

McLean County Unit District No. 5 Board of Education Regular Meeting Agenda

Wednesday, July 21, 2021

Public Session 6:30 PM

Normal West High School

501 N Parkside Rd

Normal, IL 61761

In line with state guidelines, masks should be worn by those individuals who are not vaccinated.

1. CALL TO ORDER AND ROLL CALL

2. ADJOURN TO CLOSED SESSION(5:30p.m.)

Recommended motion: Move to adjourn to closed session to discuss the following matter according to the exceptions provided in the Open Meetings Act and specified as follows:

•2(c)(1) The appointment, employment, 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 of the public body or against legal counsel for the public body to determine its validity and

•2(c)(2) 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.

3. RECESS

4. RETURN TO PUBLIC SESSION

5. PLEDGE OF ALLEGIANCE

6. PUBLIC HEARING

A Public Hearing on the Naming of the NCHS Football Field

1 Comments Regarding Public Hearing

7. FOCUS ON STUDENTS AND GOOD NEWS REPORTS

A NCWHS Boys Track Team

3

8. SUPERINTENDENT COMMENTS

A 2021-2022 School Update

B Transportation Update

9. PUBLIC COMMENTS

10. REPORTS

A 1st Reading of Board Policies, Administrative Procedures and Exhibits

1 Policy 4.155 Naming or Renaming of Facilities and School and District Symbols

4

2 Policy 5.250 Leaves of Absence

6

3 Policy 5.330 Sick Days, Vacation, Holidays, and Leaves

13

4 Policy 6.20 School Year Calendar and Day

22

B Requests for Information Pursuant to the Illinois Freedom of Information Act

The District has received and processed the following requests for information:

1 Diane Benjamin, requested 07.01.21, responded 07.06.21

2 SmartProcure, requested 06.13.21, responded 07.09.21

11. CONSENT AGENDA

A Approval of Minutes

Minutes are not released for public viewing until approved by the Board of Education

1 Closed Session 06.16.21

2 Regular Session 06.16.21

B Personnel Matters

24

C Payment of Bills and Payrolls

1 Bills & Payroll Reports

29

D Approve Finance Department Reports

1 June 2021 Financial Statements

76

E Updated Milk Bid 2021-2022

85

F Extend Postage Machine Lease With Quadient Leasing For Two Years

86

G Resolution of the Board of Education Community Unit School District No. 5, McLean and Woodford Counties, Illinois Authorizing Interfund Loans From Fund Reserves to Other Funds	87
H Resolution of the Board of Education Community Unit School District No. 5, McLean and Woodford Counties, Illinois Authorizing Interfund Loans From Working Cash Fund to Other Funds	88
I Approve Early Learning, Elementary, Junior High and High School Handbooks for 2021-2022	89
J Naming of the NCHS Football Field	
12. BOARD REPRESENTATIVE COMMITTEE MEETING REPORTS, ANNOUNCEMENTS AND COMMENTS	
13. ADJOURNMENT	

To: Dr. Weikle and the Unit 5 Board of Education
From: Dave Johnson
Re: Normal West Track - Good News Report
Date: July 21, 2021

I am extremely proud to recognize the Normal West Boys' Track Team who competed in the IHSA State Track & Field Championship on June 19th at Eastern Illinois University, placing 3rd as a team in class 3A. The determination and focus of these athletes throughout the season resulted in an outstanding performance in the state meet.

Members of the IHSA Class 3A 3rd Place Team:

- Davonte Crawford
- Jonovan Findley
- Leslie Fisher
- Wyanye Hosea
- Jamari Myer
- Charlie Nolan
- Elijah Pittman-Phillips
- Scott Tippy



In addition to the team's performance, Normal West is proud to add another State Champion to our school as Leslie Fisher placed 1st in the Triple Jump with a distance of 14.67 meters. This was not only a winning jump, but a personal record for Leslie.

I would also like to recognize our coaches for their time and dedication to Normal West Track in helping our athletes achieve their success. Thank you to head coach Chad Aubin, along with assistant coaches Megan Starkey, Kyrin Tucker, and Grant Basting for your support of these outstanding athletes.

Sincerely,

Dave Johnson

"It's a GREAT Day to be a Wildcat!"

Mr. Dave Johnson, *Principal* | Mrs.³ Angie Codron, *Associate Principal*

Dr. Brandon Caffey, *Asst. Principal* | Mrs. Rebecca Frangella, *Asst. Principal* | Mr. Terry Gliege, *Asst. Principal* | Mr. Wes Temples, *Athletic Director*

**Naming or Renaming of Schools, Facilities, and Grounds;
Selection of Symbols**

Recognizing that the names of school buildings, facilities (e.g. gyms, athletic fields, auditoriums, libraries, classrooms, cafeterias), and grounds, and the selection of symbols (e.g. mascots, colors, logos), reflect on the District's public image, the Board's primary consideration will be to select a name or symbol that enhances the credibility and stature of the school and District. Any request to name or rename an existing school, facility, or grounds, or to select or change a school or District symbol, shall be submitted to the Superintendent. The Superintendent will follow the procedures set forth below, but the Board will make the final decision.

The District will review the names of schools, facilities, and grounds at least every 10 years to determine whether they continue to remain relevant and should be retained. The Board reserves the right to rename any District school, facility, or grounds, or to change school or District symbols, at any time.

New or Unnamed Schools, Facilities, ~~or~~ Grounds, ~~or~~ Symbols

Upon receipt of a request to name a new or unnamed school, facility, or grounds, ~~or to select a new symbol~~, the Superintendent or designee shall establish a committee of representatives of the District and the community.

The committee will provide notice to students, staff, and citizens of the District of the proposed name, including rationale for the name, seek written suggestions and solicit feedback or objections, including rationale, from students, staff, and citizens of the District. Controversial ~~and or~~ inappropriate names, ~~symbols~~, and names of existing facilities will not be considered.

Appropriate suggestions for names of schools, facilities, or grounds may include but are not limited to:

- Location.
- Person.
- Historical significance.
- Other significant events or highlights.

The committee shall submit between 3 and 5 recommendations to the Board for consideration.

Existing Schools, Facilities, ~~or~~ Grounds, ~~or~~ Symbols

Any request to rename existing an existing school, facility, or grounds, ~~or to change a symbol~~, shall include a rationale outlining reasons for change.

Upon determination by the Superintendent that a change is appropriate, the procedure to name new or unnamed schools, facilities, ~~or~~ grounds, ~~or symbols~~ shall be followed.

New or Existing Symbols

Any request to select a new school symbol or change an existing school symbol will be reviewed by the Superintendent in consultation with the building administration and the Board.

