents, school staff, and community.
3. Management: Organizational and assessment tools reflective of the school's needs.
4. Accountability: Measurements of how the students are different as a result of the school counseling program.

Student Services is available for consultation on:

1. Orientation to school.
2. Utilizing the Naviance program.
3. Testing information (PSAT, ACT, SAT).
4. Selection of high school courses best suited to the student's abilities and future plans.
5. Assistance through both individual and group counseling with personal and social problems that are impeding the student's abilities and future plans.
6. College and career research.
7. The development of four-year, post-secondary, and career plans, including information about college admission requirements, financial aid, and career information.
8. Referral to agencies outside of school.
9. Attending on campus college visits with college admission representatives.

Students are encouraged to make an appointment in the Student Services office to meet with their assigned counselor.

Student Services Team
Each student services team member may be reached by extension below:

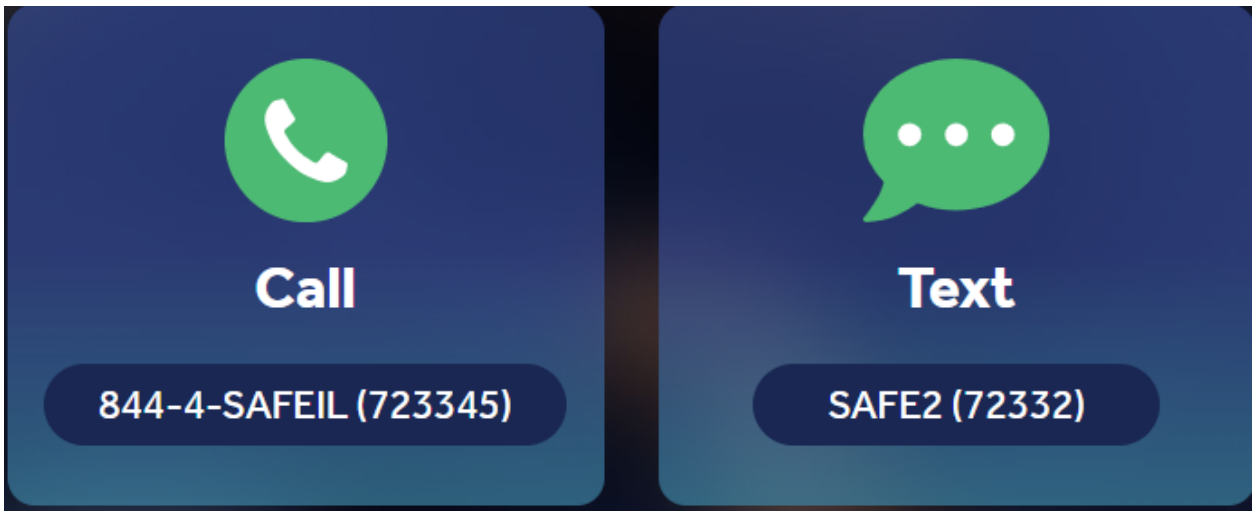
~~Mr. Patrick Podgorski~~ TBD	AP of Student Services	ext. 83~~12~~
~~Mr. Cambron Culpepper~~	~~Asst. Principal of Student Behavior and En~~	ext. 83~~14~~
Daniel Carpenter	AP of Student Experience	ext. TBD
Edgar Pereda	AP of Student Experience	ext. TBD
Mrs. Melissa Baumgartner	Nurse	ext. 8321
Mrs. Teresa McMahon	Registrar	ext. 8311
Mrs. Lynette Jastrzebski	Attendance Clerk	(224) 990-7101
Ms. Eliana Toledo	Student Support Services Secretary	ext. 8302
Mr. Brian Melvin	Counselor ~~A-DR & Dual Credit~~	ext. 8317
Ms. Gina Tauer	Counselor ~~DU-LAV~~	ext. 8305
Ms. Rachel Ginter	Counselor ~~LEEG – LAW RY & Life Skills~~	ext. 8316
Mrs. Megan Marcinec	Counselor ~~SA – Z & ELL~~	ext. 8315
TBD	Counselor	ext. TBD
Mrs. Elizabeth Covington	School Psychologist	ext. 3005
Mr. Trent Lange	Speech Pathologist	ext. 8319
Mrs. Sophia Baier	Social Worker	ext. 3011
Mrs. Cara Bussman	Social Worker	ext. 3008
TBD	Social Worker	ext. TBD
DeLena Byanski	~~ALOP~~ Social Worker	ext. 8453

Note: School Social Workers are trained mental health professionals who provide services related to students' social/emotional functioning at school. School social workers help assess and address the needs of students, provide individual and group counseling, and provide referrals for community resources. School social workers are the link between the home, school, and community to promote and support students' academic and social success.

Note: School psychologists are uniquely qualified members of school teams who support students' ability to learn and teachers' ability to teach. They apply expertise in mental health, learning, and behavior, to help children and youth succeed academically, socially, behaviorally, and emotionally. School psychologists can help staff, families, school administrators, and other professionals with, but not limited to: data collection and analysis, assessment, progress monitoring, school-wide practices to promote learning, academic/learning interventions, behavioral interventions, instructional support, and special education services. School psychologists work to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community.

Note: **National Suicide Prevention Lifeline**
Hours: Available 24 hours. Languages: English, Spanish. Learn more

Beginning immediately the new National Suicide Prevention Lifeline number, similar to how people can call 911 for emergencies, will be 988. All phone service providers are required to connect callers who dial 988. ~~to the lifeline effective July 16, 2022. The existing lifeline uses a 10-digit number, 1.800.273.8255.~~
https://www.safe2helpil.com/



Local Kane County Suicide Prevention
https://www.kanehealth.com/suicide-prevention

National Suicide Prevention Lifeline – 1-800-273-8255 (24/7); also, 211 is a free, confidential 24/7 referral helpline connecting people to available health and human services. To find a behavioral healthcare provider today, call 211 or text your zip code to 898-211.

Triangle Team
The Triangle Team is a team consisting of the high school counselors, MTSS coordinator, and school psychologist. Other team members participate on an as needed basis. Those members include the social worker(s), Assistant Principal for Student Services, school nurse, and one or more teachers. The triangle team exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the triangle team is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the triangle team can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent.

Multi-Tiered System of Support (MTSS)
A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize student success. An MTSS framework supports a data-based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

Home and Hospital Instruction (Board Policy 6:150)

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by state law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services, or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

~~A student qualifies for home and hospital instruction when a physician anticipates that the student may be absent due to a medical condition for a total of 10 or more days over the course of the school year. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a written statement from: 1. A physician licensed to practice medicine in all of its branches, 2. A licensed physician assistant or 3. A licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.~~

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 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.

Student Records and Directory Information (Board Policy 7:340)

School student records are confidential. Information from them shall not be released other than as provided by law, A school student record is any writing or other recorded information concerning a student, and by which a student may be identified individually, that is maintained by a school, or at its direction by a school employee, regardless of how or where the information is stored, except as provided in state or federal law as summarized below:

1. Records ~~that are~~ kept in staff members sole possession.

2. Records maintained by law enforcement officers working in the school.

3. Video and other electronic recordings (including without limitations, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to the release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by state or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Required Notices and Directory Information

Under the Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA), parents/guardians and students over 18 years of age ("eligible students") have certain rights with respect to the student's education / school student records.

In compliance with Illinois and federal law, the District shall maintain two sets of student records. The **permanent record** shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender, date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of any release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record.

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. 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 District may release directory information to the general public including local media, military recruiters, district vendors and publish such information in a school directory, school yearbook, or similar District publications. The District has designated the following information as **directory information**: the student's name, address, telephone number, date and place of birth, major field of study, participation in school-sponsored organizations and activities, membership on athletic teams, dates of attendance, and academic awards, degrees, and honors received. Directory information also includes photographs, videos, or digital images of students used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information.

Parent(s)/guardian(s) or eligible students will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) or eligible students have the right to inspect, copy, and challenge the student's record. In addition, a student less than 18 years old may inspect or copy information in his/her permanent school record. A request to inspect or copy a student's school record shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days after the receipt of such a request. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Access shall not be granted to the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your building principal.

Unless the District has actual notice of a court order or a notice of a *parenting plan* under the *Illinois Marriage and Dissolution of Marriage Act*, indicating otherwise: Divorced or separated parents/guardians with and without *parental responsibilities* (formerly custody) are both permitted to inspect and copy the student's school student records. The District will deny access to a student's school records only to a parent against whom an order of protection was issued if the order of protection prohibits the parent from inspecting or obtaining such records. The District shall maintain and destroy student records in accordance with Illinois and federal law. A student's permanent record is maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. A student's temporary record is maintained for at least 5 years after the student has graduated, withdrawn, or transferred from the District. Upon graduation, transfer, or permanent withdrawal of a student from the District, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Parent(s)/guardian(s), or the student if at least 18 years of age at the time of the request, may request a copy of the student's records prior to the destruction date for a copying fee.

Students in grades 10-12 or their parent(s)/guardian(s) may deny access to the student's name, address, and phone number to official military and higher education recruiting representatives

by submitting a written request to the building principal before the end of the student's 10th grade year, or within 30 days of transfer for students who transfer into the high school after that point.

Parent(s)/guardian(s) and eligible students have 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.

Medicaid Fee for Services

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, the District will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

Education of Children with Disabilities (Board Policy 6:120)

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 for whom it is determined, through definitions and procedures described in the Illinois State Board of Education (ISBE) Special Education rules that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

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* ("Section 504") are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 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 ISBE Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504, 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 the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with 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 disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

See Appendix C for a list of differences in Special Services offered between High School and College.

District 301 Homeless Information

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 Illinois law.

***For more information, contact*:**
Michelle Vaughn, District Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Jimmy Pawola, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

Homeless information is also available on the Illinois State Board of Education (ISBE) website: www.isbe.net/homeless. In addition, contact ISBE through the Homeless Information Hotline at 1-800-215-5379, or the email address homeless@isbe.net.

Community Resources

See Appendix B for a list of Community Resources Health Services.

Health Services

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the building, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

Health, Eye, and Dental Examinations & Immunization Requirements (Board Policy 7:100)

~~It is the responsibility of the student's parent/guardian to ensure that the required examination and immunization forms are provided to the school at the required intervals and within the required time frames. The below table provides a summary of the required intervals and further information regarding the timeframes is shown underneath the table.~~

~~For new students enrolling in the District, prior to the first day of student attendance, the student's parent/guardian must submit the District New Student Health Questionnaire to the school.~~

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), 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, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An age-appropriate developmental screening is required and an age-appropriate social and emotional screening must be completed for each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the 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 District. 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 the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the

student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches, or a licensed optometrist, must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, sixth, or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show 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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child (Board Policy 6:140)

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Health Examination & Immunizations

- The health examination form, including immunizations, must be submitted to the school by October 15 of the current school year, unless an exemption is submitted for review.
- An IHSA / IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.
- Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.
- New students who transferred from an IL school and have submitted an ISBE 33-78 form shall have 30 days to provide required documentation.
- A student transferring from out of state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all of the elements of an Illinois physical are included.

Eye Examinations

- Proof of the required eye examinations must be provided to the school by October 15 of the current school year.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- Exams must be conducted by a licensed optometrist or a physician licensed to perform eye examinations (such as an ophthalmologist). Screenings conducted in school do not fulfill the requirement.

Dental Examinations

- Proof of the required dental examinations must be provided to the school by May 15 of the current school year.
- Exams must be conducted for the required grades within 18 months prior to May 15 of the school year.

Exemptions

- An exemption must be submitted prior to October 15 of the current school year with the required health examination/immunization form.
- Medical Exemption: If a medical reason prevents a student from receiving a health examination and/or any required immunizations, written verification must be submitted by the examining physician, physician assistant or advanced registered practice nurse, stating the reason for exemption and for immunizations, provide a schedule for the administration of the immunization(s).
- Religious Exemption: A student's parent(s)/guardian(s) must present the IDPH's Certificate of Religious Exemption form to the Director of Student Support Services. When a Certificate of Religious Exemption form is presented, the Director of Student Support Services or designee shall immediately inform the parent(s)/guardian(s) or exclusion procedures pursuant to *Board policy 7:280, (Communicable and Chronic Infectious Disease*) and state rules if there is an outbreak of one or more diseases from

~~which the student is not protected. The form is available on the ISBE and IDPH websites.~~

~~**Dental & Eye Examination Waivers**~~

~~A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available on the District's website: *Health Requirements and Information*.~~

~~**Homeless Child**~~

~~Any homeless child shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. See Board Policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.~~

Privacy Practices (Board Policy 7:15)

Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school may be obtained through the Student Services Department.

Communicable and Chronic Infectious Disease (Board Policy 7:280)

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.

Illness / Injury

It is expected that injuries that occur outside of the typical school day will be cared for by parents/guardians prior to arrival at school. Notify the nurse of any injuries that need attention at school.

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In an emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. ~~For safety and well-being, parents/guardians must select emergency contacts who are likely to be available to pick up their child in a timely manner, within the hour, if they are unable to do so.~~ *In the event of an emergency, it is imperative that we have contacts that are able to assist their student(s) immediately to ensure their well-being. Please provide contact information for individuals who have the ability to pick up a student in a timely manner.* Students will not be permitted to ride home with fellow students, other than a sibling, in case of an illness or emergency.

If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

- Fever (temperature of 100 degrees or above)
- Vomiting
- Diarrhea (2 episodes, unable to manage, blood in stool)
- Excessive cough and/or unable to manage secretions
- Suspicious Rash
- Loss of consciousness

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

EXEMPTION FROM PHYSICAL EDUCATION (BOARD POLICY 7:260)

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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 Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

~~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 must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).~~

~~A student in grades 9-12, unless otherwise stated, may submit a written request to the building principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.~~

~~Interscholastic or extracurricular athletic programs are organized school-sponsored or school sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.~~

~~The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.~~

~~Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:~~

~~1. The time of year when the student's participation ceases;~~

~~2. The student's class schedule; and~~

~~3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.~~

MEDICATION POLICY (BOARD POLICY 7:270)

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

No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed ~~School~~ the Medication Authorization form (~~SMA~~ MedA Form) is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in Board policy and its implementing procedures.

~~1. Medication is defined as either prescription or non-prescription drugs.~~
~~2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.~~
~~3. Specific forms are required for students with asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on~~

file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.

4. The Med-A form must be completed annually for each medication and updated upon any changes.
5. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any **"leftover" "unused"** medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.
6. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
7. Medications at school will be stored in a locked cabinet in the nurse's office or in the school nurse's refrigerator, if required.
8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
9. Medication dispensing guidelines include:
    a. Medications will be dispensed to one student at a time.
    b. The designated school employee will transfer the indicated dosage from the container to the student.
    c. The designated school employee will document the administration.
10. Administration of Medical Cannabis — The Compassionate Use of Medical Cannabis Program Act allows medical cannabis infused products to be administered as designated within the Board policy.

Administering Medication to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The building principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Carry & Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed a School Medication Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Illinois Food allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the Federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or including asthma medication or epinephrine injector 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.

~~A student's possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and the student may be subject to discipline.~~

~~Field Trip Medications~~

~~Only "daily" medications and "emergency" medications are to be sent on field trips. A Med-A form, and other documentation if required, must be on file in the nurse's Office to ensure those medications are taken on the field trip. Medications designated "as needed" are not taken unless pre-arranged by a parent/guardian and the school nurse.~~

General Information

Bulletins and Announcements

It is our goal to inform students of events and happenings at CHS. Therefore, announcements will be communicated to students daily. If students would like to include something in the daily announcements, it must be approved in the main office.

Bus Transportation (Board Policy 7:220)

Illinois law requires that the District provide transportation to and from school for all students living 1.5 miles or more away from their school of attendance. All students who reside outside of the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment. If a serious safety hazard exists along the walking route of students who live less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines.

Instructions to Parents

Busing information for the current school year is available on the District's website through the Bus Information link. This is a web-based program that will provide the most current busing information, such as bus time, bus stop location, and bus number.

If your child needs to start District 301 transportation, does not require District 301 transportation, or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries, please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are allowed only one inbound bus and only one outbound bus to the same location (Accommodations cannot be made for different buses on different days.). Please allow 2 school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

Instructions to School Bus Riders

The school bus is an extension of the classroom; therefore, all school rules apply on the school bus. The District's Transportation Handbook, which is included in this handbook, governs school bus conduct.

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations or school rules while riding the bus may be reported to the Administration. The student may be subject to disciplinary consequences. Transportation guidelines are in addition to District policies and procedures, including those outlined in this Handbook.

Safety Regulations and Guidelines

1. Students may only ride their assigned school bus.
2. Arrive at the designated bus stop 5 minutes prior to your scheduled pickup time. 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.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action. Bus drivers are not responsible for devices lost, damaged, or stolen. Examples of misuse include, but are not limited to:
    a. Using device as a camera
    b. Displaying inappropriate images/website
    c. Use of inappropriate language
    d. Use of device for harassment or intimidation
9. Music devices are allowed on the school bus as long as students use earbuds or headphones and the listener is still able to hear emergency directions.
10. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed on the bus.
11. Do not bring any animals on the bus, unless a service animal.
12. Respect the driver, fellow pupils, other riders, and yourself.
13. Do not ask the driver to stop at places other than regular assigned bus stops. The driver is not permitted to alter their route or drop students off anywhere except for designated bus stops without proper authorization from a CHS administrator.
14. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.
15. If the students' homebound bus is at the High School at dismissal, the student must board their homebound bus and not another transfer bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply on all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the

rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

Students who are suspended from the bus and who do not have alternative transportation to school will be provided the opportunity to make up any missed work for full academic credit pursuant to the "Makeup Work" rules set forth in the Attendance and Truancy Policy of this student handbook. It is the responsibility of the student's parent to notify the school principal or other administrator that the student does not have alternative transportation to school to ensure the student receives appropriate make-up work.