Adopted: December 9, 1998
Reviewed: ~~March 2021~~ June 2021
Amended: April 28, 2021

CROSS REF.: 4.150

Professional Personnel – Vacation, Holidays, and Leaves of Absence

This policy applies to all professional personnel (e.g. employees with a Professional Educator License ("PEL")) to the extent it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable collective bargaining agreement or individual agreement will control.

Professional Non-Administrative Personnel

All professional personnel represented by the Unit Five Education Association-IEA/NEA (the "Association") shall be entitled to the leaves provided in the Negotiated Contract between the Association and the Board.

Professional Administrative Personnel

Vacation

Professional administrative personnel shall be entitled to the vacation, if applicable, provided in their individual employment contracts.

Leaves

All professional administrative personnel not represented by the Association shall be entitled to the following leaves:

Sick Leave

Each full-time 9 ½-month or 10-month professional administrative employee is granted 14 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time 11-month professional administrative employee is granted 15 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time 12-month professional administrative employee is granted 16 paid sick leave days per school year which shall entitle the employee to be absent for reasons as defined below without loss of pay. Each full-time professional administrative employee who has completed at least 10 years of consecutive full-time employment with the District shall receive two additional sick leave days per year. Unused sick leave days shall accumulate and may be used as needed up to the accumulated amount.

Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The immediate family shall include parents, legal guardians, children, spouse, partner in a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or

Adopted: September 16, 1968

Reviewed: ~~March-June~~ 2021

Amended: April 28, 2021

practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

The use of paid sick leave for adoption or placement for adoption is limited to 30 days. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Medical Leave

Each full-time 9 ½-month or 10-month professional administrative employee is granted 12 days unpaid medical leave annually. Each full-time 11-month professional administrative employee is granted 13 days unpaid medical leave annually. Each full-time 12-month professional administrative employee is granted 14 days unpaid medical leave annually.

Unused days of medical leave shall accumulate up to a maximum of 132 days for 9 ½-month and 10-month professional administrative employees, 144 days for 11-month professional administrative employees, and 156 days for 12-month professional administrative employees.

Medical leave may only be used for personal illness and only after accumulated sick leave has been exhausted.

As proof of illness or fitness to resume duties after any absence, the Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches.

Use of allotted medical leave days in a 12-month professional administrative employee's contract year will not affect the vacation days to which the employee would otherwise be entitled.

During a leave for personal illness in any employee's contract year, the medical leave days the employee would otherwise be entitled to for that year will not be affected.

During that period of time an employee is utilizing medical leave benefits, the Board will maintain the health insurance coverage for the employee, if allowable by the insurer.

Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

Leave for personal illness may only be used at such time as accumulated sick leave and accumulated medical leave has been exhausted.

Requests for leave for personal illness should be made of the Board prior to such time as accumulated medical leave has been exhausted and accompanied by a doctor's certificate as proof of disability.

When granted a leave for personal illness, the Board will maintain the health insurance coverage for an employee through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. Coverage beyond the Board's contribution will be an option of the employee by remitting the premium on a monthly

basis; however, the last day of coverage will not be extended beyond the last day the employee is considered employed by the District unless the employee is eligible for coverage as a retiree.

Leave for personal illness is terminated on the last day of an employee's contract year.

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties, with pay. It is not a right, but a privilege. Professional administrative personnel are not granted personal leave. Rather a professional administrative employee may request an excused absence be granted by the Superintendent or designee to conduct personal business, for significant lifetime events, or for other reasons that do not occur on a frequent basis. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Bereavement Leave

A bereavement leave will be granted to allow a professional administrative employee to be absent for up to three days to deal with funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the employee's child, or (3) grieving the death of the employee's child, without any adverse employment action.

The child bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act

Emergency Leave

Professional administrative personnel may request up to fifteen (15) days of paid emergency leave to accommodate extreme situations when other paid leaves do not apply and all other paid leaves have been exhausted. A member must give a reason for the request, and such leave will be approved or denied by the Superintendent or designee.

Professional Leave

Professional administrative personnel may request professional leave day(s) for professional development activities. The employee shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

Family Hardship Leave

The Board may grant a professional administrative employee a family hardship leave of absence without pay for a specific period of time up to six months. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

1. The employee shall not be eligible for sick leave pay during the period of a family hardship leave, nor will the employee be eligible for family hardship leave if the employee has applied for or used sick leave, medical leave and/or personal illness leave in reference to the reason the family hardship leave is being requested.
2. All benefits available to the employee shall be suspended during a family hardship leave. The employee may maintain membership in the group health insurance program during the leave, according to provisions of the Family and Medical Leave Act of 1993. The employee may maintain the group health insurance after the benefit from FMLA has expired by remitting in advance payments of all premiums due. These payments shall be made to the District Office.
3. Professional administrative employees will retain their tenure status during a family hardship leave of absence.
4. An employee on leave for a full school year shall not receive a salary increase while on leave.

At the expiration of the leave period, the employee will be placed in an administrative or non-administrative position for which the employee is qualified.

All Professional Personnel

Holidays

Except as provided in Board Policy 6.20, all professional personnel, whether represented by the Association or administrative personnel, will not be required to work on the legal school holidays listed in Board Policy 6.20 School Year Calendar and Day.

Leaves

In addition to the leaves provided above, all professional personnel, whether represented by the Association or administrative personnel, shall be entitled to the following leaves:

Family and Medical Leave

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act as provided in Board policy 5.185, *Family and Medical Leave*.

Military Leave

The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time.

A professional employee who is a "service member" as defined in ISERRA, is entitled to military leave while performing "active service".

During such leaves, the employee's seniority, tenure track, and other benefits shall continue to accrue. An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave. The contractual continued service status of a teacher or other professional employee shall not be affected because of absence while in the military service of the United States.

During periods of military leave for annual training, the employee shall continue to receive full compensation (i.e. concurrent compensation) for up to 30 days per calendar year.

During periods of military leave for active service, the employee shall receive differential compensation subject to the following:

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
2. Differential compensation shall not be paid for active service without pay.

Employees who have exhausted concurrent compensation for annual training in a calendar year shall receive differential compensation when authorized in the same calendar year.

School Visitation Leave

An eligible professional employee is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child, if the conference or meeting cannot be scheduled during non-work hours. Professional employees must first use all accrued vacation leave, personal leave, and any other leave that may be granted to the professional employee, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leave to Serve as an Election Judge

Any professional employee who has been appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The employee is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional employee hired to replace one in the General Assembly does not acquire tenure.

Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence

An unpaid leave from work is available to any employee who: (1) is a victim of domestic violence, sexual violence, or gender violence, or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, or gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, since the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, requests for absences from work beyond an individual's control and that do not fall under any other leave policy may be granted by the building administrator or a District Office administrator without pay on a day for day basis. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

Employees who are granted a leave without pay shall have their pay reduced at a per diem rate based on the number of days paid in the current contract year.

Leave to Serve as an Officer or Trustee of a Specific Organization

The Board provides for Association Leave in the Negotiated Contract with the Association. In addition, upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, and (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3.

Injury During Performance of Duties

An employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies the employee is unable to perform the duties of the position. If after three days the employee is still unable to perform the duties of the position, accumulated sick leave may be used. A licensed physician must certify at the end of each pay period that the employee is unable to perform the duties of the position. The employee, in addition, shall be entitled to benefits pursuant to the Worker's Compensation Act but in no event shall the employee receive more than a regular day's pay. Sick leave pay shall be utilized, if needed, to supplement worker's compensation benefits so as to ensure a regular day's pay..

LEGAL REF.: 10 ILCS 5/13-2.5.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
CROSS REF.: 5.180, 5.185, 5.330

Educational Support Personnel – ~~Sick Days~~, Vacation, Holidays, and Leaves

This policy applies to all educational support personnel (e.g. employees without a Professional Educator License (“PEL”)) to the extent it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable collective bargaining agreement or individual agreement will control.

Represented Educational Support Personnel

All educational support personnel represented by the Unit Five Support Professionals Association (“UFSPA”) shall be entitled to the vacation, holidays, and leaves, if applicable, provided in the Negotiated Contract between UFSPA and the Board. All educational support personnel represented by the Laborer’s International Union of North America, Local 362 (“LIUNA Local 362”) shall be entitled to the vacation, holidays, and leaves, if applicable, provided in the Negotiated Contract between LIUNA Local 362 and the Board.

Unrepresented Non-Administrative Educational Support Personnel

Personal Leave

Full-time non-administrative educational support personnel shall be granted two paid personal leave days per school year to be used at the convenience of the employee. Requests to use personal leave must be approved in advance by the administrative supervisor. A request for personal leave may be denied if approval would adversely impact operations or the provision of services due to absence of too many employees. Unused personal leave will be added to an employee’s accumulated personal leave and/or sick leave at the end of each school year. Unrepresented non-administrative educational support employees may not accumulate a total of more than four (4) personal days.

Vacation

Full-time exempt educational office personnel who work at least 240 days per school year shall be granted 15 paid vacation days per school year. Full-time technology employees who work at least 240 days per school year shall be granted 10 paid vacation days per school year. Beginning with their fifth year of consecutive employment, full-time technology employees who work at least 240 days per school year shall be granted 15 paid vacation days per school year. Full-time special warehouse/transportation employees who work at least 260 days per school year shall be granted the following paid vacation days per school year:

After One (1) Full Year of Service	10 vacation days
After Eight (8) Full Years of Service	15 vacation days
After Twenty (20) Full Years of Service	20 vacation days

Requests to use vacation days must be approved in advance by the employee’s administrative supervisor. Vacation days cannot be accumulated and must be used prior to July 31st following the school year in which they are accrued. The employee and administrative supervisor must work together to ensure that vacation time is taken at a mutually agreeable time.

Maternity Leave

The Board may grant an unrepresented educational support employee a maternity leave without pay for a specified period of time with a 1-year maximum.

All benefits available to an employee shall be suspended during a maternity leave unless otherwise allowed according to provisions set forth in the Family and Medical Leave Act of 1993, and the employee shall not advance on a salary schedule or receive a salary increase for the year in which the leave is taken. The employee may maintain membership in the group health insurance program during the leave by remitting in advance payments of all premiums due. These payments shall be made to the District Office.

An employee who is granted a maternity leave of absence shall be required to notify the secretary of the Board in writing stating whether or not said employee requests to return to his or her position. For an employee on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the employee to make proper notification by March 1 will terminate that person's further employment in the District.

At the expiration of the leave period, the employee will return to the same position as that which was held prior to the leave of absence.

Administrative Educational Support Personnel

Permission Absence

"Permission absence" is a term denoting an excused absence from job duties with pay. It is not a right, but a privilege. Administrative educational support personnel are not granted personal leave. Rather an administrative educational support employee may request a permission absence be granted by the Superintendent or designee to conduct personal business, for significant lifetime events, or for other reasons that do not occur on a frequent basis. The circumstances may differ with each case and the length of time granted for a permission absence may vary.

Vacation

Full-time administrative educational support personnel who work at least 240 days per school year shall be entitled to 15 paid vacation days per school year. Vacation days cannot be accumulated and must be used prior to July 31st following the school year in which they are accrued.

Professional Leave

Administrative educational support personnel may request paid professional leave days for professional development activities. The employee shall request professional leave in writing at least one (1) week prior to the day of the requested absence. The Superintendent or designee will approve or deny such requests.

All Unrepresented Educational Support Personnel

In addition to the leaves provided above, all unrepresented educational support personnel shall be entitled to the following leaves:

Sick Leave

Annually, each unrepresented full-time or part-time educational support employee who works at least 600 hours per year shall be granted the following paid sick leave days per school year equal to the hours worked per day:

<u>Position</u>	<u>Work Year</u>	<u>#Paid Sick Leave Days</u>
Admin. Educ. Support Personnel	240 days	15 days/Negotiated
Exempt EOP	250 days	15 days
Food Service	173 days	11 days
Food Service Manager	174 days	11 days
Healthcare Assistant	180 days	12 days
Occupational Therapist	180 days	12 days
Physical Therapist	180 days	12 days
RN	180 days	12 days
Safety Monitor	180 days	12 days
School Community Representative	180 days	12 days
Special Transportation	173 days	11 days
Special Warehouse/Trans.	260 or 261 days	14 days
Technology	240 days	14 days

Unused sick leave days shall accumulate and may be used as needed up to the accumulated amount.

Sick leave is defined as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The immediate family shall include parents, legal guardians, children, spouse, partner in a civil union, brothers, sisters, grandparents, great grandparents, grandchildren, parents-in-law, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law, grandparents-in-law, great-grandparents-in-law, aunts, uncles, and all step relatives in the aforementioned relationships.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the employee provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate as a basis for pay during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee in obtaining the required certificate (e.g. if the employee has already seen a medical provider listed above, the Board will not be required to pay for the services provided to the employee solely by requesting a certificate).