Late Academic Bus

Any student that does not sign up for the Late Academic Bus prior to the scheduled cut off time will be denied transportation, unless approved by both the school administration and Transportation.

Emergency Day - School Dismissal Due to Weather

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the District will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00 am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WGN (720 AM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize Parent Square via text, phone call and/or email to notify parents.

Also, on occasion during the school day, weather conditions may become severe and it may be advisable to close school early. Since it is impossible to notify parents when this is done, it is suggested that parents arrange with their child in advance where he/she should go if any early dismissal is deemed necessary.

Many bus routes have areas where buses are required to turn around in a driveway. At these points, during times with considerable snow and drifting, it may be advisable for the bus to stay on the main route and to eliminate all points where backing is necessary. Parents are requested to give their bus driver full cooperation and to provide transportation to and from the bus in all cases where snow conditions are bad.

Cafeteria

Central High School offers a USDA Reimbursable Value Meal and extra à la carte food items for sale to all its students. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays only for what he/she selects. The cost of the menu items in the daily Value Meal are set at a meal price. So the system can work efficiently for all students, we ask that students observe the following rules:

1. Purchase food only during their scheduled lunch time.
2. Do not bring any drinks and/or food items through the lunch line. Move through the lunch line making selections quickly and then proceed to the cashier.
3. Pick up all lunch debris from the table and floor and empty lunch trays into trash bins and return the trays to the kitchen.

~~Updated~~ Payment Procedures:

In order to provide the safest, contactless transition for payments, Central 301 Food Service Departments district-wide are cashless. All lunch payments must be updated through our online payment system, MySchoolBucks (Heartland Payment Systems).

- Cashiers will not accept cash or checks at the Point-of-Sale cashier stations
- Setting up a free MySchoolBucks account is easy. Links can be found under the **For Parents tab>Lunch Information** on the district website. To set up an account you will need your students name and ID number. Funds can be added using your credit/debit card or electronic check.
- Some features with MySchoolBucks are:
  - ❏ Easy way to add funds with auto replenish options available
  - ❏ View cafeteria purchases
  - ❏ Check your student's account balance
  - ❏ Receive low balance alerts depending on your preferences setup

MySchool Bucks now offers **OnePay,** an annual savings pass offering more convenience and savings with reduced program fees. OnePay is a discounted fee payment program for students' lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount.

How will OnePay benefit families?

When funds are put on students accounts monthly, you will pay 9 times per year = $22.41 in program fees. OnePay offers the choice of 2 transaction fee payment packages:

- ❏ A single student - you will pay $12.95/year or
- ❏ A daily plan for $26.95/year

Both packages provide great value for large families and those who fund their accounts frequently.

How does OnePay work?

- ❏ To take advantage of OnePay, parents/guardians must use their checking account for payment of their transaction fees.
- ❏ Parents/Guardians select the OnePay option suitable for their family (Student or Family Plan) and pay the set amount.
- ❏ Once this is paid, parents/guardians will not have to pay another transaction fee on their lunch account for 12 months.

If you need assistance with your account, you can find helpful how-to-videos and answers to commonly asked questions by visiting myschoolbucks.com. You can contact MySchoolBucks directly by logging into your account to start a chat conversation or call them at (855)832-5226.

Negative Lunch Balance

Central 301 School's Food Service Department is committed to serving lunches to all students. Due to varied circumstances, student's lunch account, they will still receive the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc." cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The

negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account in www.myschoolbucks.com. If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

Free/Reduced Meal Applications

A student's eligibility for free or reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at www.MyschoolApps.com. Parents/Guardians may access the Free/Reduced Application link after July 1st of each new school year. The application link can be found on the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

Refund or Transfer Lunch Account Money

For families requesting a refund from their child(ren) lunch account or transfer lunch money from one student to another, go to the Food Service Website > click on "Lunch Information" section. On the next page, locate Refund or Transfer Lunch Account Money – click on the link. Read the instructions carefully. Follow the instructions provided in each section.

Beverages in a closed, non-breakable container and snacks will be allowed in hallways, and in classrooms with teacher approval. Open containers of food and beverage are not to be stored in lockers.

~~2022-2023~~ 2023-2024 LUNCH PRICES

Student Paid Lunch Price -	$3.20
Reduced Lunch Price -	$0.40
Milk -	$0.40
Adult/Teacher Lunch Price -	$3.75

Electronic Devices (Board Policy 6:235)

Access to the District's Electronic Networks

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

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic network, or for any information that is retrieved or transmitted via the Internet. 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 (1) shall 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) shall comply with the selection criteria for instructional materials and library resource center materials. As required by federal and state 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. Staff members may, consistent with the Superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

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

Acceptable Use

All use of the District's electronic network 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. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Fundraising

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Athletic and Activities Director.

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fund raiser
- Date and Time For Selling
- Person in Charge
- Item(s) to be sold and dollar amount

If food and beverages are being sold as a fundraiser, during the school day to the student body, the food item must meet the USDA Smart Snacks in Schools nutrition standards. The District Food Service Director will assist teachers and students in choosing healthy fundraising ideas. School classes, organizations, or clubs may sell food items that do not meet the nutritional standards for USDA Smart Snacks in Schools on certain exempted fundraising days. CHS has a maximum of 9 exempt fundraising days per school year. The District's procedures are subject to change, as are the number of exempt fundraising days set by the Illinois State Board of Education. Fundraising for outside organizations will not be permitted during the school day.

Hall Passes

Students may be in the hallways during class only with a proper Smartpass. ~~This pass must include: student's name, date, time, destination, and teacher signature. Alternative passes may be issued by the teacher.~~ Students who are on incentive or in blended courses must go to the commons, library, or obtain a smartpass to be in an alternate classroom.

ID Cards

An ID card will be given to each student and should be carried or worn by him/her throughout the school day. If a staff member asks a student for his/her ID, the student should be able to present his/her ID at that time. An ID card will be required for student admission to certain home and away co-curricular events. Students will need their Student ID in order to purchase food items.

Locker Policy/ Search and Seizure (Board Policy 7:140)

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of the District. For the safety and security of the entire school community, 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.

District officials may request the assistance of law enforcement officials for the purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials. Students should not change lockers unless authorized to do so by the Administration. Restitution costs may be assessed for defacing or damaged lockers. Students will have an assigned PE locker and lock in the PE locker room. Valuables should not be stored in PE lockers. The District may dispose of any materials left in any school locker at the end of the school year

Lost and Found

All lost and found items should be turned in at the Door 8 ~~Main Office~~. The District may dispose of any items left in the lost and found at the end of the school year.

Sale of Objects

No objects or materials of any kind may be sold on school property without authorization of the Administration.

School Safety

The safety of our students and staff is our first priority at CHS. During school hours all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the main office~~. Students are required to keep their backpacks in the school supplied locker. Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box.~~ Failure to abide by this policy may result in disciplinary consequences.

Emergency/Crisis Plan

In the case of an emergency please be advised that all school personnel have been in-serviced on the implementation of the Crisis Plan should the need arise. If an emergency were to take place please keep school telephone lines open for emergency calls (do not call the school). Keep civilian vehicles out of the area allowing emergency vehicle access to school grounds.

Safety Drills

Periodically during the school year, safety drills will be held as required by Illinois law. When the alarm is sounded, students and teachers should proceed immediately according to appropriate procedures. Procedures for safety drills and school emergency and crisis response plans are posted in all classrooms.

Student Parking Permits & Driving Regulations

To be eligible for a parking permit, students must hold, maintain, and provide proof of a valid Illinois Driver's License, valid car insurance and have a cumulative GPA of 2.5 or higher. Applications will be sent out to all eligible seniors and junior students using school issued email before the start of the school year. Eligible seniors will have the first opportunity to purchase a parking permit. One week later eligible juniors will have an opportunity to purchase a parking permit. All parking permits are sold and processed in the order of application with completed documentation. Sophomores will not be offered or allowed to drive to school.

Any student who falls below the GPA needed to maintain his/her parking permit may lose their parking permit.

If granted a parking spot, students must park in their assigned, numbered spot for the remaining school year. Parking Permits must be displayed from the inside rear view mirror. Parking permits cannot be shared among students (except siblings when both qualify for a parking permit). Students must request permission from the main office to return to their vehicle during the school day.

~~Students who are not issued a regular parking permit may be issued a temporary parking permit by the Administration when a family emergency or unusual circumstance exists. The parent/guardian of the student will need to contact the Administration and receive approval before the student drives to school.~~

Student parking at Central High School is considered a privilege and with parking privileges come certain responsibilities that must be assumed by the student. A student is expected to practice safe driving at all times. Students are expected to be on time to class. Therefore, if a student fails to drive safely, shows patterns of tardiness and/or is otherwise unable to demonstrate mature and responsible behavior at school, on school grounds, or at school activities or events, the student may face disciplinary consequences in addition to the loss of parking privileges. Parking permits can be revoked at any time by the Administration. A parking permit is a privilege and may be suspended or revoked without refund of fee as a result of student misconduct or disobedience. Students must follow the terms and conditions stated in the parking permit application.

Student Dress (Board Policy 7:160)

1. Students are expected to be appropriately dressed for school and wear clothing that will not disrupt the educational process, constitute a health or safety hazard or violate civil law.
    a. Coats, gloves, hats, caps, bandanas, handkerchiefs, and other head coverings (unless exempt due to religion), as well as dark glasses, shall not be worn during school hours and should be left in the student's locker or backpack.
    b. Clothing imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence are prohibited.
    c. Shoes must be worn at all times.
    d. The entire middle of the body must be covered; sides as well as front and back, and underwear must not be visible at any time**.** Any combination of tank tops with any width of strap may be worn but must still cover the sides, front, and back of the body as well as undergarments in accordance with the principles of good taste.
    e. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.

~~Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box.~~

2. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
3. Students are allowed to wear costumes on days approved by administration. Students that need to wear a costume for an activity in class, are expected to remove the costume when the class is over.

Any student not in accordance with the above-mentioned dress expectations may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.

Telephones

In case of emergency, students will be allowed to use the office telephones. If needed, a message can be delivered to students at the end of the school day.

Visitors

CHS has a responsibility to maintain a learning environment that is safe. All visitors must initially report to the Main Office upon entering the school. Any person wishing to confer with a staff member should contact the staff member ahead of time to schedule an appointment.

All visitors must:

- Sign in and out.
- Wear a visitor name tag.
- Provide a reason for their visit.

NOTE: During school hours (7:00am – 3:05pm) access to the building will be limited. Students are not permitted to allow anyone from the outside to enter the building. Former CHS students

will not be permitted to visit teachers during school hours, unless prior permission has been granted.

Attendance and Truancy (Board Policy 7:70)

Our attendance policy is based upon the firm belief that students are most successful when they are present in class and in school:

1. In accordance with Illinois compulsory attendance requirements, it is the District's policy that students shall attend school on a regular basis. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the instructor of each course to not only teach the subject matter, but also to encourage the positive attribute of regular attendance, punctuality, and participation.

2. Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

Attendance Procedures

Parents/Guardians and students should be aware of and follow these procedures.

Steps to Follow When Absent From School

It is the parent/guardian's responsibility to call the attendance clerk and give the reason for the absence. The parent/guardian is requested to call **prior to 7:25am** the day of the absence. The attendance clerk's phone number is 224-990-7101.

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

Refer to the Categories of Absences to determine if the absence is excused or unexcused. If there is a question about the type of absence contact ~~the Assistant Principal for Student Behavior and Environment.~~ one of the Assistant Principals for Student Experience.

Leaving School Early

Students who need to leave school early must bring a note to the attendance office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent/guardian signature.

Parents/guardians will pick up the student at Door 8. Parents/guardians will need to present photo identification to pick up a student without prior notification.

If a student is ill during the day, the student must check out in the nurse's office before leaving the building. Students should not arrange for parents/guardians to pick them up, or to leave

school using their own car, without first having been seen by the Nurse. When the nurse is not in the building, a student who is ill should report to the main office.

Students will sign out with the dean assistant at Door 8.

Tech Prep or Middle College:
Students who leave school early to participate in the work program should leave the building after their last academic class, unless given prior permission from Administration. All students participating in the Tech Prep or Middle College programs are required to check out with the dean assistant at Door 8 prior to leaving the school. Attendance issues related to this program will be addressed on an individual basis.

Regional Pathway Students:
Students enrolled in classes through Regional Pathways are responsible for attending those classes and are expected to attend class daily. All students participating in the Regional Pathway program shall sign in upon arrival to Central High School with the dean assistant at Door 8. Attendance issues related to this program will be addressed on an individual basis.

~~Absences (Board Policy 7:70)~~

Three Categories of Absences

1. Excused absences
2. Unexcused absences
3. Truant absences (after the 9th unexcused absence)

Excused Absence

Central High School will recognize an excused absence as:

1. A student's personal illness;
2. A death in the immediate family;
3. A family emergency;
4. Observance of a religious holiday;
5. Medical appointment;
6. Vacations up to 5 school days ~~(continued on next page…)~~
7. Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health;
8. Other situations beyond the control of the student (e.g., court appearances);
9. Other reasons approved by the Superintendent or designee.

A physician's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused."

Students who have 9 or more days of absences due to being sick may be required to provide a doctor's note to excuse the absences.

School work missed because of excused absences must be made up in accordance with the Make Up Work section below.

College and Vocational Visits, and Military Exams

Central High School recognizes the importance of college visitations, job interviews, and military exams. Upperclassmen may be excused two school days per college visitation, job interviews, or military exams for up to three college visits during a school year. Whenever possible, these visits should be scheduled during non-school time; however, in the event they cannot be, students must complete the following:

- Students and parents are responsible for completing the "College and Vocational Visit, or Military Exams" Form prior to the absence. The form must be signed and completed by all of the student's teachers.
- Students are required to submit, on college/university /business/military letterhead, documentation of their visit for the absence to be considered excused.
- School work missed because of a college visit, job interview, or military exam must be made up in accordance with the Make Up Work section below.

Unexcused Absence

An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Superintendent or designee. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not. The following are unexcused absences (even with parental/guardian consent):

1. Working
2. Missing the bus
3. Car not starting
4. Cutting class
5. Vacations 6+ school days
6. Needed at home
7. Other avoidable absences

*School work missed because of unexcused absences must be made up in accordance with the MAKE-UP WORK DURING ABSENCES section.

Truant Absences

Truancy is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences

The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask

their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of unexcused absences must be made up in accordance with the Make Up Work section below.

Class Cut

A class cut is defined as an absence from part (10 minutes or more) or an entire class period, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence and may result in disciplinary consequences.

Students who arrive after 8:~~08~~13am and do not have an excused absence will be marked unexcused for the periods missed. This is considered a class cut for which the student may receive disciplinary consequences.

Tardiness

Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. Students who arrive between 7:58am and 8:13am will be marked tardy to 1st period. On the 4th tardy per semester, students may receive disciplinary consequences for excessive tardies.

Make up Work

Students who are absent from school will be allowed to make up work for equivalent academic credit. The time allowed to makeup work will generally be one school day for every school day missed, starting with the first day the student returns to school. In extenuating circumstances a student may ask his/her teacher, school counselor, or the principal for additional time to make up work. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

The makeup rule applicable for students who are receiving home or hospital instruction is set forth in the Student Services section of this Handbook under the heading Home and Hospital Instruction.

Academics

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process at CHS, the student and/or parent/guardian should first contact the assigned classroom teacher. Many times this communication clarifies the situation. The second step is to arrange a conference with the student's counselor. A list of counselor assignments is available on the CHS website. ~~included in the Student Services section of this handbook~~. If, after such a conference, there is a need to talk to the Administration, please contact the Main Office.

Grading

Parents and students are encouraged to monitor student progress throughout the semester by logging on to Skyward. All grades are available and viewable in the Skyward; however, final semester grades are the only grades that will appear on a student's permanent record and transcript.

CHS Grading Policy:

Grading practices at CHS will be consistent within each department by course. For example, all students enrolled in U.S. History will be assessed using the same grade categories and weights regardless of instructor.

1. Continuous Semester Method: Teachers will determine semester grades on the basis of grades earned on course work for the entire semester. Quarter grades are not final grades that will be used for averaging; but, rather, they are mid-semester grade reports to students and parents. Quarter 2 and Quarter 4 grades reflect final grades for the semester, in conjunction with a final semester exam if given. Final grades can be found via your student's Skyward Portfolio.

2. At the beginning of each course, each teacher will review the grading policy to inform the students in his/her class of the grading policy and its implementation within the course. With administrative approval, teachers may incorporate an attendance requirement into their grading policy.

Student work will be evaluated using the following letter grades:

A – Superior
B – Excellent
C – Average
D – Below average
F – Fails to meet required standards
P – Pass
W – Withdrawn (no credit and no grade)

*A teacher may issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the principal or designee may exercise discretion in extending the two week deadline.)