The use of paid sick leave for adoption or placement for adoption is limited to 30 days. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Medical Leave

Each unrepresented educational support employee shall be granted the following unpaid medical leave annually:

<u>Position</u>	<u>Work Year</u>	<u>#Unpaid Medical Leave Days</u>	<u>Cap on Medical Leave Days</u>
Admin. Educ. Support Personnel	240 days	13 days	156 days
Exempt EOP	250 days	13 days	156 days
Food Service	173 days	10 days	120 days
Food Service Manager	174 days	10 days	120 days
Healthcare Assistant	180 days	10 days	120 days
Occupational Therapist	180 days	10 days	120 days
Physical Therapist	180 days	10 days	120 days
RN	180 days	10 days	120 days
Safety Monitor	180 days	10 days	120 days
School Community Representative	180 days	10 days	120 days
Special Transportation	173 days	10 days	120 days
Special Warehouse/Trans.	260 or 261 days	13 days	156 days
Technology	240 days	13 days	156 days

Unused days of medical leave shall accumulate up to the maximum listed in the table above, usable in any one year.

Medical leave may only be used for personal illness and only after accumulated sick leave has been exhausted.

As proof of illness or fitness to resume duties after any absence, the Board may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches.

Use of allotted medical leave days in any one contract year will not affect the vacation days to which the employee would otherwise be entitled.

During a leave for personal illness in any employee's contract year, the medical leave days the employee would otherwise be entitled to for that year will not be affected.

During that period of time an employee is utilizing medical leave benefits, the Board will maintain the health insurance coverage for the employee, if allowable by the insurer.

Leave for Personal Illness

The decision to grant a leave for personal illness for any length of time shall only be made by the Board.

Leave for personal illness may only be used at such time as accumulated sick leave and accumulated medical leave has been exhausted.

Requests for leave for personal illness should be made of the Board prior to such time as accumulated medical leave has expired and the request should be accompanied by a doctor's certificate as proof of disability.

When granted a personal illness leave, the Board will maintain the health insurance coverage for said employee through the month following the date of the beginning of such leave and/or according to provisions set forth in the Family and Medical Leave Act of 1993. The employee can continue coverage by remitting the insurance premium on a monthly basis; however, the last day of coverage will not be extended beyond the last day the employee is considered employed by the District unless the employee is eligible for coverage as a retiree.

Adopted: October 21, 1968
Reviewed: ~~March-June~~ 2021
Amended: April 28, 2021

Leave for personal illness is terminated on the last day of an employee's contract year.

Bereavement Leave

A bereavement leave shall be granted to allow an unrepresented educational support employee to be absent for up to three days with pay to attend to funeral matters of the immediate family as defined in this policy. These days will not be charged against the employee's sick leave allotment. In addition, employees may use paid sick leave for death in the immediate family or household.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved employee at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the employee's child, or (3) grieving the death of the employee's child, without any adverse employment action.

The child bereavement leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act

Emergency Leave

Unrepresented educational support employees may request up to fifteen (15) days of paid emergency leave to accommodate extreme situations when other paid leaves do not apply and all other paid leaves have been exhausted. A member must give a reason for the request, and such leave will be approved or denied by the Superintendent or designee.

Family Hardship Leave

The Board may grant an unrepresented educational support employee a family hardship leave of absence without pay for a specified period of time with a one-year maximum for non-administrative employees and up to six months for administrative employees. In no instance shall this leave be granted unless the Board determines that a suitable replacement can be hired.

1. An employee shall not be eligible for sick leave pay during the period of a family hardship leave, nor will an employee be eligible for hardship leave if the employee has applied for or used sick leave, medical leave and/or personal illness leave in reference to the reason that hardship leave is being requested.
2. All benefits available to an employee shall be suspended during a family hardship leave. The employee may maintain membership in the group health insurance program during the leave, according to provisions of the Family and Medical Leave Act of 1993. The employee may maintain the group health insurance after the benefit from FMLA has expired by remitting the advance payments to all premiums due. These payments shall be made to the District Office.

3. An employee granted a family hardship leave shall be required to notify the secretary of the Board in writing stating whether or not said employee requests to return to his/her position. For employees on a leave during the second semester, the request to return must be received by the secretary of the Board on or before March 1. Failure of the employee to make proper notification by March 1 will terminate that person's further employment in the District.
4. An employee on leave for a full school year shall not advance on a salary schedule or receive a salary increase for the year in which the leave is taken.

At the expiration of the leave period, the employee will return to the same position held prior to the leave of absence.

All Educational Support Personnel

Holidays

Except as provided in Board Policy 6.20, all educational support personnel, whether represented or unrepresented, will not be required to work on the legal school holidays listed in Board Policy 6.20 School Year Calendar and Day.

A legal school holiday on which an employee is not required to work will not cause a deduction from an employee's time or compensation nor entitle an employee to compensation where not otherwise contractual. The District may require educational support personnel to work on a non-waived holiday during an emergency or for the continued operation and maintenance of facilities or property.

Leaves

In addition to the leaves provided above, all educational support personnel, whether represented or unrepresented, shall be entitled to the following leaves:

Family and Medical Leave

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act as provided in Board policy 5.185, *Family and Medical Leave*.

Military Leave

The District will comply with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the Illinois Service Member Employment and Reemployment Rights Act ("ISERRA"), 330 ILCS 61/1-1 et seq., and Section 10-20.7b of the Illinois School Code (105 ILCS 5/10-20.7b), as amended from time to time.

An educational support employee who is a "service member" as defined in ISERRA, is entitled to military leave while performing "active service".

During such leaves, the employee's seniority and other benefits shall continue to accrue. An employee who is absent on military leave shall, minimally, for the period of military leave, be credited with the average of the performance ratings or evaluations received for the three years immediately before the absence for military leave. Additionally, the rating shall not be less than the rating that he or she received for the rated period immediately prior to his or her absence on military leave.

Adopted: October 21, 1968
Reviewed: ~~March~~ June 2021
Amended: April 28, 2021

During periods of military leave for annual training, the employee shall continue to receive full compensation (i.e. concurrent compensation) for up to 30 days per calendar year.

During periods of military leave for active service, the employee shall receive differential compensation subject to the following:

1. Differential compensation for voluntary active service is limited to 60 work days in a calendar year.
2. Differential compensation shall not be paid for active service without pay.

Employees who have exhausted concurrent compensation for annual training in a calendar year shall receive differential compensation when authorized in the same calendar year.