Weighted Grades

Advanced Placement (AP):

1. AP courses approved by the College Board will be given weighted credit. Additionally, honors courses designated in the course catalog will be given weighted credit based on at least five of the seven characteristics listed below:
    a. The course includes college level content or syllabus.
    b. The quality of learning activities, projects, and assignments in the course is significantly more than in other courses.
    c. The ideas and concepts studied in the course are significantly more complex than in other courses.
    d. The pace is accelerated in comparison to standard courses.
    e. The course includes assessments in the areas of analysis, synthesis, and evaluation.
    f. The time required outside of regular class periods is significantly more than in other classes.
    g. The course completes the sequence of classes/programs.

Grade	Unweighted Courses	Weighted Courses

A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

Transfer Credits:

2. Transfer students will receive weighted credit only for the courses that are given additional weight at Central High School. The weight given to each transfer grade will be the same as the weight given to courses at Central High School.

GPA / ~~Class Rank~~ Student Recognition

CHS will track both weighted and unweighted grade point averages and class ranks.

A student's grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted. Letter grades with "+" and "-"are recorded on quarter grade reports to provide additional information to students and parents/guardians; however, the letter grade with a "+" or "-" will not appear on transcripts. Quality points are not affected by a "+" or "-" to letter grades.

Class rank will not be printed on transcripts. Class Rank shall be based upon GPA computed to three decimal places. All course grades, except Pass/Fail courses, will be used to calculate each student's GPA. Only end of course semester grades will be used to compute GPA. ~~and class rank. Freshmen class rank will be computed at the end of freshman year, not at the end of first semester.~~

Graduating students will be recognized by top percentages; top 5%, 10% and 15% at the end of seven semesters. The Valedictorian and Salutatorian will be recognized in the top 5%.

Requesting Transcripts

For college applications, transcripts must be requested through Naviance and will be sent by the Registrar.

Repeating Courses

1. The course must be labeled as a "repeatable course" in the course catalog.
2. The course must be repeated prior to the student taking any course for which it is a prerequisite.
3. When repeating a course, the student's previous course grade will not be replaced

Summative Assessment

1. All students must take Summative Assessments on the designated date and time established by the school unless an Alternate Exam Form has been completed and approved by Administration.
2. Students are expected to be in attendance for the entire length of their assessment time.

Graduation Requirements

Graduation from Central High School is dependent upon completion of required courses and accumulation of credits. To be considered eligible for graduation, a student must have completed a minimum of the credits listed below, unless exempted, as determined by year of graduation.

Minimum Credits

4.0 English
3.0 Math
2.0 Science
2.5 Social Sciences
0.5 Humanities (Fine Arts/Foreign Language/Career Tech Education)
0.5 Personal Finance/Economics/Incubator
3.5 Wellness (Driver's Ed does not apply)
0.5 Health
4-6 Elective
~~**4.0 PE (unless on a waiver) and Health**~~
~~**1.0 Elective (art, music, foreign language, or vocational education) and Consumer Education**~~

In addition, students must successfully complete/pass the following in order to graduate:

1. All district graduation requirements that are in addition to the State requirements.
2. All courses as provided in School Code, 105 ILCS 5/27-22
3. All minimum requirements for graduation as specified by Illinois State Board of Education rule.

Credits required by year of graduation:

~~22.5 credits for Seniors (2023)~~
21.5 credits for ~~Juniors~~ Seniors (2024)
20.5 credits for ~~Sophomores~~ Juniors, Sophomores and Freshmen (2025-2027)
~~20.5 credits for Freshmen (2026)~~

Counselors will review credits of students in Regional Pathways Courses and Transfer students. The number of credits required for graduation may be adjusted if necessary.

Participation In the Graduation Ceremony Policy

Participation in the graduation ceremony and other senior-related activities is a privilege. Seniors who demonstrate inappropriate behavior and conduct, or exhibit poor attendance may be denied the privilege of participating in graduation ceremonies and other senior related activities.

All requirements for graduation must be completed prior to graduation. If a student does not (1) complete all requirements prior to graduation, (2) attend the graduation practice, and (3) follow the dress code guidelines for the graduation ceremony, the student may not be able to participate in the graduation ceremony.

Early Graduation (Board Policy 6:300)

1. A request for early graduation must be approved by the student's parents/guardians and Administration.

2. Students requesting early graduation must have the Early Graduation form completed and turned in to their
assigned counselor by January 1 of their Junior Year. All correspondence work must be completed and final grades must be reported to the school by December 1 of Senior Year. If coursework is not completed by that date, the student will be ineligible for early graduation.
3. All school fines, fees, and materials must be paid and returned by the student's last day of school.
4. The student must have met all graduation requirements of Central High School and District requirements for early graduation.
5. As an early graduate of Central High School, the student relinquishes student privileges and assumes adult privileges. Early graduates may be invited to attend Prom, senior breakfast, and other such senior activities that might be scheduled.
6. Seniors graduating early will be permitted to participate in graduation events, provided they are in accordance with the District's graduation policy.

~~Students must complete 7 semesters of high school.~~
~~A request for early graduation must be approved by the student's parents/guardians and Administration.~~
~~Students requesting early graduation must have the Early Graduation form completed and turned in to their assigned counselor by October 1 of their Senior Year.~~
~~All correspondence work must be completed and final grades must be reported to the school by December 1. If coursework is not completed by that date, the student will be ineligible for early graduation.~~
~~All school fines, fees, and materials must be paid and returned by the student's last day of school.~~
~~The student must have met all graduation requirements of Central High School and District requirements for early graduation.~~
~~As an early graduate of Central High School, the student relinquishes student privileges and assumes adult privileges. Early graduates may be invited to attend Prom, senior breakfast, and other such senior activities that might be scheduled.~~
~~Seniors graduating early will be permitted to participate in graduation events, provided they are in accordance with the District's graduation policy.~~

Correspondence / Online Classes

~~A student seeking graduation from Central High School may submit to the school a certificate of successful completion of an appropriate correspondence or online course as two Carnegie Units of credit toward graduation according the following conditions:~~

1. ~~Courses must have prior approval of the school counselor and Assistant Principal of College and Career Readiness.~~
2. ~~A student enrolled in any correspondence or online course may receive high school credit for work completed provided:~~
    a. ~~The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools, NCATE, or the equivalent approved by the Superintendent or designee.~~
    b. ~~The student assumes responsibility for all fees, including tuition, textbooks, and other fees.~~
3. ~~Grades earned in approved courses will count toward a student's grade point average, class rank, and eligibility for athletic and co-curricular activities.~~

~~4. All students are required to take the final exam for the correspondence or online course.~~

A student seeking graduation from Central High School may submit to the school a certificate of successful completion of an appropriate correspondence or online course as two Carnegie Units of credit toward graduation according to the following conditions:

1. Courses must have prior approval of the school counselor and Assistant Principal of College and Career Readiness, see below to see situations that have been previously approved):
    a. Credit Recovery
    b. Early Graduation
    c. AP course that CHS does not offer
    d. Schedule Conflict
    e. Student has taken all class offerings in a specific subject at CHS
2. A student enrolled in any correspondence or online course may receive high school credit for work completed provided:
    a. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools, NCATE, or the equivalent approved by the Superintendent or designee.
    b. The student assumes responsibility for all fees, including tuition, textbooks, and other fees.
3. Grades earned in approved courses will count toward a student's grade point average, class rank, and eligibility for athletic and co-curricular activities.

Course Selection and Schedule Changes

~~1. Students will be permitted to make changes to their schedule for the following school year until 30 days after registration for the following year has begun. (I.e. If registration opens on April 1st, students would have until May 1st to request changes to their schedule.) Students should contact their counselor by phone or e-mail to request such changes.~~

~~2. Unless a schedule change is necessary because a student either failed a course, or a student needs a course in a particular area to graduate, all other requests to change a student's schedule after 30 days after registration has begun will not be permitted.~~

~~3. Students may access a copy of their schedule during the summer by using Skyward.~~

High School course selection is an important process, which requires planning and decision making from all parties involved: students, parents, counselors, teachers and administrators. Students are given ample time to choose their courses during the course selection process. Upon the completion of this process, the school's Master Schedule is built upon these choices and staffing is completed. Financial constraints, space issues and time requirements do not always allow flexibility to grant requests to change courses.

1. Unless a schedule change is necessary because a student either failed a course, or a student needs a course in a particular area to graduate, all other requests to change a student's schedule after 10 days after the semester has begun will not be permitted.
2. If a course is dropped before that 10 day window, no entry is made on the transcript/permanent record that the student was enrolled.
3. If the course is dropped after the 10 day drop window, the course is recorded as a "W" for Withdrawn or "F" for Withdrawal Fail, depending on the circumstances and approval from Administration.
4. Students may access a copy of their schedule during the summer by using Skyward.
5. Schedule changes will not be permitted for specific lunch, AA or PE Periods, or to arrange a student's schedule in a particular order.

It is Central's practice that students select courses, not instructors. However, there are times when a change of teacher might be necessary. Those extenuating circumstances will be considered providing:

1. The School Counselor receives a written or emailed request from the parent/guardian indicating either the student or sibling had the teacher for a class previously and the reason they are requesting a different teacher. The Department Chair and Assistant Principal of Student Services will review the request as well.
2. The request is made prior to the start of the semester.
3. There is space available in another teacher's class.

Requests to change a teacher might be made at other times throughout the year based on other circumstances. Those requests will be heard by the counselor, department chair and assistant principal.

~~Scholastic Awards~~

~~1. A valedictorian award is given each year to the graduate who has maintained the highest cumulative weighted grade point average upon his/her completion of high school. To qualify for this valedictorian award, a student must have been in attendance at Central High School for two years or more.~~
~~2. A salutatorian award is given each year to the graduate with the second highest cumulative weighted grade point average. To qualify for this salutatorian award, a student must have been in attendance at Central High School for two years or more. In the event there is more than one valedictorian, no salutatorian will be named.~~
~~3. Students will graduate with honors Cum Laude if they have earned at least a 3.40 G.P.A for their high school work. Students will graduate with high honors Magna Cum Laude if they have earned at least a 3.8 G.P.A. for their high school work. Students will graduate Summa Cum Laude if they have earned a 4.0 G.P.A. or higher for their high school work.~~

Driver's Education

Classroom and behind-the-wheel driver training is offered to students at the high school level. To enroll in Driver Education, the student must have earned a cumulative GPA of at least a 2.0 or a 2.0 GPA or higher in the previous semester. Students may enroll in Driver's Education during their senior year, regardless of their GPA provided they have passed at least 8 courses during the two semesters immediately preceding enrollment. The student also must pay the applicable Driver Education fee. This course is offered in cooperation with the State of Illinois Driver's Education Program. Policies for the two areas of driver education instruction are as follows:

1. ### Classroom Instruction
   a. Classroom instruction shall be open to all students who reach their 15th birthday on or before the first day of classroom instruction.
   b. Students will be enrolled in Driver Education according to their age in relation to others eligible to be enrolled. Students who are 16 years old during or shortly before 1st semester will be enrolled during the first semester.
   c. 30 hours of classroom instruction is required by law to pass.

2. ### Behind-the-Wheel
   a. No student may begin behind-the-wheel driving until he/she has been enrolled and started in the classroom portion of the program.

b. Six (6) hours of behind-the-wheel experience is required by law. Due to the classroom and behind-the-wheel hour requirements for passing Driver Education, student attendance is important and students are expected to be present and be on time. An unexcused absence may result in disciplinary consequences, up to and including receiving an automatic fail.

In the event a student fails the Driver Education classroom or behind-the-wheel portion(s), the student will need to re-enroll and pay the Driver Education fee again.

Discipline

Philosophy of Discipline

It is the sincere desire of CCUSD 301 ~~the District~~ that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of CHS to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students and staff members. Adults at Central High School are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

Disciplinary consequences and interventions will be made to ensure that all students receive a high quality education in a positive, non-threatening environment and assist with the development of productive members of society. Students, parents, administrators, faculty, and staff will cooperate in the creation of the discipline policy, its periodic review, and its fair and consistent enforcement.

Student Behavior Policy (Board Policy 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, 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.

PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic 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:

    a. Any illegal drug or 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 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 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 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. 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 tablet or powdered form.

    g. "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.

h. 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.

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 had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. ~~Using or possessing an electronic paging device.~~ Using a cellular telephone, video recording device, smartwatch, personal digital assistant (PDA), or other 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, 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 phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced 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.

6. Using or possessing a laser pointer ~~or cell phone flashlight~~ unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. 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.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. 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 (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:

a. expression of gender or sexual orientation or preference, or
b. display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. 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.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. 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.

Additional Examples of Prohibited Misconduct and Gross Disobedience

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; slurs surrounding race, religion, sexual orientation, or disability, transportation violation; the inappropriate use of the district's network or district's devices.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

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. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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 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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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.~~ Alternative Learning Environment. The building principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that

was used to violate this policy or school disciplinary rules.

10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also ~~shall~~ be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under state law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. 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

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 at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the *Firearm Owners Identification Card Act* (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a

case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students
The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices
A school staff member shall immediately notify the office of the building principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the building principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority
Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal or Assistant Building Principal, or Dean of Students, is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal or Assistant Principal may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Misconduct by Students with Disabilities (Board Policy 7:230)

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 students with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Additional Definitions

Detentions

A detention is a period of time to be made up before school, after school, or during lunch. A detention may be assigned by school staff or an administrator.

Alternative Learning Environment

Administrators may temporarily assign a student to an alternative learning environment on school grounds as a consequence for gross disobedience or misconduct. During this time, students are restricted from participating in their scheduled classroom activities and, instead, report to the alternative learning environment for an amount of time determined by the Administration. Students will be provided an opportunity to complete their academic work or given an alternative assignment for equivalent academic credit.

Saturday School

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

School/Community Service Program

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the Administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative

disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

Out of School Suspension (Board Policy 7:200)

An out-of-school suspension is a temporary exclusion from school due to a student's gross disobedience or misconduct. School officials may impose out-of-school suspensions of one (1) to ten (10) school days. Longer suspensions may be imposed by the Board of Education. The District's suspension procedures are set forth in Board Policy 7:200.

When a student is suspended from school, he/she may not participate in or attend any District activity or event and is prohibited from being on District property.

A suspended student will have an opportunity to make up any missed work for equivalent academic credit. The work missed during the student's absence due to a suspension from school must generally be made up within a period of school days equal to the number of days missed due to being suspended.

Students who are suspended from school for five (5) or more school days will be informed of what, if any, appropriate and available support services will be provided to the student during his/her suspension from school. These services may include, but are not limited to: a mentor program, social work, tutoring, etc.

A re-engagement meeting between the student, family, and school staff and administrators may be held upon a student's return to school from any period of suspension. The purpose of the meeting is to assist the student in the transition back to school.

Expulsion by the Board of Education (Board Policy 7:210)

Upon the recommendation of the Superintendent or designee, the Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion shall take place only after the parent(s)/guardian(s) of the student have been provided a written request to appear at a hearing before the Board or with a hearing officer appointed by it. The District's expulsion procedures are set forth in Board Policy 7:210.

A student who has been expelled from school may not participate in or attend any District activity or event and is prohibited from being on District property during the period of the expulsion.

If a student is suspended or expelled for any reason from any public or private school in this or any other state, the student must complete the entire term of the suspension or expulsion before being admitted into District.

Student Search & Seizure (Board Policy 7:140)

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

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by

a student, without notice to or 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 Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the *Right to Privacy in the School Setting Act*, 105 ILCS 75/:

1. 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.

2. 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.

Prevention of and Response to Bullying, Intimidation, and Harassment (Board Policy 7:180)

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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidations, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

Restorative Measures
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, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School Personnel
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 deans assistants.

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 requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
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 I 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, AP for Student Experience, 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; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:
Dr. Matthew Haug
275 South St., Box 396,
Burlington, IL 60109
matthew.haug@central301.net
847-464-6005

Complaint Managers:

Taylor Ruiz
275 South St., Box 396,
Burlington, IL 60109
taylor.ruiz@central301.net
847-464-6005

Shayne Birkmeier
275 South St., Box 396,
Burlington, IL 60109
shayne.birkmeier@central301.net
847-464-6005

~~**Uniform Grievance Procedure (Board Policy 2:260)**~~

~~A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the state or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:~~

1. ~~Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.~~
2. ~~Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure~~
3. ~~Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.~~
4. ~~Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.~~
5. ~~Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.~~
6. ~~Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure.~~
7. ~~Breastfeeding accommodations for students, 105 ILCS 5/10-20.60~~
8. ~~Bullying, 105 ILCS 5/27-23.7~~
9. ~~Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children~~
10. ~~Curriculum, instructional materials, and/or programs~~
11. ~~Victims' Economic Security and Safety Act, 820 ILCS 180/~~
12. ~~Illinois Equal Pay Act of 2003, 820 ILCS 112/~~
13. ~~Provision of services to homeless students~~
14. ~~Illinois Whistleblower Act, 740 ILCS 174/~~

15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

Exhibit – Title IX Sexual Harassment Glossary of Terms

Use this exhibit to educate employees and students about Title IX terms, and with the required Title IX response and grievance process in Board policy 2:265, Title IX Sexual Harassment Grievance Procedure, implemented by administrative procedures 2:265-AP1, Title IX Sexual Harassment Response, and 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process.