School Visitation Leave

An eligible educational support employee is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or academic meetings related to the employee's child, if the conference or meeting cannot be scheduled during non-work hours. Educational support employees must first use all accrued vacation leave, personal leave, and any other leave that may be granted to the employee, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leave to Serve as an Election Judge

Any educational support employee who has been appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The employee is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

General Assembly Leave

Educational support personnel shall receive leave for service in the General Assembly on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*.

Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence

An unpaid leave from work is available to any employee who: (1) is a victim of domestic violence, sexual violence, or gender violence, or (2) has a family or household member who is a victim of such violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, or gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, since the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during

any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leave Without Pay

The Board recognizes that a leave without pay is sometimes necessary due to circumstances beyond an individual's control. Therefore, a building administrator or District Office administrator may grant an unpaid absence from work when the request does not fall under any other leave policy. A leave without pay shall not be granted for vacation. Personnel assigned to a specific building or homebased at a specific building shall submit their request to the building administrator. Other personnel shall submit their request to the District Office administrator responsible for their performance.

Unless circumstances warrant, leave without pay shall not be granted immediately prior to or immediately following holidays or vacations.

An employee granted a leave without pay shall have his or her pay reduced at a per diem rate based on the number of days paid in the current contract year.

Injury During Performance of Duties

Any employee injured during the performance of duties shall be entitled to a maximum of three consecutive days absence with pay provided a licensed physician certifies that the employee is unable to perform the duties of the position. If after three days the employee is still unable to perform the duties of the position, accumulated sick leave may then be used. A licensed physician must certify at the end of each pay period that the employee is unable to perform the duties of the position. The employee, in addition, shall be entitled to benefits pursuant to the Worker's Compensation Act but in no event shall the employee receive more than a regular day's pay. Sick leave pay shall be utilized, if needed, to supplement worker's compensation benefits so as to ensure a regular day's pay.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist.
No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).
CROSS REF.: 5.180, 5.185, 5.250

School Year Calendar and Day

School Calendar

The Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Legal School Holidays

Listed below are the legal school holidays required pursuant to Section 24-2 of the School Code.

<u>New Year's Day</u>	<u>Labor Day</u>
<u>Dr. Martin Luther King, Jr.'s Birthday</u>	<u>Columbus Day</u>
<u>President Abraham Lincoln's Birthday</u>	<u>Veteran's Day</u>
<u>Casimir Pulaski's Birthday</u>	<u>2022 Election Day</u>
<u>Memorial Day</u>	<u>Thanksgiving Day</u>
<u>Juneteenth National Freedom Day</u>	<u>Christmas Day</u>
<u>Independence Day</u>	

The Board is authorized to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on Dr. Martin Luther King, Jr.'s birthday; President Abraham Lincoln's birthday; Casimir Pulaski's birthday; Columbus Day; and Veterans' Day, provided that:

- (1) the person or persons honored by the holiday are recognized through instructional activities conducted on that day or, if the day is not used for student attendance, on the first school day preceding or following that day; and
- (2) the Board first holds a public hearing about the proposal and provides notice as required in Section 24-2.

The Board has exercised this authority on President Abraham Lincoln's Birthday, Casimir Pulaski's Birthday, and Veterans' Day.

Except where the Board has exercised its authority on any of the five specific holidays listed above, District employees will not be required to work on legal school holidays. A legal school holiday on which an employee is not required to work will not cause a deduction from an employee's time or compensation nor entitle an employee to compensation where not otherwise contractual.

Commemorative Holidays

Commemorative holidays, which recognize specified patriotic, civic, cultural or historical persons, activities, or events, are regular school days. The commemorative holidays required pursuant to Section 24-2 of the School Code or established by the Board are:

<u>Christa McAuliffe Day</u>	<u>Korean War Veterans' Day</u>
<u>Susan B. Anthony's Birthday</u>	<u>Recycling Day</u>
<u>Vietnam War Veterans' Day</u>	<u>Iraq & Afghanistan Veterans Remembrance Day</u>
<u>September 11th Day of Remembrance</u>	<u>Pearl Harbor Veterans' Day</u>
<u>Indigenous Peoples' Day</u>	<u>Any day appointed by President or Governor</u>

Adopted: March 21, 1983
Reviewed: ~~December 2014~~ June 2021
Amended: January 14, 2015

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the *School Code* to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18,
5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
10 ILCS 5/11-4.1.
23 Ill.Admin.Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd by* 57 F. 3d 618 (7th Cir.,
1995).
CROSS REF.: 2.20, 5.200, 5.330, 6.60, 6.70, 7.90

PERSONNEL MATTERS - July 21, 2021

Revisions appear in bold

Personnel Matters

Resignations/Retirements/Releases/Terminations

[illegible]

	Last Name	First Name	Homebase	Assignment	Step	Lane	FTE	Effective
<u>Certified</u>								
	(R) Keller	Cynthia	Brigham	ECE - Blended	Step 1	B+24	1.0	8/16/2021
	(R) Harrington	Rachel	Cedar	4th Grade	Step 2	B+0	1.0	8/16/2021
	(LR) Lardi	Danielle	Cedar	Kindergarten	Step 6	B+0	1.0	8/16/2021
	(R) Collins	Sharon	Hoose	Assistant Principal			1.0	8/9/2021
	(A) Muganzi	Kendra	Hoose	ESL	Step 11	M+0	1.0	8/16/2021
	(R) Pavlou	Alexis	Hoose	5th Grade	Step 1	B+0	1.0	8/16/2021
	(R) Anderson	Alexis	Hudson	3rd Grade	Step 1	B+0	1.0	8/16/2021
	(A) Fulkerson	Charity	Prairieland	LBS1	Step 1	B+0	1.0	8/16/2021
	(RE) Morgan	Lindsey	Oakdale	5th Grade	Step 2	B+0	1.0	8/16/2021
	(LR) Schmitt	Brianna	Oakdale	3rd Grade	Step 2	B+0	1.0	8/16/2021
	(R) Dahlke	Julie	Sugar	Social Worker	Step 14	M+16	1.0	8/16/2021
	(R) Seifert	Sara	Sugar	ECE - Blended	Step 8	M+33	1.0	8/16/2021
	(R) King	Amanda	Towanda	4th Grade	Step 1	B+0	1.0	8/16/2021
	(R) Lowry	Tarahrae	Towanda	5th Grade	Step 1	B+0	1.0	8/16/2021
	(R) Cole	Jennifer	CJHS	7th Gr - SS/LA	Step 11	M+24	1.0	8/16/2021
	(R) Culbertson	Christina	CJHS	ESL	Step 9	M+0	1.0	8/16/2021
	(R) Atkins	Alicia	EJHS	LBS1	Step 1	M+0	1.0	8/16/2021
	(R) Hoy	Jessica	EJHS	ESL	Step 2	M+33	1.0	8/16/2021
	(R) Pett	Rachel	KJHS	6th Grade - LA	Step 11	M+0	1.0	8/16/2021
	(R) Logue	Derek	NCHS	PE	Step 8	B+33	1.0	8/16/2021
	(R) Martin	Michael	NCHS	Science	Step 2	B+0	1.0	8/16/2021
	(A) Thoennes	Lisa	Unit	SLP-Float	Step 11	M+26	1.0	8/16/2021
<u>Educational Support Personnel</u>								
	(R) Thota	Padma	Benjamin	Para - Spec Ed	Step 1		1.0	8/16/2021
	(R) Hull	Ashley	Carlock	EOP - 9.5 Months	Step 5	Lane B	1.0	8/9/2021
	(R) Longman	Margaret	Hoose	Para - Spec Ed	Step 1		1.0	8/16/2021
	(R) Shah	Dhara	Hoose	Para - Spec Ed	Step 1		1.0	8/16/2021