Glossary of Terms

Actual Knowledge

Notice of sexual harassment or allegations of sexual harassment to any District employee or to the District's Title IX Coordinator. Assumption of knowledge based solely on the District's status as an employer or other presumption under law does not constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the Respondent. Notice as used here includes, but is not limited to, a report or complaint of sexual harassment to the Title IX Coordinator in person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. 34 C.F.R. §§ 106.30, 106.8(a).

Appellate Decision-Maker

An individual or group, e.g., a Board-appointed appeal examiner or the Board, which reviews an appeal of the Initial Decision-Maker's determination regarding responsibility or a dismissal of a Formal Title IX Sexual Harassment Complaint (defined below). The Appellate Decision-Maker cannot be the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Appellate Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Complainant

An individual who is alleged to be the victim of conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Consent

Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

> Note: 34 C.F.R. §106.30, added at 85 Fed. Reg. 30574, states that Title IX recipients are not required to adopt a particular definition of consent with respect to sexual assault; however, in its 2020 Title IX rulemaking, the U.S. Dept. of Education (DOE) stated that "recipients must clearly define consent and must apply that definition consistently." 85 Fed. Reg. 30125. Consult the Board Attorney if the District would like to customize this definition.

Education Program or Activity

Includes locations, events, or circumstances in the United States over which the District exercised substantial control over both the Respondent and the context in which the sexual harassment occurred. 34 C.F.R. §106.44(a).

Note: Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District's Title IX obligations extend to off-campus sexual harassment incidents "if the off-campus incident occurs as part of the [district]'s 'operations' pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)" or if the District "exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a)." 85 Fed. Reg. 30196. No single factor is determinative of whether the District exercised substantial control or whether an incident occurred as part of the District's operations. Id. at 30197. Operations may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. Consult the Board Attorney for further guidance.

Formal Title IX Sexual Harassment Complaint

A document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation. At the time of filing a Formal Title IX Sexual Harassment Complaint, a Complainant must be participating in or attempting to participate in the District's education program or activity with which the Formal Title IX Sexual Harassment Complaint is filed.

Note: Whether a Complainant is attempting to participate is a fact specific inquiry. For example, a Complainant who has graduated may still be attempting to participate in an education program where he or she intends to remain involved in alumni programs or activities. 85 Fed. Reg. 30138. Consult the Board Attorney for further guidance.

Initial Decision-Maker

An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Investigator

The Title IX Coordinator or an individual designated by the Title IX Coordinator to investigate a Formal Title IX Sexual Harassment Complaint (defined above) according to 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. The Investigator must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

Respondent

An individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment. 34 C.F.R. §106.30.

Supportive Measures

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant or Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District will maintain as confidential any supportive measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. 34 C.F.R. §106.30.

Sexual Harassment Governed by Laws Other Than Title IX

The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

For each report or complaint received, the Title IX Coordinator reviews the following Board policies to determine if they require additional action by the District in addition to or at the exclusion of policy 2:265, Title IX Sexual Harassment Grievance Procedure:

- 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, Workplace Harassment Prohibited. This policy prohibits employees from engaging in sexual harassment.
- 5:90, Abused and Neglected Child Reporting. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, Employee Ethics; Conduct; and Conflict of Interest. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, Harassment of Students Prohibited. This policy prohibits all sexual harassment of students.
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.

- 7:185, Teen Dating Violence Prohibited. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, Student Behavior. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

Title IX Sexual Harassment

Conduct on the basis of sex that satisfies one or more of the following (34 C.F.R. §106.30):

A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).

Domestic violence includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

Administrative Procedure – Formal Title IX Sexual Harassment Complaint Grievance Process

This procedure implements the District's investigation and response process to a Formal Title IX Sexual Harassment Complaint after a decision to pursue one has been made using 2:265-AP1, *Title IX Sexual Harassment Response*. See 34 C.F.R. Part 106. Use this procedure to comply with 34 C.F.R. §106.45, *Grievance process for formal complaints of sexual harassment*. Use exhibit 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, in conjunction with this procedure.

This procedure contains a **Table of Contents** and lettered **Sections**.

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Sections

A. Overview of 34 C.F.R. §106.45 Grievance Process

The District treats Complainants and Respondents engaging in the Formal Title IX Sexual Harassment Complaint Grievance Process (Grievance Process) equitably and adheres to the following guidelines:

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.
4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a

party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).

8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

   Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).

9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:

   a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent; and

   b. Receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and Grievance Process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially (including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias).

   Any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

   Any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including training about when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant to the allegations. 34 C.F.R. §106.45(b)(1)(iii).

B. Notice of Allegations

Upon signing a Formal Title IX Sexual Harassment Complaint or receiving a Formal Title IX Sexual Harassment Complaint filed by a Complainant, the Title IX Coordinator:

1. Provides written notice to all known parties of the following information:

   a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.

   b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.

c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.

d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.

f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.

2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.

3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

If the Complainant's identity is unknown, e.g., where a third party reports that a Complainant was victimized by sexual harassment but does not reveal the Complainant's identity, or a Complainant reports anonymously, the Grievance Process may proceed if the Title IX Coordinator determines it is necessary to sign a Formal Title IX Sexual Harassment Complaint, even though the written notice provided in **Section B.1**, above, will not include the Complainant's identity. 85 Fed. Reg. 30133. If the Complainant's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. Id. at f/n 594.

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**, above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

C. Consolidation of Formal Title IX Sexual Harassment Complaints

When the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate Formal Title IX Sexual Harassment Complaints alleging sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party. 34 C.F.R. §106.45(b)(4).

D. Dismissal of Formal Title IX Sexual Harassment Complaint

After an investigation, if the Title IX Coordinator determines that the conduct alleged would not constitute Title IX sexual harassment even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator dismisses the Formal Title IX Sexual Harassment Complaint with

regard to that conduct for purposes of Title IX sexual harassment only. Such a dismissal does not preclude action under another applicable District policy or procedure.

At any time during the investigation, the Title IX Coordinator may dismiss the Formal Title IX Sexual Harassment Complaint, or any allegations contained in it, if any of the following occur:

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

Upon dismissal, the Title IX Coordinator promptly sends simultaneous written notice to the parties of the dismissal, reason(s) for the dismissal, and the right to appeal the dismissal. 34 C.F.R. §106.45(b)(3).

E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

At any time prior to reaching a determination regarding responsibility, the District may facilitate informal resolution of a Formal Title IX Sexual Harassment Complaint, such as mediation, that does not involve a full investigation and adjudication, provided that the District (34 C.F.R. §106.45(b)(9)):

1. Provides the parties written notice disclosing:
   a. The allegations;
   b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
   c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

F. Investigation of Formal Title IX Sexual Harassment Complaint

The Investigator or Title IX Coordinator follows these steps when investigating the allegations in a Formal Title IX Sexual Harassment Complaint.

Actor	Action
Investigator or Title IX Coordinator	During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)): 1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i).

~~Actor~~	~~Action~~
	~~2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii).~~ ~~3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii).~~ ~~4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv).~~ ~~5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v).~~ ~~6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi).~~ ~~7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. Id.~~ ~~8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.~~ ~~Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii).~~ ~~Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id.~~ ~~**Note:** This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. Id.~~ ~~At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy:~~ ~~1. The Formal Title IX Sexual Harassment Complaint;~~ ~~2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's~~

~~Actor~~	~~Action~~
	~~allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and~~ ~~3. The investigative report.~~

~~G. Determination Regarding Responsibility; Remedies~~

~~Initial Decision-Maker~~	~~The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker.~~ ~~**Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions**~~ ~~Reviews all materials received from the Investigator.~~ ~~Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that:~~ ~~1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Id.~~ ~~2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days.~~ ~~Reviews any questions received from each party for submission to any party or witness.~~ ~~Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. Id.~~ ~~Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.~~ ~~Upon receipt of answers to questions, provides each party with copies of them. Id.~~ ~~Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be~~

	submitted to the Initial Decision-Maker within five (5) school business days. Upon receipt of answers to the additional questions, provides each party with copies of them. Id. **Determination and Written Notice of Determination** Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)): 1. Identifies the allegations potentially constituting Title IX sexual harassment; 2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; 3. Contains findings of fact supporting the determination; 4. Contains conclusions regarding the application of the District's policies and procedures to the facts; 5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and 6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

Actor	Action
Complainant or Respondent	Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on: 1. Procedural irregularity that affected the outcome.

Actor	Action
	2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination. 3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i). **Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.
Title IX Coordinator	Upon receiving an appeal from one party: 1. Notifies the other party in writing that an appeal has been filed. 2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome. 3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker. **Note:** The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, *Uniform Grievance Procedure*, and with Ill. State Board of Education sex equity regulations requiring districts to "provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). **If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.** **Note:** Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. **Districts should discuss their options with their board attorney.**

Actor	Action
Appellate Decision-Maker	Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal. Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).

I. Recordkeeping

Actor	Action
Title IX Coordinator	Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)): 1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity; 2. Any appeal and its result; 3. Any informal resolution and its result; and 4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution. See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records. See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records*, addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.

TITLE IX SEXUAL HARASSMENT POLICY – It is the policy of the District to maintain an environment for learning and working that is free from Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX

Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The District's Title IX Coordinator and Complaint Manger is:

Esther Mongan, Assistant Superintendent for Teaching and Learning, Grades K-12
CCUSD 301, 275 South St., P.O. Box 396, Burlington, IL 60109
esther.mongan@central301.net
847-464-6005

Matthew Haug, Executive Director for Human Resources
CCUSD 301, 275 South St. P.O. Box 396, Burlington, IL 60109
matthew.haug@central301.net

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

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 a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

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 reported 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/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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

A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to

and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes 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.

The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also 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.

Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. 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. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

The Superintendent or designee shall fully implement 2:260, including without limitation, the following:

f. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
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.

l. 7:190, *Student Discipline*. 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.

Athletics & Activities

General Information Regarding School Events

Attendance at Events

1. Students will not be readmitted to school events, including but not limited to school dances and athletic events, if they exit the building or designated area without the permission of a staff member.

2. CHS Dances

   a. No student will be admitted more than 1 hour after a CHS dance begins. Exceptions will be made for extenuating circumstances as determined by the Administration.

   b. CHS students are not permitted to invite non-CHS students to a CHS dance unless the guest is approved by the Administration prior to the student purchasing a ticket to the dance. To request approval, the CHS student must complete the Guest Pass form.

   c. Students who are in middle school are not allowed to attend CHS dances. Conversely, CHS students are not allowed to attend dances at the District's middle schools.

   d. No persons over the age of 20 are permitted to attend CHS dances.

3. Students may be prohibited from attending or participating in a school event for violating any policies and procedures of CHS and as established by the Board of Education.

Fundamentals of "Good Sportsmanship"

The Board of Education recognizes the importance of emphasizing "good sportsmanship" in all aspects of District-related activities. With this in mind, the following fundamentals of good sportsmanship are expected of all attendees before, during, and after school events, including but not limited to all students, staff members, coaches/sponsors, parents/guardians, and any other visitors:

1. Develop an understanding and appreciation for the rules of the event/contest.
2. Exercise positive behavior at all times.
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for all spectators, participants, coaches/sponsors, and officials.
5. Openly display respect for the opponents at all times.

Unacceptable behavior includes that which is disrespectful to others or disruptive to the event, including but not limited to the following types of conduct:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by state law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectible, regardless of when and/or where the use occurred;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Use or possess medical cannabis;
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; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Concerns regarding good sportsmanship should be reported to the Athletic & Activities Director or other designated administrator present at the school event.

An individual who engages in any of the above listed types of conduct, or any other conduct deemed to be in violation of the "good sportsmanship" expectation or in violation of school rules or Board Policy, may be immediately removed from the event and subject to additional consequences. Students may be subject to disciplinary consequences consistent with the

policies and procedures of CHS and as established by the Board of Education. Visitors may be denied admission to future school events consistent with Board Policy 8:30, *Visitors to and Conduct on School Property*.

Athletics, Extra-curricular, and Co-Curricular Activities

More information regarding CHS athletics, extra curricular, and co curricular activities is available on the CHS Rocket website at *https://wearecentral.net/*, and in the CHS Code of Conduct. To register go to https://ccusd301-ar.rschooltoday.com/.

Concussions

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at *https://wearecentral.net/*. Please contact the Athletic & Activities Director or school nurse with any questions regarding concussions or the District's concussion management program.

Appendix A – Student Device Handbook

As part of its commitment to integrating technology into the curriculum, the Board of Education of Central Community Unit School District No. 301 has purchased Devices and their related accessories for students' individual use. Each student will be loaned a Device while attending Central 301. In order for a student to be loaned a Device, you and your child must read, sign, and return the attached Acknowledgement to your school's main office. This Handbook is valid for the years the student is loaned the Device. A new Handbook will be provided during registration and a new Acknowledgement must be signed and returned for each school year.

Students in Kindergarten and Grade 1 will be loaned a Device only for use in school; these students will not take their Devices home. Students in Grades 2-12 will be loaned a Device for use at school and at home and must bring it to school every day, just like a textbook. Access to the technology resources of the District is a privilege and not an entitlement or right, and you and your child are responsible for the appropriate care, handling, and use of the Device as outlined in this Handbook.

If the District changes this Handbook at any time during the year, the District will notify you of the change(s).

A. Using the Device

1. **Acceptable Use of Device.** Your child's use of the Device, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. Your child may not use (or allow others to use) the Device loaned to him/her in a way that violates the Board's policy on acceptable use of its electronic network (Board Policy 6:235, *Access to the District's Electronic Network*). By using the Device, you and your child agree to abide by Board Policies 6:235, *Access to the District's Electronic Network*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:190, *Student Behavior*; as well as all other applicable policies and their corresponding administrative procedures and the guidelines in this Handbook. Violation of any of these policies, administrative procedures, or guidelines could result in your child's loss of the privilege of using the Device; discipline, up to and including suspension or expulsion; and referral to law enforcement.

2. **Using the Device.** All students are provided a District account, including a username and password. Students must use that account when logging on to the Device.

    a. **Using the Device at School.** Unless otherwise instructed, the Device is intended for use at school every day. If your child is permitted to use the Device at home, he/she is responsible for bringing it to school every day,

fully charged. The District is not responsible for providing your child a loaner Device in the event he/she forgets the Device.

b. **Using the Device Outside the District.** In the event your child uses the Device at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.

    i. **Parent Responsibility for Supervision Outside the District.** The District's filters will run on your child's Device outside of school. However, the District is not responsible for supervising students' use of the Device and Internet activity outside of school. While your child is using the Device assigned to him/her outside of school, you agree to be solely responsible for supervising the use of the device, including Internet access. You may choose to limit such use.

    ii. **Technical Support Outside the District.** The District cannot guarantee the Device will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Device that impairs its performance in school may be removed by District staff.

3. **Email Accounts.** All students are issued a District email address through Google's Gmail service. These accounts will have restricted access as determined by the District. Students in Kindergarten through Grade 8 will only be able to send emails to and receive emails from District staff, students, and approved educational systems. Students in Grades 9-12 will be able to send emails to and receive emails from District staff, students, and approved domains.

4. Every email sent and received from a District email account, whether at home or school, goes through filtering software. The District makes every effort to block content that may be obscene, pornographic, or otherwise harmful or inappropriate in the school setting. However, the District cannot guarantee that every objectionable material will be filtered. If your child receives an inappropriate email, your child should report it immediately to an adult and forward it to their building administration team.

5. **Accessories.** The District will provide either a mandatory carrying case or always on case necessary for the protection of the Device. The decision whether to purchase additional accessories (such as a wireless mouse, extra charger, keyboard, stylus, etc.) for the device rests with you and your child. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.

6. **Caring for the Device.** The Device assigned to your child remains the property of the District and must be maintained appropriately. In addition to the manufacturer's instructions included with the Device, if any, your child must care for the Device as follows:

    a. Only use a clean, soft cloth to clean the device's screen; don't use cleansers of any type.

    b. Insert and remove cords and cables carefully to prevent damage to connectors.

    c. Do not write or draw on, apply stickers or labels to, or otherwise mark up or deface the Device in a manner that would detract from the educational environment in the classroom. You may personalize the Device by setting the wallpaper or background, but only with appropriate images.

    d. Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't stack other objects (books, binders, etc.) on top of the Device.

    e. Don't leave the Device in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.

    f. Keep food and beverages away from the Device.

    g. Make sure the Device is secure when it is out of your child's sight. Don't leave it in an unlocked locker, desk, or other location where someone might take it.

    h. Your child was provided a protective carrying case with the Device; use it.

    i. Your child's Device will have a District-provided asset tag to identify it. This number also might be marked in the case your child was provided. Write this number down so you can identify the Device.

B. Responsibilities of Students and Parents

1. **Technology Fee.** In order for your student to be loaned a Device consistent with the handbook, you must pay a technology fee of $50 each school year.

2. **Parents' Responsibility for Child's Compliance.** You agree to monitor and supervise your child's use of the Device outside of school and to make every effort to ensure your child's compliance with the obligations and responsibilities described in this handbook and in all applicable Board Policies related to their use of the Device.

3. **Returning of the Device.** The Device is the property of the District while the Device is loaned to the student.

    a. Kindergarten devices, unless instructed otherwise, will remain in the school and the District will make sure they are in their 1st grade classroom for the start of the next school year.

    b. For students in Grades 1-11, unless instructed otherwise, Devices and any related accessories may be taken home over the summer. However, the rules outlined in this Handbook remain in effect during the summer.

    c. If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will reset the Device to factory settings, and all District filters and software will be removed.