(A)	Spera	Cory	Hoose		Home Interventionist			1.0		8/9/2021
(R)	Zabukovec	Melissa	Hudson		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Balasubramanian	Abirami	Northpoint		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Mannepalli	Rajani	Northpoint		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Grant	Shannon	Pepper		Para - Spec Ed		Step 4	1.0		8/16/2021
(R)	Perry	Suzanne	Pepper		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Siebring	Christine	Pepper		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Nelson	Kendra	CJHS		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Dorrell	Virginia	PJHS		Para - Reg Ed - ISS		Step 4	1.0		8/16/2021
(A)	Manguia-Huerta	Scarlet	PJHS		Bilingual Parent Liaison			1.0		8/9/2021
(R)	Maye	Valerie	PJHS		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	McKinsey	Ryan	PJHS		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Castillo de Bello	Judayne	NCHS		Para - Reg Ed - Bilingual		Step 1	1.0		8/16/2021
(R)	Ingram	Jerrold	NCHS		Para - Spec Ed		Step 6	1.0		8/16/2021
(R)	Lace	Shauna	NCHS		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Mace	Michael	NCHS		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Schraufnagel	Vanessa	NCHS		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Miller	Brandon	NCWHS		Safety Monitor			1.0		8/16/2021
(R)	Ahlemeyer	John	Field		Para - Spec Ed		Step 1	1.0		8/16/2021
(R)	Morton	Jennifer	Warehouse		Food Service - Procurement Specialist - 12mo			1.0		7/21/2021

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Contract Revisions

		Homebase		Revision	Effective
<u>Certified</u>					
Cox	Holly	Sugar Creek		From Sugar/Asst. Principal to PSE/Kindergarten	8/16/2021
Gibler	Dan	Hoose/4th Grade		From Hoose/4th Grade to NCHS/Assistant Principal	8/2/2021
Kuras	Amy	CJHS		From CJHS/ESL to Cedar/Assistant Principal	8/16/2021
Klokkenga	Kathryn	CJHS		From Step 11 to Step 17	8/16/2021
Priller	Kim	KJHS		From KJHS/Math Interventionist to Sugar/Asst. Principal	8/9/2021

Lawent	Jessica	PJHS	From Step 11 to Step 14	8/16/2021
Borrull	Papachya	NCHS	From M+0, Step 8 to M+51, Step 8	8/16/2021
<u>Schedule B</u>				
Price	Steve	KJHS	Add - JHBB	8/16/2021
Burns	Laura	PJHS	Add - JHBB	8/16/2021
Kintner	Jared	PJHS	Drop - JHWR	5/27/2021
Winkle	Dana - Non-UFEA	PJHS	Add - JHCH	8/16/2021
Gibler	Dan	NCHS	Add - Ed 32	8/2/2021
<u>Educational Support Personnel</u>				
Ahart	Carissa	Field	From Lane A to Lane B	8/16/2021
Jackson	Donnelly	NCWHS	From Safety Monitor to Para - Spec Ed	8/16/2021
<u>Leave Requests</u>				
				27
		Homebase/Position	Leave Requested	Effective
<u>Certified</u>				
Lovell	Heidi	Cedar/Kindergarten	Parental Leave	1st Semester - 2021-2022
Pocic	Hailey	Grove/5th Grade	Planned Extended Leave	2021-2022
Boline	Angie	Oakdale/3rd Grade	Planned Extended Leave	2021-2022
<u>Educational Support Personnel</u>				
Kiesewetter	Jennifer	Hoose/Para - Spec Ed	Planned Extended Leave	2021-2022
<u>Information Only</u>				
Boehm	Kim	CJHS/Instrumental - Music	From CJHS/Instrumental - Music to NCWHS/Orchestra	8/16/2021
Callahan	Kaylee	Northpoint/LBS1	From Northpoint to Prairieland	8/16/2021
Cavallaro	Carole	NCWHS/Para - Spec Ed	From NCWHS to CJHS	8/16/2021
Doty	Ashton	Cedar/Kindergarten	From Kindergarten to 1st Grade	8/16/2021
Ellison	Aaron	CJHS/7th Gr - Social Studies/LA	From CJHS/7th Gr - Social Studies/LA to KJHS/Middle School MTSS Interventionist	8/16/2021
Hawkins	Jennifer	Grove/LBS1	From Grove to Cedar	8/16/2021

Hunt	Amanda		Hudson/2nd Grade			From Hudson/2nd Grade to		8/16/2021
						Parkside/Prairieland - MTSS Interventionist		
Keiswetter	Jennifer		KJHS/8th Gr - Math			From Science to Math		8/16/2021
Koechle	Cristie		Northpoint/1st Grade			From Northpoint/1st Grade to		8/16/2021
						Northpoint/Fairview - MTSS Interventionist		
Olson	Erin		Northpoint/2nd Grade			From 2nd Grade to 1st Grade		8/16/2021
Reid	Alyssa		Cedar/4th Grade			From 4th Grade to 5th Grade		8/16/2021
Stolbom	Jennifer		Sugar/3rd Grade			From Sugar/3rd Grade to Prairieland/4th Grade		8/16/2021
Strupek	Ashley		Prairieland/4th Grade			From Prairieland to Fox Creek		8/16/2021
Westhues	Stephanie		EJHS/LBS1			From EJHS to Northpoint		8/16/2021

MCLEAN COUNTY UNIT DISTRICT NO. 5
Authorization for Payment of Bills and Payrolls
June 17, 2021 through July 21, 2021