4. **Student Leaves the District.** If a student leaves the District, the family will need to inform the school office of their intentions for the Device. If we do not hear from the family and the Device is not in the school's possession, the Device will be automatically locked out.

    a. The technology fee ($50 per year) covers a little less than half the annual cost of the Device. The District picks up the remainder of the cost at a little over $50 per year. As a result of this fee, the family will own the Device after two or three years of use in the District based on their rotation. If a student leaves the District early and wants to keep the Device they will need to pay the remainder of the technology and District costs at $100 per year of expected use.

    b. If you leave during the last semester your Device is expected to be used and all of your family fees are paid, the Device is yours to keep.

    c. If your child fails to return the Device and any related accessories or you do not purchase it, the District may, in addition to seeking reimbursement from you, file a report with local law enforcement.

C. Device Data And Software

1. **Managing Your Files and Saving Your Work.** Work done on a Device is typically saved to Internet-based storage space (i.e., the "cloud"). It is your child's responsibility to make sure his/her work is not lost due to a failure or loss of the Device.

2. **Personal Content on the Device.** Your child should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Device potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is your child's responsibility to back up all personal content stored on the Device, if any.

3. **Device Data as District Records.** Data saved to the Device or to the cloud via the Device are not maintained by the District as public records or as student records. In the event data stored on a Device or stored in the cloud via a Device needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

4. **District-Required Software.** The District will provide any software/apps required to use the Device for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.

5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this handbook.

6. **Personal Software.** Your child is not permitted to install additional software or apps on the Device.

7. **Compliance with Copyrights.** In using the Device, your child must follow the Board Policy 5:170, *Copyright*, governing use of copyrighted material and applicable copyright law.

8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Device or for any content created, accessed, or stored on the Device. The District reserves the right to inspect the Device and its contents at any time and for any reason.

D. Repair of, Loss of, or Damage to Device

1. Technical Support & Device Loaners.

a. During the school year, if your child's Device is not functioning properly, students in Kindergarten through Grade 5 should alert his/her teacher, and students in Grades 6-12 should bring the Device to the LMC. If necessary, a technical support employee of the District will assess the Device and attempt to correct any problems with it. In all grades, students will be issued a loaner Device, if available, while this student's Device is being repaired. The loaner Device should be treated the same as the student's Device as set forth in this Handbook.

b. During the summer, if your child's Device is not functioning properly, the District will provide technical support at specified times and District buildings. This information will be available on the District's website or may be obtained by contacting the District office.

2. **Loss of or Damage to Device.** If your child's Device is lost or damaged, you or your child must report it immediately to your school's main office. If you believe your child's Device requires repair, you must notify the designated technical support person in your child's school. You and your child are responsible for cooperating with the District in the recovery, repair, or replacement of your child's Device.

3. **Responsibility for Lost or Damaged Device.** In the event your child's Device is lost or damaged, you will be responsible for replacement or repairs as follows:

a. If the District determines that the damage is the result of an equipment failure covered by a warranty, the warranty will apply with no further action required.

b. If the damage is the result of a student's negligence or intentional destruction, or if the Device is lost, you will be required to pay in full for the repair or replacement of the equipment.

4. **Accidental Damage.** The District purchases an accidental damage policy with each Device. This covers one (1) accidental damage per Device per school year while the Device is used in the District.

E. Waiver and Indemnification

1. **Waiver of Device-Related Claims.** By signing the "Device Acknowledgement" below, you acknowledge that you and your child have read, understand, and agree to follow all guidelines and policies outlined or referenced in this handbook and agree to be bound by this handbook. You also agree and represent that the Device (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order consistent with this handbook. **By signing this handbook, you waive any and all claims you or your child (and each of your respective heirs, successors, and assigns) may have against Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Device or this handbook.**

2. **Indemnification for Device-Related Claims. To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Central Community Unit School District No. 301, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of any District Device issued to your child.**

Appendix B – Community Resources

Alcohol and Drug Abuse Counseling

Renz Addiction Center	2 American Way Elgin, IL	(847) 742-3545 ext. 1
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

Behavioral Health Hospitals

Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(800) 432-5005
Linden Oaks Hospital at Edwards	801 S. Washington Naperville, IL	(630) 305-5500
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000

Suicide Assessment Resources

All of the above Behavioral Health Hospitals complete suicide assessments and have resources available.

TriCity Family Services	1120 Randall Court Geneva, IL	(630) 232-1073
24-hour Hotline Numbers	Depression Hotline National Crisis Lines	(630) 482-9696 (800) 784-2433 (800) 273-8255
Suicide Prevention Services	528 S. Batavia Ave (Rte. 31) Batavia, IL	(630) 482-9699

Community Contact

Elgin Police (non-emergency)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2700
St. Charles (non-emergency)	211 North Riverside Avenue St. Charles, IL 60174	(630) 377-4435
Kane County (non-emergency)	37W755 IL Rt 38 St Charles IL 60175	(630) 232-6840
Kane County Sheriff's Tip Line	Text KANE and your message to 847411 (tip411)	
Crisis Text Line	Text 741-741 with your message	

Outpatient Therapists

Dr. David Goodman & Associates	405 Illinois Ave, Ste, 2C St. Charles, Il 60174	(630) 377-3535
The Prairie Clinic	1541 East Fabyan Pkwy. Suite 121 Geneva,IL 60134	(630) 845-9644
Counseling and Diagnostic Center of Woodfield, Ltd.	1325 Wiley Road Suite 165 Schaumburg, IL 60173	(847) 884-0210
Leahy and Associates	475 Dunham Rd. Suite G St. Charles, IL 60174	(630) 849-3711
Village counseling Center	460 Briargate Dr. Suite 700 South Elgin, IL 60123	(847) 488-1999
Dr. Karen Lynn Falk, Psy.D. Clinical Psychology	1595 Weld Rd. Suite 5 Elgin, IL 60123	(847) 269-2350

Centennial Counseling Services (Cedar Crossings Building)	1120E Main Street Suite 201 St. Charles, IL	(630) 377-6613
Clear Waters Counseling Services	1497 N Lafox (Rte. 31) South Elgin, IL 60177	(847) 903-1156
Christine Hibbard – Counseling	1121 East Main Street Suite 320 St. Charles, IL	(630) 584-0642
Center of Traumatic Stress	1220 Hobson Road Suite 232 Naperville, IL	(630) 637-4002
Counseling Associates Professional LTD	870 E Higgins Suite 138 Schaumburg, IL 60173	(630) 945-6000
Williams and Associates	895 Geneva Road St. Charles, IL 60174	(630) 377-5105
Creekwood Associates	240 S 5th Avenue, Suite A St. Charles, IL 60174	(630) 377-1414
Living Rite	2401 W US Highway 20 Suite 205 Pingree Grove, IL 60140	(815) 758-8400
Genesis Clinical Services	1725 South Naperville Road suite 206 Wheaton, IL 60187	630-653-6441
Intermission Therapies	22 Crissey Ave Suite 200 Geneva, IL 60134	630-232-7770
Legacy Clinical Consultants	321 Hamilton Street, Suite E Geneva, IL 60134	630-527-1664
McKane and Associates	1121 E Main Street #210 St. Charles, IL 60174	630-377-7226
Peter Temple and Associates	12 West Wilson Street Batavia, IL 60510	630-879-1026
Riverview Counseling Services	111 E Main St. Saint Charles, IL 60174	(630) 587-3777
TriCity Family Services	1120 Randall Court Geneva, IL 60134	630-232-1070
Plum Tree Child and Adolescent Psychology	240 S. Fifth Avenue, Suite B, St Charles, IL 60174	(630) 549-6245

Facilities for Psychological Evaluation

TriCity Family Services *takes Medicaid & a variety of insurance plans*	1120 Randall Court Geneva, IL	630-232-1070
Cadence Behavioral Health (Northwestern Medicine) - St Charles *appointment required, takes Medicaid*	964 N 5th Ave St Charles, IL	630-933-4000
Cadence Behavioral Health (Northwestern Medicine) - Winfield *appointment required, takes Medicaid*	27W350 High Lake Rd Winfield, IL	630-933-4000
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd Hoffman Estates, IL	800-432-5005
Streamwood Behavioral Health	1400 East Irving Park Rd Streamwood, IL	630-837-9000
Emergency Room: Presence St Joseph Hospital	77 N Airlite St Elgin IL	847-695-3200
Emergency Room: Advocate Sherman Hospital	1425 N Randall Rd Elgin IL	847-742-9800
CARES Hotline		800-345-9049
Family Service Association of Greater Elgin Area	1140 N McLean Blvd Suite 1 Elgin IL	847-695-3680

Community Agencies

Heartland Counseling	40W131 Campton Crossings Dr St. Charles, Il 60175	(630) 443-9100
Kairos Family Center, Inc	240 Standish St. Elgin, IL 60123	(847) 742-5717
Lutheran Social Services – Elgin	675 Varsity Dr. Elgin, IL	(847) 741-2600
Family Service Association of Greater Elgin Area	22 Spring St. Elgin, IL	(847) 695-3680

TriCity Family Services – Association of Counselors	1120 Randall Ct. Geneva, IL 60134	(630) 232-1070
Echer Center	1845 Grandstand Pl. Elgin, IL	(847) 695-0484
DCFS – Elgin Office	595 State Street Elgin, IL	(847) 888-7620
Easter Seals	799 S McLean Blvd. Elgin, IL	(847) 742-3264
Youth Services (Elgin Police Department)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2625
Little Friends, Inc	140 N Wright St. Naperville, IL 60540	(630) 355-6533

Crisis Centers/ Hotline Numbers/ Emergency

Abuse

Domestic Violence, Sexual Assault, Women's Shelter	Elgin, IL 60120	(847) 697-2380
DCFS	http://www.state.il.us/dcfs/index.shtml	(800) 25-ABUSE

Suicide

National Suicide Prevention Hotline		(800) 273-8255
Suicide Prevention Services	Batavia, IL	(630) 482-9699
National Runaway Switchboard	3080 N Lincoln Ave. Chicago, IL 60657	(800) RUNAWAY
S.A.S.S. HotLine		(800) 345-9049
Crisis Line of Fox Valley	Aurora, IL	(630) 906-0516
Trevor Project	crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.	866-488-7386

Rape/SA/DV

Mutual Ground, Inc. – Domestic Violence	Aurora, IL	(630) 897-0080
Mutual Ground, Inc. – Sexual Assault	Aurora, IL	(630) 897-8383

Housing

Lazarus House	214 Walnut St. St. Charles, IL 60174	(630) 587-2144
Community Crisis Center	37 S Geneva St. Elgin, IL	(847) 697*2380
PADS of Elgin	1730 Berkley St. Elgin, IL 60123	(847) 608-9744
WIC Center	620 Wing St. Elgin, IL 60123-2088	(630) 741-1176

Drugs/Addiction

Renz Addiction and Counseling Center	American Way #C Elgin, Il 60120	(847) 742-3545
BHS Center of Lutheran Social Services of Illinois	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
New Hope Recovery Center	3098 Hamilton St. Geneva, IL 60134	(630) 402-0144
DUI and Addiction Counseling	2210 Dean St. St. Charles, IL 60175-1066	(630) 443-2241
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

Death/ Loss of Loved one

Rainbows	http://www.rainbows.org/programs.asp	(630) 361-9904

Willow Creek Community Church	South Barrington	(224) 512-1502
Provena St. Joseph Hospital – “Herbie’s Friends”		(630) 232-2233
Streamwood Behavioral Healthcare	1400 E Irving Park Rd. Streamwood, IL 60107	(630) 837-9000

DAYCARE

Little Saints Preschool	43W301 Plank Rd Hampshire, IL 60140	(847) 464-5134
YWCA Elgin – After School Care	220 E Chicago St. Elgin, IL 60120	(847) 724-7930
Elgin Park District	100 Symphony Way Elgin, IL 60123	(847) 531-3037
Learning Tree	2325 Royal Blvd. Elgin, IL 60123	(847) 888-4220
KinderCare	2485 South St. Elgin, IL 60124	(847) 888-4288
WIC Program	620 Wing St. Elgin, IL 60123-2800	(847) 741-1176

TRANSPORTATION

A #1 Cab Service 24 Hours		(847) 8883990
Pace Suburban Bus	100 W Chicago St. Elgin, IL	(847) 931-6750
001 Choice Cab Inc.	P.O. Box 324 Geneva, IL 60134	(630) 377-7067
A #1 Cab – St. Charles		(847) 888-3990
Fox Cab	440 S Third St. St. Charles, IL 60174	(630) 587-8822

Appendix C – College Disability Services

DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE DISABILITY SERVICES

There is no Special Education at the college level. Educational rights covered by IDEA (Individuals with Disabilities Act) do not apply to postsecondary education. Colleges must comply with ADA (Americans with Disabilities Act), Section 504 of the Rehabilitation Act and the civil Rights Restoration Act. College students have civil rights, but no "education" rights.

Postsecondary institutions are **required** to:

- *Make all programs and services physically accessible to all students*
- *Provide auxiliary aids, notetakers, and appropriate equipment to ensure the participation of students with disabilities in college classes and activities*
- *Accommodate the academic participation of qualified students with disabilities in college classes and activities*

ECC Disability Services office
847-214-7417
Pietrina Probst, Director of ADA and Student Disabilities Services

Postsecondary institutions are **not required** to:

- *Provide specific auxiliary aids as long as the college provides a method of assistance that allows equal opportunity*
- *Provide academic modifications if these modifications would fundamentally alter the nature of the course or program or place undue burden on the institution*
- *Lower admission criteria for applicants with disabilities*
- *Diagnose a disability or conduct testing and assessment of learning difficulties, physical, or mental impairments*
- *Provide personal attendants*
- *Provide personal or private tutors*
- *Prepare "Individualized Education Programs" (IEP's)*

Differences in Policies and Procedures	
High School	**College**
• The school is responsible for identifying students with disabilities	• The student must self identify or disclose his/her disability
• The school must provide the assessment of disability, classify disability, and involve parents	• The student must provide documentation of his/her disability to the designated office
• School staff will discuss academic progress with parents or legal guardians	• The student is considered an adult with privacy and confidentiality protections. Staff cannot talk with parents or legal guardians about the student's academic progress
• The school must develop an Individualized Educational Program	• The student must request specific accommodations and provide supporting evidence through documentation
• The school must provide a free and appropriate education including modified program and appropriate related services	• The student must act as independent adults to activate and obtain accommodations and structure weekly schedules
• The school must coordinate the provision of all services, monitor progress, and evaluate results	• The college must provide reasonable accommodations for students who qualify

Differences in Courses	
High School	**College**
• Class attendance is mandatory and monitored carefully	• Students are expected to follow the instructors attendance policy as stated in the syllabus
• Teachers will usually approach students who are having academic difficulties	• Students are responsible to ask the instructor for help
• Teachers remind students of assignment due dates	• Students are responsible for keeping track of their projects, assignments, and tests dates
• Teachers will provide students with missed information when they are absent	• Students must approach their instructors for information they missed when absent
• Teachers many times will provide extra credit assignments to help students raise their grades	• Extra credit assignments are not usually given
• Make up tests are usually available	• Make up tests may not be an option
• Teachers present information to help the student understand the textbook	• Instructors may not follow the textbook, but lectures enhance the topic

Differences in Accommodations	
High School	**College**
• Services include individually designed instruction, modifications, and accommodations based on the IEP	• Reasonable accommodations may be made to provide equal access and participation
• Modifications that change course outcomes may be offered based on the IEP	• The college is not required to lower or effect substantial modifications to essential requirements.
• Appropriate accommodations are determined by the student's Individualized Educational Plan (IEP)	• Appropriate accommodations must be determined based on the student's disability documentation, and individual need

Differences in Parent's or Legal Guardian's Role	
High School	**College**
• Legal guidance is provided by IDEA	• Legal guidance is provided by Section 504 and ADA
• Parents must ensure that their child attends school until the age of 16	• Parents are not required to send child to college
• Periodic progress reports are given to parents	• No progress reports will be given to parents
• Teachers are free to approach parents without consent from student to discuss student's progress	• Without a release of information signed by the student the teacher legally cannot include the parents in any part of the educational process
• The parent is the student's legal guardian	• In college the student is considered to be his/her own legal guardian unless there is a court order to the contrary
• The parent is expected to advocate for the student	• The student is expected to advocate on his/her own behalf

APPENDIX D - ATHLETIC AND ACTIVITY HANDBOOK

PERSEVERANCE RESPECT INTEGRITY DEDICATION ENTHUSIASM

INTERSCHOLASTIC ATHLETICS & CO-CURRICULAR ACTIVITIES

Participation in competitive interscholastic athletics and co-curricular activities (at times referred to collectively as “extracurricular activities”) at CHS is a privilege, not a right.

Participation in extracurricular activities is an important part of a student’s development. Through participation, students develop many lifelong skills and positive values. These include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, and respect for rules and regulations. In addition, students who participate in extracurricular activities serve as ambassadors of the school and role models for their peers. By accepting the privilege of participation in extracurricular activities, the student becomes a representative of both Central High School and Central Community Unit School District # 301, whether the student is on the playing field, in competition, in practice, in the classroom, or in the community. Individuals who serve in this capacity have a special responsibility to ensure that their actions reflect positively on CHS and the community.