SUMMARY OF BILLS & PAYROLLS BY FUND

Fund	¹ Prepaid Bills	² Bills To Be Paid	³ Payrolls	Total
07 Flexible Benefit Plan Trust Fund	51,455.70	0.00	0.00	51,455.70
08 Unit 5 Self-Funded Insurance	1,051,824.91	0.00	0.00	1,051,824.91
10 Educational	911,288.21	856,133.86	8,747,097.25	10,514,519.32
20 Operations & Maintenance	158,886.76	428,653.76	524,500.27	1,112,040.79
30 Debt Service	389,085.45	365,634.16	0.00	754,719.61
40 Transportation	1,404,453.19	19,471.48	21,088.67	1,445,013.34
50 Social Security	0.00	0.00	219,458.17	219,458.17
51 IMRF	0.00	0.00	188,293.12	188,293.12
60 Capital Projects	0.00	0.00	0.00	0.00
70 Working Cash	0.00	0.00	0.00	0.00
80 Tort Immunity	191,859.42	18,531.98	19,961.53	230,352.93
90 Life Safety	6,834.00	2,274,406.11	0.00	2,281,240.11
99 Student Activity Funds ⁴	150,686.73	0.00	0.00	150,686.73
Grand Total	\$4,316,374.37	\$3,962,831.35	\$9,720,399.01	\$17,999,604.73

¹ For funds 8 through 90, these bills were paid on and between 6/17/21 and 7/20/21. Please see the "Vendor Bill Listing - PREPAID" report for details.

² These bills have not been paid yet. Please see the "Vendor Bill Listing - TO BE PAID" report for details.

³ Please see the "Payroll Fund Totals" report for details.

⁴ These bills will always be listed as "prepaid" and include bills paid on the date of the last Board meeting. This is to ensure that all payments are captured for reporting purposes. For this report, these bills were paid on and between 6/16/21 and 7/20/21. Please see the Student Activity Funds section of the "Vendor Bill Listing - PREPAID" and the "Vendor Bill Listing - PREPAID - SA" report for details. The Student Activity Funds totals on these reports will equal the Student Activity Funds total on this summary.

ATTEST:

I do certify that the Board of Education has reviewed and authorized the payment of bills and payrolls in the amount of \$17,999,604.73.

Amy Roser, President, Board of Education

Date

Barry Hitchens, Secretary, Board of Education

Date

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2020-2021

Pay Cycle:

Pay Period: Start Date: End Date: Pay Date:

Certified - Semi	240	06/16/2021	06/30/2021	06/30/2021
Certified - Semi	241	06/16/2021	06/30/2021	06/30/2021
Classified - Semi	240	06/16/2021	06/30/2021	06/30/2021

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS
Certified - Semi - Period Number: 240					
10	3,080,228.35	0.00	140,601.77	333,599.50	3,554,429.62
50	0.00	42,786.65	0.00	0.00	42,786.65
Period Total:	\$3,080,228.35	\$42,786.65	\$140,601.77	\$333,599.50	\$3,597,216.27

Classified - Semi - Period Number: 240

10	620,625.40	0.00	0.00	153,758.75	774,384.15
20	258,412.34	0.00	0.00	2,383.50	260,795.84
40	8,887.59	0.00	0.00	1,562.50	10,450.09
50	0.00	64,708.74	0.00	0.00	64,708.74
51	0.00	0.00	91,051.25	0.00	91,051.25
80	8,644.82	0.00	0.00	1,113.50	9,758.32
Period Total:	\$896,570.15	\$64,708.74	\$91,051.25	\$158,818.25	\$1,211,148.39

Certified - Semi - Period Number: 241

10	2,126.60	0.00	80.45	0.00	2,207.05
50	0.00	30.84	0.00	0.00	30.84
Period Total:	\$2,126.60	\$30.84	\$80.45	\$0.00	\$2,237.89

Grand Totals:	\$3,978,925.10	\$107,526.23	\$231,733.47	\$492,417.75	\$4,810,602.55

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Payroll Fund Totals

Fiscal Year: 2021-2022

Pay Cycle:

Pay Period: Start Date: End Date: Pay Date:

Certified - Semi	10	07/01/2021	07/15/2021	07/15/2021
Certified - Semi	11	07/01/2021	07/15/2021	07/15/2021
Certified - Semi	12	07/01/2021	07/15/2021	07/16/2021
Classified - Semi	10	07/01/2021	07/15/2021	07/15/2021
Classified - Semi	11	07/01/2021	07/15/2021	07/15/2021

FUND	GROSS	FICA	RETIREMENT	BENEFITS	TOTALS

Classified - Semi - Period Number: 10

10	668,367.35	0.00	0.00	158,600.00	826,967.35
20	261,230.93	0.00	0.00	2,473.50	263,704.43
40	9,001.08	0.00	0.00	1,637.50	10,638.58
50	0.00	68,877.75	0.00	0.00	68,877.75
51	0.00	0.00	97,241.87	0.00	97,241.87
80	8,943.81	0.00	0.00	1,143.50	10,087.31
Period Total:	\$947,543.17	\$68,877.75	\$97,241.87	\$163,854.50	\$1,277,517.29

Certified - Semi - Period Number: 10

10	3,087,605.52	0.00	143,691.53	349,899.50	3,581,196.55
50	0.00	42,905.51	0.00	0.00	42,905.51
80	104.17	0.00	11.73	0.00	115.90
Period Total:	\$3,087,709.69	\$42,905.51	\$143,703.26	\$349,899.50	\$3,624,217.96

Certified - Semi - Period Number: 11

10	2,657.46	0.00	100.54	327.50	3,085.50
50	0.00	38.55	0.00	0.00	38.55
Period Total:	\$2,657.46	\$38.55	\$100.54	\$327.50	\$3,124.05

Classified - Semi - Period Number: 11

10	762.96	0.00	0.00	0.00	762.96
50	0.00	58.36	0.00	0.00	58.36
Period Total:	\$762.96	\$58.36	\$0.00	\$0.00	\$821.32

Certified - Semi - Period Number: 12

10	3,600.37	0.00	136.20	327.50	4,064.07
50	0.00	51.77	0.00	0.00	51.77
Period Total:	\$3,600.37	\$51.77	\$136.20	\$327.50	\$4,115.84

Grand Totals:	\$4,042,273.65	\$111,931.94	\$241,181.87	\$514,409.00	\$4,909,796.46