The decision to participate in extracurricular activities, therefore, involves a commitment by the student to adhere to the rules outlined in this Athletics & Activities Handbook. The Handbook goes into effect when a student begins participation in a CHS extracurricular activity and is in effect for the duration of the extracurricular activity; it applies year-round (24/7, 365 days). Each student is responsible for adhering to the Handbook to ensure a positive experience for all District students. Students who violate the Handbook will be subject to disciplinary consequences, up to and including dismissal from extracurricular activities, as set forth in the Handbook. Depending on the nature of the violation, students also may be subject to discipline under the District’s student discipline policy, up to and including suspension or expulsion from school.

Extracurricular activities are for the benefit of students and are meant to supplement students' educational programs at CHS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are *never* a reason for an absence from class or school or not completing schoolwork.

In order to participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity.

Co-Curricular Activities

A complete list of the co-curricular activities offered by CHS can be found on the District's website at https://chs.central301.net. Information regarding individual co-curricular activities can be found on the District's website (https://chs.central301.net) under the Activities tab or by contacting the activity sponsor or the Athletics & Activities Office at 847-464-6038.

Interscholastic Athletics

A complete list of the interscholastic athletics offered by CHS can be found on the District's website at https://chs.central301.net . Information regarding individual interscholastic athletics , including contest and practice schedules, can be found on the website https://wearecentral.net/ and Central athletics calendar or by contacting the head coach or the Athletics & Activities Office at 847-464-6038.

Interscholastic Athletics & Co-Curricular Activities

Academic Eligibility

Eligibility to try out for all CHS extracurricular activities is determined at the time of tryouts. A student who does not meet the semester eligibility requirement at the time of tryouts will not be permitted to tryout for an extracurricular activity. Eligibility to participate in all CHS extracurricular activities is determined on a weekly and semester basis. The weekly eligibility is based on a point system based on the student's current grades and semester eligibility is based on the student's semester grades.

Weekly Eligibility

Each week, on Thursday at 1:00pm, an eligibility report is generated by the Athletics & Activities Office. The Athletics & Activities Office notifies coaches/sponsors of any students on their respective teams/activities who are ineligible. Then, the coach/sponsor individually notifies the student(s) on their team/activity who are ineligible. In addition, the coach/sponsor also notifies the parent(s)/guardian(s) of each ineligible student via email.

Weekly eligibility for participation in all CHS extracurricular activities is based on a point system using semester-to-date cumulative grade earned by the student in the classes in which the student is currently enrolled. Under this system, an "F" equals 2 points and a "D" equals 1 point. The grades for courses in which the student receives more than one credit will be adjusted proportionally. If a student has 4 or more points in a week, the student will be ruled ineligible.

When a student is determined to be ineligible, the period of ineligibility starts on the Sunday following the Thursday notification and remains in effect for 1 calendar week (Sunday through

Saturday) or until the student has accumulated less than 4 points on the weekly eligibility check and, thus, is academically eligible to participate. If a student becomes eligible during the week of ineligibility, the student must continue to serve the full week of ineligibility.

If a student is academically ineligible for a second consecutive week, the coach/sponsor will individually notify the student and the Athletics & Activities Office will notify the student's parent(s)/guardian(s) via email. Parent(s)/guardian(s) are requested to acknowledge receipt of the email notification.

If a student is academically ineligible for a third consecutive week, the coach/sponsor will individually notify the student and the Athletics & Activities Office will contact the student's parent(s)/guardian(s) to schedule a meeting with the student and the parent(s)/guardian(s) to discuss possible removal of the student from the extracurricular activity.

Semester Eligibility

Semester eligibility is based on the student's semester grades. If the student fails to pass 25 credit hours or five (5) classes in a semester, the student will be ineligible to participate in any extracurricular activities for the following semester. For example, if a student does not pass five (5) classes the first semester, then the student will be academically ineligible to participate in any extracurricular activities second semester. Likewise, if a student fails the second semester, then the student will be academically ineligible to participate in any extracurricular activities the first semester of the next school year. Students are not reinstated to academic eligibility until they have served a full semester of ineligibility. For those who participate in a winter sport that fails a semester, would be unable to participate in the 2nd semester of that season. The Athletics & Activities Office will notify the student and his/her parent(s)/guardian(s) via email of the student's academic ineligibility for the following semester.

If the student fails two or more classes during the semester of ineligibility, the student will be ineligible to participate in any extracurricular activities in the semester following the current semester of ineligibility. The Athletics & Activities will contact the student's parent(s)/guardian(s) via email to notify them of the student's continued academic ineligibility for the following semester.

Attendance at Practices & Contests During Ineligibility

Ineligible students (weekly or semester) are prohibited from participating in any contest during the period of ineligibility. However, students also are expected to attend and participate in all practices or meetings. Failure to attend practice(s), meeting(s), and contest(s) during the period of ineligibility will result in consequences consistent with the rules for that particular extracurricular activity. Additionally, students are expected to attend all contests during the period of ineligibility. Students are not permitted to dress in the team uniform for a contest, but are expected to dress consistent with team expectations.

Attendance Eligibility

Absences

A student must be in school to try out for an extracurricular activity. However, if the student is absent for part or all of a school day due to an excused absence and must miss the try out, the

student will be given an opportunity to try out for the extracurricular activity once he/she returns to school. Contact the Athletics & Activities Office in order to request a make-up try out. Any make-up try out must be approved by the Athletics & Activities Director or designee.

To participate in an extracurricular activity practice or meeting (non-contest), a student must be in attendance by the start of 2nd period unless the student is absent from school for an excused absence for any reason other than personal illness. A student who has an excused absence for any part of the school day due to personal illness, will not be permitted to participate in the extracurricular activity practice or meeting on that school day.

To participate in an extracurricular activity contest, a student must be in attendance for a full school day on the day of the contest, or for a full school day on the Friday before a weekend contest.

For additional information regarding excused absences, see the CHS Student Handbook, Absences section. Recognized excused absences are: a student's personal illness; a death in the immediate family; a family emergency; observance of a religious holiday; medical appointment with note from the physician; circumstances that cause reasonable concern to the parent/guardian for the student's safety or health; situations beyond the control of the student (e.g., court appearances); other reasons approved by the Superintendent or designee.

Field Trips

Field trips during the school day are treated as if the student was in school on that day for purposes of participation in an extracurricular activity contest or practice/meeting.

Suspensions/Expulsions

Students who are assigned to an alternative learning environment on school grounds or who are suspended out-of-school are prohibited from participating in any extracurricular activities during the term of their assignment to the alternative learning environment or out-of-school suspension; this includes but is not limited to any practice, meeting, contest, and performance. If the alternative learning environment assignment or out-of-school suspension period continues through end of the school day on Friday or includes a weekend or non-student attendance day (e.g., school holiday, break, institute day), the student is prohibited from participating in any extracurricular activities during that weekend or non-student attendance day. The student is not permitted to participate in the extracurricular activity until he/she returns to school following the alternative learning environment assignment or out-of-school suspension. After a student's return following an out-of-school suspension, the coach(es)/sponsor(s) have the discretion to determine the student's subsequent participation in extracurricular activity.

In the event a student is expelled from school, he/she will be immediately expelled from participation in any extracurricular activity for the remainder of the expulsion and may return after the terms and conditions of the expulsion have been met and a meeting with the administration has occurred.

If a student is under investigation for violation of the Code of Conduct or other school rule or policy, the student is not permitted to participate in an extracurricular activity. This determination is within the sole discretion of the Administration or Athletics & Activities Director.

Any exception to these attendance eligibility requirements must be approved by the Administration or Athletics & Activities Director prior to the contest or practice/meeting.

P.E. Excuses

Students with a medical excuse from P.E. may not participate in an athletic team practice or contest for the period of time covered by the medical excuse. Depending on the nature of the medical excuse from P.E., the student may be required to provide documentation from the student's health care provider clearing the student to return to participating on an athletic team. If students fail to dress or participate in P.E the ability to participate in extracurricular activities may be impacted. See below for additional information regarding the District's concussion policy and procedures.

Co-Curricular Activities

Co-Curricular Activity Eligibility & Participation For Executive Leadership Positions

All eligibility and participation requirements for co-curricular activities and the Code of Conduct apply only to the "executive leadership" positions for each co-curricular activity. The executive leadership positions are determined by each co-curricular activity, but generally include any officer (e.g., President, Vice President, Secretary).

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in co-curricular activities are subject to the eligibility and participation requirements set forth in this section and as may be established by the individual co-curricular activity.

For co-curricular activities, a student may be President of only two (2) organizations each year when voted in by members. He/she may hold other minor offices.

Before they will be allowed to participate in a co-curricular activity, students who transfer to CHS must meet the eligibility guidelines and rules, if any, set forth by the co-curricular activity's governing organization, the activity's sponsor and/or the Athletics & Activities Director. Please contact the Athletics & Activities Director for further information.

Interscholastic Athletics

Athletic Team Eligibility & Participation

In addition to the academic and attendance eligibility requirements set forth above, students trying out for and participating in interscholastic athletics are subject to the eligibility and participation requirements set forth in this section and as established by the individual athletic team.

Students may participate in only one interscholastic athletic team at a time, unless an exception is requested and approved by the head coach of each team, as well as the Athletics & Activities Director. Requests will be determined on a case-by-case basis.

Prior to participating in an interscholastic athletic team, including trying out for the team, the student must be approved by the Athletics & Activities Office. To receive approval, the student must:

(1) submit proof of a current sports physical (annual requirement);

(2) submit pre-participation forms which have been completed and signed by the student and the student's parent(s)/guardian(s); and

(3) have turned in all equipment/uniforms from any interscholastic athletic team the previous season as well as meets all eligibility requirements for academics and behavior.

The required pre-participation forms are available online (https://ccusd301-ar.rschooltoday.com/) and include the CHS Athletics & Activities Handbook Acknowledgement Form and the IHSA Sports Medicine Acknowledgement & Consent Form (concussions, performance enhancing substances, and steroids). The IHSA sports physical form also is available online (https://wearecentral.net/).

If a student is selected for an interscholastic athletic team, the participation fee must be paid before the student can begin participating as part of the team.

Prior to the start of ***each*** athletic team season, students and their parents(s)/guardian(s) are required to attend a pre-season meeting regardless of whether the student and his/her parent(s)/guardian(s) have previously attended one or more pre-season meetings for previous seasons or school years. The purpose of the meeting is for the Athletics & Activities Director and coaches to provide pertinent information regarding CHS interscholastic athletics activities and team policies. If a student and his/her parents(s)/guardian(s) fail to attend the pre-season, the student is not eligible to participate on the athletic team until the student and his/her parents(s)/guardian(s) meet with the Athletics & Activities Director and coach.

IHSA Eligibility

Each student participating in an IHSA interscholastic activity must satisfy IHSA's eligibility requirements.

The IHSA requires students to pass 25 credit hours of high school work per week, generally the equivalent of 5 full-credit courses. The Athletics & Activities Office checks academic eligibility on a weekly basis. Students also must have passed and received 25 credit hours of high school work toward graduation for the entire previous semester to be eligible at all during the ensuing semester. See Academic Eligibility section.

To ensure they will be eligible to participate in certain interscholastic athletic activities, students who transfer to CHS must follow the guidelines and rules set forth by the IHSA. In addition, transfer students must meet any criteria established for the team established by the coach(es) and the Athletics & Activities Director. Please contact the Athletics & Activities Director for further information and to ensure the Transfer Consent Form is completed and filed.

NCAA Eligibility

Each year the NCAA revisits its athlete eligibility requirements. Students and parent(s)/guardian(s) should contact the head coach, guidance counselor, or Athletics & Activities Director for information regarding NCAA eligibility. Information also is available on the NCAA's website.

Athletic Team selection ("cut policy")

Participation in CHS interscholastic athletics is selective. All programs both athletic and activity have the potential to reduce roster size based on the criteria below regardless of sport or activity.

Coaches may cut students from the athletic team based on the following criteria:

- A limit on the number of student participants, as determined by the coaches and including limits set by IHSA or other governing organization;
- The availability of a sufficient number of uniforms/equipment for the students;
- Improper student behavior, including but not limited to violations of the Code of Conduct or CHS school rules and policies.

The selection of students for an athletic team will be based upon:

- Talent and ability;
- Character and personality of the individual;
- Work habits and loyalty to the program;
- Positions needed on the team or activity; and
- Academic eligibility, as defined in this Handbook.

Athletic Awards

Each student who becomes a member of an athletic team during the season, finishes the season in good standing, and meets the criteria set forth by the coach(es) and the Athletics & Activities Department will be eligible to earn an athletic award. The coach(es) retains sole discretion in determining which students receive athletic awards.

Good Standing is defined as:

- The student finished the season with the team;
- The student has attended practice on a regular basis*;
- All equipment and uniforms have been returned, repaired, or replaced; and
- The student has not been found to be in violation of the Code of Conduct during the season.

*In the event of a student injury or extended illness, or other circumstance in the sole discretion of the coach(es), the coach(es) may present the student with an interscholastic athletic award if the injury/illness or other circumstance prevented the student from finishing the season with the team.

Awards

- Freshman Team: Athletes on the freshman team are eligible for a certificate of participation and a numeral.

- Freshman/Sophomore Team: Athletes on the freshman/sophomore team are eligible for a certificate of participation and a numeral or freshman/sophomore letter (for sophomores who received a numeral as a freshman).

- Junior Varsity Team: Athletes on the junior varsity team are eligible for a certificate of participation and a junior varsity letter. Junior varsity athletes will receive only one junior varsity letter per sport. Junior varsity athletes are eligible for a service pin for each year following the initial receipt of the junior varsity letter in that sport.

- Varsity Team: Athletes on the varsity team are eligible for a certificate of participation and varsity letter. Varsity athletes will receive only one varsity letter per sport. Varsity athletes are eligible for a service pin for each year following the initial receipt of a varsity letter in the sport.

- Captain's Pin: The captains (or co-captains) of the freshman/sophomore team and the varsity team are eligible to earn the Captain's Pin.

- Special Awards: The coach(es) for each athletic team may award special awards, at their discretion, to students specific to the particular sport. For example, MVP trophy or coach's trophy. The coach(es) for each athletic team will determine the criteria and selection process for these special awards.

Senior Night

Senior students will be honored by the athletic team's coach(es). If possible, such recognition will occur at a home contest during the season or may be scheduled at another time during or after the season. The student and his/her parent(s)/guardian(s) will be recognized for the student's participation on the athletic team. Senior students are not guaranteed playing time on a selected senior night, but they will be introduced with their parent(s)/guardian(s) during the Senior Night recognition.

Attendance at Awards Night

Students are required to attend Awards Night after the season is completed. An unexcused absence may result in the student forfeiting his/her award(s). In the event a student must be absent from Awards Night, the student must contact the coach(es) as soon as possible beforehand to notify the coach(es) of the reason for the student's absence.

Quitting An Athletic Team

Any student who decides to quit an athletic team by giving verbal or written notice to the coach(es) before the season is completed will be prohibited from re-joining the team for the remainder of the season. However, within twenty-four (24) hours after the student notified the coach(es) of his/her decision to quit the team, a student may ask the coach(es) for permission to rejoin the team. In the event a student requests to re-join the team, the coach(es) will schedule a meeting with the student and parent(s)/guardian(s) and Athletics & Activities Director to discuss the student's proposed return to the team. The Athletics & Activities Director retains sole discretion in deciding whether the student will be permitted to re-join the team. The Athletics & Activities Director's decision is final.

If a student quits an athletic team, the student will not be allowed to try out for or participate in another athletic team before the end of the season of the activity the student quit, unless given approval by the Athletics & Activities Director.

Care Of Equipment & Uniforms

All uniforms and equipment issued by the District are the property of the District. Students are expected to care for and not abuse uniforms and equipment loaned to them for participation on an athletic team. Uniforms and equipment are only to be worn during CHS contests and practices, or as otherwise directed by the coach(es). Please note that the district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification, however communication with the athletic department and the coaching staff is vitally important in the ability to communicate such modifications.

Uniforms and equipment issued to students by CHS for participation on an athletic team must be returned within one (1) week after the last contest, meeting, or performance of the year or season, or within one (1) week after a student quits the team, is dismissed from the team, or is expelled from school. Lost, not-returned, or stolen items are the responsibility of the student and his/her parent(s)/guardian(s), and the student and his/her parent(s)/guardian(s) must reimburse the District for all replacement costs of any uniforms or equipment issued to a student but not returned. All damaged uniforms and equipment must be repaired or replaced. The repair or replacement bill(s) is the responsibility of the student and his/her parent(s)/guardian(s), unless a student's uniform or District-issued equipment is damaged during participation in an athletic practice or contest, in which case the District will assume responsibility for repair or replacement. No student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless all equipment and uniforms have been returned and accounted for, or are paid for, if damaged or not returned. Senior students who have outstanding unreturned uniforms or equipment, or outstanding unpaid bills for damaged or not returned uniforms and/or equipment, will not be permitted to participate in the CHS graduation ceremony.

Lockers For Athletic Teams

Students who participate on an athletic team may be assigned a locker. Each student must use only the locker assigned to him/her and must keep the locker and its contents in good order. It is the student's responsibility to periodically clean out the locker to ensure the locker remains in good condition. The condition of the locker both its interior and exterior, are the student's responsibility. Lockers should never be struck, kicked, written on, or defaced. Stickers and other materials should not be attached either inside or outside the locker. A monetary fine and/or disciplinary consequence may be assessed for locker damage. In addition, no student will be allowed to receive an end-of-season award or to participate in any future extracurricular activities unless he/she pays for any locker damage for which he/she is responsible. A senior student will not be permitted to participate in the CHS graduation ceremony until he/she pays for any locker damage for which he/she is responsible.

Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of the District. For the safety and security of the entire school community, school authorities may inspect and search lockers, 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 lockers or in their personal effects left inside a locker. Any items

discovered as result of a locker search may be confiscated and used as evidence in school-related investigations and may result in disciplinary action under the Code of Conduct as well as the CHS and District student discipline rules and policies.

Athletic Team Rules

The coach(es) for each athletic team may establish rules for his/her/their team. These rules may include, but are not limited to, team expectations and requirements, practice schedule/location and practice and game attire. Student-athletes who violate team rules may be subject to disciplinary consequences as determined by the coach(es), up to and including dismissal from the team.

TRANSPORTATION

Expectations

- Students must be ready to depart from school or other designated location at the assigned time.
- Students are not to enter the bus/vehicle with cleats on or dirty shoes (these must be cleaned before entering the bus/vehicle).
- Students are to enter or exit the bus/vehicle through the front and designated door(s) only, not the rear or other emergency door.
- Students are not to board the bus/vehicle unless directed to by the coach/sponsor.
- Food may be consumed on the bus/vehicle with permission of the coach/sponsor.
- Students must pick up all garbage and remove all personal belongings from the bus/vehicle.
- Students who misbehave on the bus/vehicle may be subject to disciplinary action under the Code of Conduct as well as the CHS and District student discipline rules and policies.

To/From Extracurricular Activities

All students participating in an extracurricular activity that is not being held at CHS must use the transportation provided by the District to and from the activity.

The only exception made to this policy is when a student's parent/guardian requests to transport his/her student from the activity, or designates another responsible adult (who must be at least 21 years of age) to do so. If a responsible adult other than the student's parent/guardian is to transport the student from the activity, the student's parent/guardian must ***request an exception, in writing, to the Athletics & Activities Director at least 24 hours prior to the activity***. The Athletics & Activities Director will not approve any request for an exception unless it is submitted by the parent/guardian at least 24 hours in advance. If approved, the Athletics & Activities Director will notify the coach/sponsor.

To ensure that all students are accounted for on the return trip, if a student will be transported home from an activity by his/her parent/guardian, or another responsible adult who is pre-approved by the Athletics and Activities Director, then at the conclusion of the activity, the driver must go to the coach or sponsor to “sign the student out” on a form provided by the Athletics & Activities Office.

Please contact the Athletics & Activities Director with any questions.

MISCELLANEOUS

Time Limit to Exit Building

Student supervision will be provided for 30 minutes following the conclusion of an extracurricular activity contest or practice/meeting. Parents providing rides are required to pick up their students and all students are expected to exit the school building and school grounds within that time period.

Refunds of participation fees

A full refund of fees for extracurricular activities will be made only if a student is cut or quits before the first contest. If a student has already received equipment or (a) uniform(s), the participation fee will not be refunded unless all equipment and uniforms have been returned and accounted for, or are paid for, if damaged or not returned.

Behavior Expectations of the Participants

Accept and understand the seriousness of your responsibility and the privilege of representing the school and the community.

Treat opponents the way you would like to be treated, as a guest or friend. Never direct remarks at opponents in a taunting manner.

Respect the integrity and judgment of game officials. Respect the job and position of the officials and respect them as people. Treating them with dignity and respect, even if you disagree with their judgment, is a fundamental behavioral expectation.

Behavior Expectations of the Spectators

Remember that school athletics and activities are learning experiences for students and the programs are part of the educational process. Adolescents learn proper behavior from watching adults.

A ticket is a privilege to observe the contest, not a license to verbally abuse others. Positive fan support is an asset for the players, coaches and other spectators.

Parents have the opportunity to demonstrate appropriate behaviors when they show respect for the opposing players, coaches, other spectators and officials. Respect their roles even if you disagree with their judgment. Negative comments or the berating of players, coaches and officials are not in keeping with our philosophy or good forms of role modeling and will not be tolerated.

Per Board Policy of Central School District 301 Section 8.3 outlines consequences for inappropriate behavior from visitors and spectators alike here at School District 301. Removal from events could result in restorative practices (Licensure to become an IHSA official in that sport, successful completion of online training, inability to attend future events, or any other actions that the athletic director and Central Unit School District 301 deem necessary.)

COMMUNICATION WITH EXTRACURRICULAR ACTIVITY COACH/SPONSOR

Parent/Coach Relationship

Both parenting and coaching are extremely challenging roles. By establishing an understanding of each role, we are better able to accept the actions of the other and provide greater benefit to students. As parents/guardians, you have a right to understand the expectations that accompany your student's participation in an extracurricular activity.

This begins with clear communication from the coach(es) of your student's athletic team.

Communication You Should Expect From Your Student's Coach

1. Coaching philosophy
2. Expectations for your student as well as all the players on the team
3. Locations and times of all practices and contests
4. Team requirements, i.e., fees, special equipment, off-season conditioning
5. Procedures that will be followed should your student be injured during participation
6. Discipline that may result in the denial of your student's participation

Communication Coaches Expect from Parents/Guardians

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance

As your student becomes involved in the CHS athletic program, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your student wishes. Although it may not seem so at the time, disappointment is a normal and natural part of life and also an important part of a student's developing maturity. At these times, discussion with the coach is encouraged.

Appropriate Concerns to Discuss with Coaches

1. The treatment of your student, mentally and physically
2. Ways to help your student
3. Concerns about your student's behavior

It is very difficult to accept your student not playing as much as he/she or you may hope. Coaches are responsible for making judgment decisions based on what they believe to be best

for all students involved on the team. As you have seen from the list above, certain things can be and should be discussed with your student's coach. Other matters, such as those which follow, must be left to the discretion of the coach(es).

Issues Not Appropriate To Discuss With Coaches

1. Playing time
2. Team Strategy
3. Play calling
4. Other student-athletes

There may be circumstances that require a conference between the coach and the parent/guardian (and, if appropriate, the student). It is important that all parties involved have a clear understanding of each other's interests. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

Procedures for Discussing a Concern with a Coach

1. Encourage your student-athlete to meet with their coach/sponsor first. (This helps student-athletes learn how to advocate for themselves.)
2. After that conversation occurs you as a parent/guardian have the opportunity to reach out and request a follow up with the coach/sponsor.
3. Call or email the coach and request to schedule an appointment.
4. Within that request be specific yet brief with what you would like to discuss with the coach. Remember this is not about anyone other than your own student-athlete.
5. Please do not confront a coach immediately before or after a practice or contest. The coach has many other responsibilities to attend to during this time period. Additionally, the excitement or disappointment related to the practice or contest can contribute to unproductive emotions. Meetings of this nature do not promote resolution.
6. If the coach does not provide a satisfactory resolution to your concern, contact the Athletics & Activities Department to schedule an appointment with the Athletics & Activities Director. At this meeting, any appropriate next step(s) can be determined.

CPR AND AED TRAINING

Education of staff, students, and parents is an integral part of ensuring our students are safe. Please view the training video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) posted on https://wearecentral.net/

CONCUSSIONS

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at https://wearecentral.net/ If you have questions regarding concussions or the District's concussion management program, please contact the Athletics & Activities Director or School Nurse.

CODE OF CONDUCT

As stated previously, participation in CHS extracurricular activities is a privilege, not a right. Accordingly, the Athletics & Activities Director is authorized to discipline students for violations of this Code of Conduct as well as other misconduct not specified below. The discipline may range from a disciplinary conference, or restitution, to suspension or dismissal from a particular extracurricular activity or all extracurricular activities. Discipline issued by the Athletics & Activities Director under the Code of Conduct is separate from any disciplinary consequences issued by the CHS Administration pursuant to the CHS and District student discipline rules and policies. A student may receive both types of disciplinary consequences for the same offense.

We understand the importance of extracurricular activities and the roles they play among adolescent individuals. Please note that administration of School District 301 reserves the right to issue restorative practices as they deem appropriate in order to work with students in hopes of correcting behavior and decision making with 1st offenses. This includes but is not limited to community service hours, restorative hours around school (based on offense), online courses through various sources, book talks, or other variety methods in line with restorative justice best practices.

DEFINITIONS OF OFFENSES

- Conduct in violation of school rules and policies, as set forth in the CHS Student Handbook and Board of Education policy, or that could be found to violate IHSA rules and regulations, local ordinance, or State or federal law

- Any possession, use, sale, distribution, or attempt to obtain possession of tobacco or nicotine products, e-cigarettes, vaporizers, or any comparable product.

- Any possession, use, sale, distribution, or attempt to obtain possession of prohibited substances, including, but not limited to: marijuana, controlled substances, steroids or other performance enhancing drugs, look-alike drugs, or beverages containing alcohol. This includes a student's presence at a place (other than a religious ceremony or family gathering) where any prohibited substance is being used in an unlawful manner; e.g., a party or gathering where alcohol is being consumed by minors. It is the student's responsibility to be aware of all activities taking place at a party or gathering immediately upon arrival and throughout the duration of his/her stay.

HAZING/BULLYING/HATE SPEECH/HARASSMENT

In addition to the offenses listed above, the District recognizes the dignity and worth of all individuals, and in keeping with that belief, prohibits any and all forms of hazing/bullying or initiation rites for any co-curricular or school-related activity. "Hazing/Bullying" refers to any act, whether physical mental, emotional, or psychological, intentional or otherwise, including when such acts are committed through social media, or other electronic means, which subjects an individual student or group of students, to any situation or expectation that may potentially

abuse, mistreat, degrade, humiliate, harass, harm, intimidate, or compromise such student or group of students' inherent dignity as a person(s).

Hate Speech or Harassment is behavior aimed at a person's sex, gender identification, race, religion, creed, age, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability that substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment. Hate Speech or Harassment may be verbal, non-verbal, or physical acts during all competitions. This policy and procedure is designed to provide a consistent, rational framework for managing and dealing with situations at contests when a participant or coach believes an opposing school's participant or coach have used hate speech towards a member of their team or between teammate to teammate interaction. "Target" refers to the individual who heard the hate speech. "Alleged offender" refers to the individual(s) who allegedly used hate speech. "Comment" refers to the hate speech or harassment that was used.

Hazing/Bullying/Hate Speech/Harassment includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body;

2. Any type of physical activity, such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

3. Any activity involving the consumption of a food, liquid, alcoholic beverage, drug, tobacco product or other substances that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school;

5. Any activity that includes the victimization of another student based on race, color, sex, sexual orientation, gender identity, or disability, sexual harassment, or sexual violence; or

6. Any activity that includes, causes or requires the student to perform a task that involves a violation of state or federal law.

Any student involved in hazing/bullying/Hate Speech/Harassment or initiation rites will be subject to disciplinary action. This action may include, but is not limited to, dismissal from the activity or athletic team, exclusion from participation in subsequent school activities and/or suspension or a recommendation to the school board for expulsion from school. These rules apply to all students during the school year, summer, in-season or out-of- season, on or off school property, during or outside of school hours. The student may face separate and/or additional disciplinary consequences as outlined in the CHS Student Handbook.

SOCIAL MEDIA

Social Media has become ingrained into today's society. The wide variety of social networking tools presently available proves students easy access to share important information. However, they can also be disruptive when inappropriate social media postings occur. Using these communication tools in an inappropriate manner can have negative consequences, especially if unkind words or threats are used with intent to hurt others.

Central District 301 recognizes and supports its student-athletes and coaches rights to freedom of speech, expression, and association, including the use of social networks. Each student-athletes and coach must remember that participating and competition in Central District 301 is a privilege and not a right. The student-athlete and coach represent his or her high school and the district, therefore, they are expected to portray themselves, their team, and their high school in a positive manner at all times. Any online posting must be consistent with federal and state laws, as well as team, school, and district rules and regulations.

Specifically prohibited behaviors included but not limited to:

- Sexually explicit, profane, lewd, indecent, illegal, or defamatory language/actions.
- Pictures depicting drug/alcohol use, weapons, and “look a likes.”
- Derogatory language relevant to a person's race, gender identity, color, sexual orientation, sex or disability regarding school personnel or other students.
- Comments designed to harass or bully students and/or school personnel.
- Sexually/racially oriented or indecent photos, images or altered pictures.

PROCEDURES

- **<u>Investigation of Alleged Violation of the Code of Conduct:</u>**
    - When a violation of the Code of Conduct is reported to the Athletics & Activities Director, the Director will commence an investigation. As part of the investigation, and as appropriate to the circumstances, the Director may meet with the student, other student(s), staff member(s), other individuals with knowledge about the alleged violation, and/or the extracurricular activity coach(es)/sponsor(s), and will review any and all pertinent documentation or other evidence.
    - After completing their investigation, the Director will meet with the student and his/her parent(s)/guardian(s) to discuss the findings of the investigation and the consequence(s), if any. The Director’s written decision will be sent to the student’s parent(s)/guardian(s) via email.
    - During the Director’s investigation into an alleged violation of the Code of Conduct, the student is suspended from all participation in the extra-curricular activity(ies), including all contests, practices/meetings, and any team/activity events. In addition, the student may not try out for another extracurricular activity during the investigation.

- **<u>Appeal of Consequence for Violation of the Code of Conduct:</u>** Because participation in extracurricular activities is a privilege and not a right, such participation is not protected by the same due process procedures applicable to regular educational

programs. A student may appeal a Code of Conduct consequence to the Building Principal or designee. The request must be made in writing within five (5) days of the issuance of the consequence. The Building Principal or designee will review the appeal request, investigation information/documentation, and the Athletics & Activities Director's determination. The Building Principal or designee may meet with student(s), staff member(s), and/or individuals with knowledge about the alleged violation. The Building Principal or designee then will issue his/her decision in writing. During the appeal process, the consequence imposed by the Athletics & Activities Director remains in effect. The Building Principal or designee's decision is final.

- **Appeal of Total Suspension from Athletic or Co-Curricular Activity:** A student who is in his/her 9th through 11th grade years, and is currently suspended from participation in any interscholastic athletic activity and/or co-curricular activity for the rest his/her high school career (third offense), may, along with his/her parent(s)/guardian(s), submit a written request to the Building Principal or designee, asking that a review be held to consider reinstatement of eligibility. This request may not be made prior to one (1) calendar year from the date of the suspension for the third offense. The burden of proof to show that the student has made appropriate changes in his/her behavior (including completion of a school-approved treatment program) is the responsibility of the student and her/his parent(s)/guardian(s). The Building Principal or designee's decision is final.

CONSEQUENCES

For students who participate in interscholastic athletic activities and hold executive leadership positions in co-curricular activities, any consequence issued for violating the Code of Conduct applies to both activities based on the offense levels set forth below.

The Athletics & Activities Director retains the sole discretion to declare a student ineligible from trying out for and joining another interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity while he/she currently has any unserved suspension pending. A student is prohibited from trying out for and joining an interscholastic athletic team or joining and taking on an executive leadership role in a co-curricular activity for the sole purpose of serving a penalty to avoid missing all or part of a season with his/her primary interscholastic athletic team or co-curricular activity.

Consequences assessed prior to a student entering high school shall not apply to the student's cumulative disciplinary record at high school.

Comparable Product Offenses: *This includes but not limited to vape, vape devices, tobacco, nicotine, THC, narcotics, alcohol or any other substances deemed illegal by law or Central School District 301.*

- **Interscholastic Athletics**
  - **First Offense:** The student will be suspended for 40% of the scheduled interscholastic athletic activity contests within a season (exact number to be determined by the Athletics & Activities Director) beginning with the current season (if the student is "in season") or next season of participation for the student. If the suspension continues past the

conclusion of a season, the consequence will be continued into the beginning of the next season of the student's participation.

- This consequence may be reduced to 25% of the scheduled contests upon successful completion of the following: The student-athlete voluntarily agrees to participate in a formal substance abuse assessment program at a school-approved agency, complete restorative practices outlined by the athletic/activities department that may include by not limited to, community service hours, peer resolution, book studies, online course completion, or anything else that is deemed beneficial and necessary to try and correct student behavior.

- **Second Offense:** The student will be suspended from participating in any interscholastic athletic activity for one (1) full season. If the suspension continues past the conclusion of the season, the consequence will be continued into the beginning of the next season of the student's participation.
- **Third Offense:** The student will be suspended from participating in any interscholastic athletic activity for the rest of the student's high school career.

- **Co-Curricular Activities**
  - **First Offense:** The student will be suspended from participating in any co-curricular activities for a period of nine (9) weeks of school (exact number of days to be determined by the Athletics & Activities Director).
  - **Second Offense:** The student will be suspended from participating in any co-curricular activities for a period of eighteen (18) weeks of school (exact dates to be determined by the Athletics & Activities Director).
  - **Third Offense:** The student will be suspended from participating in any co-curricular activity for the remainder of the student's high school career.

- **All Other Conduct Offenses:** The following consequences are not issued in progressive manner and may be combined.
  - Conference with student, coach(es)/sponsor(s), parent(s)/guardian(s), and/or the Athletics & Activities Director.
  - Temporary suspension from contests and/or practices/meetings.
  - Suspension for one-third (1/3) of season by contests or 6 weeks for activity.
  - Suspension for remainder of season or activity in current school year.
  - Suspension for remainder of season and up to one-third (1/3) of next season, or remainder of the activity in the current school year and up to 6 weeks of the activity the next school year.
  - Suspension for remainder of high school career.
  - Restitution for vandalism or destruction of property.

PARTICIPATION IN SUBSTANCE ABUSE ASSESSMENT PROGRAM

A student's participation in the Substance Abuse Assessment Program is cumulative over the student's high school career for a **maximum of two times**. If a student wishes to participate in a substance abuse assessment program to reduce the imposed extracurricular activity consequence outlined above, the following rules apply:

- The program must be approved by the Building Principal or designee.
- The program must be scheduled and started within 10 school days of the start of the consequence period.
- If the program is not completed within 30 school days of the start of the program, the full suspension penalty will be in force. If a program is longer than 30 school days, it must be completed within the timeframe specified by the program. It is the student's and his/her parent(s)/guardian(s)'s responsibility to notify the Athletics & Activities Director if the program is longer than 30 school days.
- The student must agree to complete the follow-up activity developed by the Athletics & Activities Director or designee in collaboration with the program within the established timeframe.
- The student's parent(s)/guardian(s), and/or student if required, must sign a consent form that allows the program and CHS school officials to exchange information and documentation regarding the student's participation in the program, program completion, and any recommended follow-up activities.
- If the student does not complete the agreed-to follow-up activity within the timeframe established by the agency or the school, the consequence will be reinstated in full. If the student has participated in any contests based on the assumption that the follow-up activity would be completed, additional suspension from contests will be added to the end of the initial suspension period.
- The student and/or the student's parent(s)/guardian(s)are responsible for all costs associated with the program and any follow-up activities.

Extracurricular activities are for the benefit of students and are meant to supplement students' educational programs at CHS. Unless pre-approved by the Administration in limited circumstances, extracurricular activities are *never* a reason for an absence from class or school or not completing schoolwork.

In order to participate in CHS extracurricular activities, students and their parent(s)/guardian(s) must sign the CHS Athletics & Activities Handbook Acknowledgement Form prior to participation in each interscholastic athletic team or co-curricular activity.

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Ted Juske, Athletic/Activities Director

TO: District 301 Board of Education

DATE: June 5, 2023

RE: Bass Fishing State Recognition

Central High School would like to recognize the following students for their achievements in the Bass Fishing State Competition where they finished in 28th place. The State finals were held May 17th through May 20th in Carlyle, IL.

Giuseppe Busano
Trevor Haines
Austin Lee
Robert Anderson

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Ted Juske, Athletic/Activities Director

TO: District 301 Board of Education

DATE: June 5, 2023

RE: Boys State Recognition

Central High School would like to recognize the following students for their achievements in the Boys State Track Competition held at Eastern Illinois University May 25th through 27th.

Nolan Milas
Placed 3rd in the 100m Prelims
Placed 4th in the 100m Finals
Placed 3rd in the 200m Prelims
Placed 3rd in the 100m Finals

Grayson Burton
Placed 11th in the Pole Vault Prelims
Placed 13th in the Pole Vault Finals

William Metz
Placed 17th in the Pole Vault Prelims

Nicholas Nuno
Placed 10th in the Shot Put Finals

Grayson Burton
Placed 11th in the Pole Vault Prelims

Dylan Isola, Jimmy Crosby, Nolan Milas, and Aaron Jenkins all
Placed 32nd in the 4x100 meter Relay Prelims

Farooq Kusi, Szyman Placzek, Dylan Isola, and Aaron Jenkins all
Placed 32nd in the 4x200 meter Relay Prelims

Adam Hinkleman, Logan Karottu, Jayden Beecroft, and Leighton Deitz all
Placed 32nd in the 4x800 meter Relay Prelims

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Ted Juske, Athletic/Activities Director

TO: District 301 Board of Education

DATE: June 5, 2023

RE: Girls Track State Recognition

Central High School would like to recognize the following students for their achievements in the Girls State Track Competition held at Eastern Illinois University May 18th through 20th.

Paige Greenhagel
Placed 5th in the 400m Prelims
Placed 8th in the 400m Finals
Placed 9th in the High Jump Prelims
Placed 9th in the High Jump Finals
Placed 3rd in the Long Jump Finals

Maddie Mucci
Placed 18th in the Triple Jump Finals

Tiana Foreman
Placed 4th in the Discus Throw Finals

Tia Brennan
Placed 10th in the High Jump Prelims
Placed 8th in the Pole Vault Prelims
Placed 6th in the Pole Vault Finals

Keira Heindl, Sia Patel, Danica Wiegel, and Maddie Mucci all
Placed 25th in the 4x200 Meter Relay Prelims

Kenzie Anderson, Corryn Kester, Mia Estrada, and Paige Greenhagel all
Placed 10th in the 4x400 Meter Relay Prelims

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Dr. Esther Mongan, Deputy Superintendent

TO: Board of Education
Dr. Todd Stirn, Superintendent

DATE: June 20, 2023

RE: Northwestern Illinois Association (NIA) Executive Board Ballot

Central 301 is a member of the Northwestern Illinois Association (NIA), and we housed the NIA Deaf and Hard of Hearing Program for several years before it had to move to District 300 due to our increasing enrollment and space constraints.

The Articles of Agreement for NIA call for the election of a District Administrator and School Board Member in odd numbered years. The ballot is included in the board packet.

NORTHWESTERN ILLINOIS ASSOCIATION

SUBREGION I BALLOT

EXECUTIVE BOARD

BALLOT INSTRUCTIONS

According to the Articles of Agreement for the Northwestern Illinois Association, the District Administrator and the School Board Member shall be elected within each subregion by the Boards of Education of the member districts in odd numbered years.

Each Board of Education shall cast one (1) vote for District Administrator and one vote for School Board Member.

VOTE FOR ONE DISTRICT ADMINISTRATOR:

- Crystal Swan-Gravatt - Sandwich #430
  District Administrator
- _____
  WRITE IN - District Administrator

VOTE FOR ONE SCHOOL BOARD MEMBER:

- Steve Fiorentino, District 300
  School Board Member
- _____
  WRITE IN - School Board Member

NOTE: Ballots will be counted in the NIA Executive Board Recording Secretary.

PLEASE USE THE ENVELOPE PROVIDED TO RETURN THIS BALLOT BY AUGUST 7, 2023

NORTHWESTERN ILLINOIS ASSOCIATION

BIOGRAPHICAL SKETCH – EXECUTIVE BOARD CANDIDATE – SUBREGION I

DISTRICT ADMINISTRATOR

Crystal Swan-Gravatt, an Illinois native, has been the Director of Special Education for Sandwich CUSD #430 in Sandwich, IL since 2013. During the past 30 years of professional education service, she has served in a variety of teaching and administrative experiences across various settings. Those settings include Choate Mental Health and Developmental Center, Illinois Youth Centers for Juveniles, Illinois Correctional Centers for Adults, Tri County Special Education Cooperative, Williamson County Special Education Cooperative & Early Childhood Cooperative, and public school settings – both Elementary and Secondary in southern Illinois and northern Illinois.

Crystal earned her MS in School Administration from Eastern Illinois University and her BS in Elementary Education from Southern Illinois University. She also has earned endorsements on her Illinois professional education licenses for Director of Special Education, Principal, and Unlimited Learning Behavior Specialist. As a Director of Special Education, special education supervisor, principal, and teacher, she has led efforts to facilitate collaborative working relationships between schools, city, county, state and federal stakeholders concerning academic "at risk" youth and youth with disabilities. She is often invited to speak about her unique experiences at education conferences. She is a member of the Illinois Alliance of Administrators of Special Education (IAASE), Council of Exceptional Children (CEC), and Council Administrators of Special Education (CASE). Crystal has served on the board of IAASE for the past six years and has been the serving as President of the low incidence special education cooperative – Northwestern Illinois Association (NIA) for the past five years. Crystal also serves as a board member for Open Door in Sandwich. Open Door is a non for profit rehabilitation entity for adults with developmental disabilities.

In their spare time, Crystal and her husband Rick stay busy restoring their 1965 MCM (mid-century modern) home built by a well-known local architect, James Carpenter. They also enjoy seeking out MCM treasures to enhance their home in order to bring it back to its original glory. Their MCM home is located near the well-known Farnsworth House and the pristine Fox River in which parts are comprised of the Kendall County Conservation District. Crystal and Rick feel extremely fortunate to able to live in and around the natural surroundings that are a part of the Kendall County Conservation District. They often will host large family and friend gatherings so that others can also enjoy the great outdoors with them. Lastly, Crystal and Rick have five children (one deceased) and make trips often to visit them and other close family members in both extreme southern Illinois area.

SCHOOL BOARD MEMBER

Steve Fiorentino – D300 Board of Education, Current Term Expires: April 2027

- Elected to the Board: April 2011 (currently serving 4th term)
- Board liaison to the Northwestern Illinois Assoc. (NIA)
- Served as Chair of the Facility Oversight Committee (CFOC): 2017-2023
- Member of the Finance Committee: 2017-2023
- Board Vice President: 2017-2019
- Board Secretary: 2014-2017
- Proposed and Chaired the Community Engagement Committee: 2014-2017
- Founder and Chair of Legislative and Government Affairs Committee: 2011-2015

An Algonquin resident since 1996, Steve and his wife, Robin, have one daughter (Stephanie) who graduated from HD Jacobs High School. Steve is very active in his community and church, Light of Christ in Algonquin. He is a past youth religious education teacher, care minister, leader of community outreach, created and coached in their sports ministry and led the church expansion team and a Eucharistic Minister. He has coached children of all ages in basketball and softball and has been active with the Algonquin Area Youth Organization (AAYO), Dundee Park District, and the Lake in the Hills Youth Athletic Association (LITH YAA). He was proudly named Algonquin coach of the year in 2005. Steve is one of the founding members of the Algonquin/Lake in the Hills Kiwanis organization and served on the board. He helped start the HD Jacobs Key Club (Student chapter of Kiwanis) and served as the chapter advisor. Steve and his family are passionate about serving in disaster relief. They have assisted post hurricane and tornado disasters in multiple places, including Illinois, New Jersey, and Haiti.

Steve received a Bachelor of Science degree in pharmacy from the University of South Carolina and has completed numerous executive management courses. Steve now works in the family's financial planning practice. He focuses on client acquisition and engagement, and guides clients in transition, especially with healthcare related decisions. Steve is also founder and owner of Fiorentino Consulting, LLC, which helps companies with business plan development, strategic planning, key client acquisition, and hiring and retention of top employees. Prior to launching his consulting practice, Steve held several sales and marketing leadership positions in the pharmaceutical and biotechnology industries over the course of his 20-plus year career. He built a sales and medical team of 100 people for a start-up bio-tech company and managed an operating budget of 300 million dollars. He has effectively recruited, hired, trained, and retained more than 200 high performing employees in the pharmaceutical and healthcare sectors.

In addition to school board service, the following are boards Steve has served (or is currently serving):

- Northwestern Illinois Association (NIA)
- U of South Carolina Alumni Association, Chicago Area Chapter
- Algonquin/LITH Kiwanis Chapter (Charter Board Member)
- Jordan Lake Rehab and Protection District (JLRPD)-Lake District Secretary
- U of South Carolina Pharmacy Alumni Association Board

During his free time, Steve enjoys and is blessed to spend time with family and friends, planning family excursions and adventure travel, camping, fishing, boating, golf (especially with his daughter), cooking, and watching baseball (Go Cubbies) and football.

CENTRAL
UNIT SCHOOL DISTRICT 301

Thursday, May 18, 2023

Local Labs

To Whom it May Concern:

Multiple requests under the Illinois Freedom of Information Act ("FOIA"), [5 ILCS 140/1 et seq.], have been received by Central Community Unit School District 301 via email. The below request was sent from an unverified email address and the alleged sender using the name "Vince Espi."

> *To whom it may concern,*
>
> *I am writing to you on behalf of Local Labs, which is an online publication that reports on and informs the citizens of Illinois about their local and state government's activities.*
>
> *Please provide the following information:*
>
> *- Copies of all records (transactions, invoices, etc) and email correspondences with Lurie Children's Hospital from July 1st 2022 to present day.*
>
> *Please provide the records in electronic format csv, xlx or similar. Preferably transferred via email (you may just respond to this one) or an online file hosting service (such as Dropbox). As a media organization requesting these records primarily for the benefit of the general public, we request that any fees be waived. Thank you for your prompt assistance in providing these records.*
>
> *Kind regards,*
>
> *Vince Espi*
>
> *Local Labs*

We have identified this email address as a potential source of phishing/suspect activity, and the District does not wish to reply to this email address for security reasons. Please verify whether "Vince Espi" works with your company, whether this request originated from your company and, if so, provide a more secure email address for the District's response.

The due date for the District to respond to your request will be tolled until we receive your response.

Sincerely,

Matt Rodewald
Freedom of Information Act Officer
Director of Communications

Central Community Unit School District 301
275 South St.
Burlington, IL 60109

CENTRAL
UNIT SCHOOL DISTRICT 301

Friday, May 26, 2023

Morgan Schueller
Sales Intern
LRS
5500 Pearl Street
Rosemont, IL 60018
(847) 779.7500

Dear Ms. Schueller

Thank you for writing to Central Community School District 301 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On Thursday, April 27, 2023, received by Central Community Unit School District 301 (Central 301), you requested the following records:

> *I'm requesting a FOIA regarding a refuse and recycling contract. I'm looking for your current provider of waste and recycle hauling. For example, your elementary school may have 8 yd picked up 3x/wk for recycling. I'm looking for that kind of contract containing that service information.*

Your request is granted in part. Please review the attachment that contains the information you requested.

Sincerely,

Matt Rodewald
Freedom of Information Act Officer
Director of Communications

Central Community Unit School District 301
275 South St.
Burlington, IL 60109

CENTRAL
UNIT SCHOOL DISTRICT 301

Wednesday, June 14, 2023

Christine Harper
AVP for Enrollment Manager and Chief Enrollment Officer
University of Kentucky
Office for Enrollment Management
132B W.D. Funkhouser Bldg.
Lexington, KY 40506-0032
859.323.7989
abigailjacob@uky.edu

Dear Ms. Harper,

Thank you for writing to Central Community School District 301 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On Wednesday, April 26, 2023, received by Central Community Unit School District 301 (Central 301), you requested the following records:

> ***Data requested from UK:***
> *Student name*
> *Physical address*
> *Student or parent email (prefer student, but understand parent may be released instead)*
> *Phone number*
> *Grade level*

Your request is granted in part. Please review the attachment that contains the information you requested.

Sincerely,

Matt Rodewald
Freedom of Information Act Officer
Director of Communications

Central Community Unit School District 301
275 South St.
Burlington, IL 60109

CENTRAL
UNIT SCHOOL DISTRICT 301

Mandi Bavaro <mandi.bavaro@central301.net>

Fwd: SmartProcure FOIA Request to Central Community Unit School District No. 301 for Contact Information

1 message

Matt Rodewald <matt.rodewald@central301.net> Wed, Jun 14, 2023 at 1:55 PM
To: Mandi Bavaro <mandi.bavaro@central301.net>

---------- Forwarded message ---------
From: **Matt Rodewald** <matt.rodewald@central301.net>
Date: Wed, May 3, 2023 at 10:40 AM
Subject: SmartProcure FOIA Request to Central Community Unit School District No. 301 for Contact Information
To: <kareng@smartprocure.com>

Hi Karen,

Could you call me at your earliest convenience regarding your FOIA Request??

Thank you.

-Matt Rodewald

--

Matt Rodewald
Director of Communications
Central Community Unit School District #301

matt.rodewald@central301.net
847.464.6005 (8546)
224.605.0812
275 South Street, P.O. Box 396, Burlington, IL 60109

central301.net

#RocketFwd

Caution: Correspondence on this email server could be considered as a matter of public record in most cases subject to the Freedom of Information Act.

CENTRAL
UNIT SCHOOL DISTRICT 301

Wednesday, June 14, 2023

Kevin Krebs
Founder, Managing Director
HelloCollege
Oak Brook, IL / Minnetonka, MN / Frisco, TX / Denver, CO

C: 630.708.7322
P: 630.730.8825
SayHelloCollege.com
KevinKrebs@SayHelloCollege.com

Dear Mr. Krebs,

Thank you for writing to Central Community School District 301 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On Tuesday, May 2, 2023, received by Central Community Unit School District 301 (Central 301), you requested the following records:

We are requesting copies of public records for all 9th through 11th graders within your school district to share free college preparation webinars with parents and students to improve matriculation, enhance college statistics, and reduce college debt.

We request an electronic copy of the following:

- Parents First Name
- Parents Last Name
- Parent Email Address
- Student First Name
- Student Last Name
- Student Grade Level
- School of Enrollment (High School)

We look forward to your response. Please also let us know if there are any associated fees.

In compliance with the Illinois School Student Records Act (ISSRA), the Family Educational Rights and Privacy Act (FERPA), and the Protection of Pupil Rights Amendment (PPRA), Central 301 protects the release of directory information that we can share including “the student’s name” to third party, for-profit agencies for marketing purposes.

Therefore, your request has been denied.

You have a right to have the denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

CENTRAL
UNIT SCHOOL DISTRICT 301

Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, Illinois 62706
Fax: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of your denial by filing a lawsuit in the State Circuit Court. 5 ILCS 140/11.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

Sincerely,

Matt Rodewald
Freedom of Information Act Officer
Director of Communications

Central Community Unit School District 301
275 South St.
Burlington, IL 60109