End of Report

Expenditure Summary Report

From Date: 6/16/2021

To Date: 6/16/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Grand Total					

Expenditure Summary Report**From Date:** 6/16/2021
To Date: 6/16/2021

Fund	Amount
Grand Total	

Expenditure Summary Report

From Date: 6/17/2021
To Date: 7/20/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
2080 MEDIA, INC.	1363	2105174	244778	6/25/2021	1,500.00
2080 MEDIA, INC. Total					1,500.00
4Imprint, Inc.	8947557	2104532	244779	6/25/2021	1,812.83
4Imprint, Inc. Total					1,812.83
A & M Products	68548	0	45019	7/20/2021	79.00
A & M Products Total					79.00
Academic Therapy Publications	PREPAY ORDER	2105171	244780	6/25/2021	10,454.40
Academic Therapy Publications Total					10,454.40
Ace Hardware	576880/5	2105134	244781	6/25/2021	14.38
	576852/5	2105128	244781	6/25/2021	7.19
Ace Hardware Total					21.57
Advance Auto Parts	17 INVS 2/12-4/23	2105137	244782	6/25/2021	1,453.55
Advance Auto Parts Total					1,453.55
Alt, Jessica	TRAVEL FEB-JUN 21	0	244783	6/25/2021	31.92
Alt, Jessica Total					31.92
Amazon Capital Services	1CGL-9JVH-FPRM 9/27	2105197	244883	6/30/2021	23.76
	1QL6-RG4R-4M4D	2105142	244784	6/25/2021	21.04
	1FN9-XDND-F4LL	2105103	244784	6/25/2021	47.50
	16H9-LHWY-TQ19	2105080	244784	6/25/2021	17.42
	1QY9-JR9D-4XHV	2105113	244784	6/25/2021	19.99
	1LMK-H4KV-N43K	2105107	244784	6/25/2021	50.05
	1WHF-G4LF-MMH3	2104998	244784	6/25/2021	631.46
	19TF-RDYJ-TX13	2105093	244784	6/25/2021	37.72
	1743-MXFQ-MWX7	2105087	244784	6/25/2021	145.44
	1L1Y-F6W6-1L9V	2104514	244784	6/25/2021	50.97
Amazon Capital Services Total					1,045.35
American Red Cross	22350636	0	45020	7/20/2021	512.00
	V874774	0	45273	6/29/2021	400.00
American Red Cross Total					912.00
Apple Computer, Inc	PREPAY- 1014446558	2104464	244785	6/25/2021	14,950.00
Apple Computer, Inc Total					14,950.00
Arbor Scientific	446511	2104053	244786	6/25/2021	314.23
Arbor Scientific Total					314.23
Ascd Assoc For Supv & Currdevelop	ASCD 21-22 MEMBSHP	2200100	244908	7/7/2021	89.00
Ascd Assoc For Supv & Currdevelop Total					89.00
Aubin, Chad Stephen	Banquet supplies	0	44948	6/23/2021	67.02
	REIMB FUEL	2105183	244787	6/25/2021	79.33
Aubin, Chad Stephen Total					146.35
Avanti's Italian Restaurant - Normal	5057	0	44949	6/23/2021	35.85
Avanti's Italian Restaurant - Normal Total					35.85
B & B Awards & Recognition	20047130	0	45258	6/22/2021	291.75
B & B Awards & Recognition Total					291.75
B&H Photo-Video	3 INVS 4/15-05/02	2103764	244788	6/25/2021	613.52
B&H Photo-Video Total					613.52

Expenditure Summary Report

From Date: 6/17/2021
To Date: 7/20/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Baby Fold	13454	2105149	244789	6/25/2021	39,477.20
	13435	2105150	244789	6/25/2021	34,412.00
	13420	2105151	244789	6/25/2021	28,198.00
	13474	2105152	244789	6/25/2021	20,647.20
	13489	2105153	244789	6/25/2021	20,647.20
	SUPPLS 4/18-5/21	2105184	244789	6/25/2021	1,703.80
Baby Fold Total					145,085.40
Baker, Latishia Marie	REIMB ROUND TBLE	2105198	244884	6/30/2021	141.26
Baker, Latishia Marie Total					141.26
Bane, Parker J	REIMB CONF EXP	0	244885	6/30/2021	275.00
	Reimb 7-1-21	0	44993	7/1/2021	436.77
Bane, Parker J Total					711.77
Bane-Clene Corp.	PREPAY ORDER 6/29	2200131	244909	7/7/2021	7,655.25
Bane-Clene Corp. Total					7,655.25
Basford, Erika	Educ classes	0	45259	6/22/2021	113.00
Basford, Erika Total					113.00
Belnick Retail LLC	INV-11145180	2104449	244790	6/25/2021	129.89
Belnick Retail LLC Total					129.89
Bennett Electronics	32531	2105144	244791	6/25/2021	368.50
	32532	2105145	244791	6/25/2021	220.00
	32533	2105146	244791	6/25/2021	220.00
	32534	2105147	244791	6/25/2021	220.00
Bennett Electronics Total					1,028.50
Bill's Key & Lock Shop	158547, 157647	2105182	244792	6/25/2021	33.30
Bill's Key & Lock Shop Total					33.30
Bishop Bros, Inc	21060	2105168	244793	6/25/2021	6,400.00
	210601	2104521	244794	6/25/2021	19,950.00
Bishop Bros, Inc Total					26,350.00
Blick Art Materials	6525118	2105119	244795	6/25/2021	204.05
Blick Art Materials Total					204.05
Blue Cross Blue Shield Of Illinois	3.83169E+11	0	0	7/14/2021	479,351.67
	V957378	0	0	7/8/2021	141,675.44
	V245876	0	0	6/30/2021	203,687.36
	V640880	0	0	6/23/2021	203,933.12
Blue Cross Blue Shield Of Illinois Total					1,028,647.59
Blumenshine, David	REIMB SUPPLS 6/22	2105180	244796	6/25/2021	45.00
Blumenshine, David Total					45.00
Bradfield's Computer Supply	548764,227051P	2104670	244797	6/25/2021	2,090.00
Bradfield's Computer Supply Total					2,090.00
Briggs, Andrew	Baseball Camp Coach	0	45274	6/29/2021	150.00
Briggs, Andrew Total					150.00
Brown's Wrecker Service Inc	344604	2105117	244798	6/25/2021	125.00
Brown's Wrecker Service Inc Total					125.00

Expenditure Summary Report

From Date: 6/17/2021
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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
BSN Sports	912662318	0	45021	7/20/2021	396.49
	912748900	0	45021	7/20/2021	1,902.75
	912976460	0	45295	7/7/2021	7,729.17
	9.1214E+17	0	45275	6/29/2021	980.37
	912552020	0	44950	6/23/2021	786.00
	912859941	0	44950	6/23/2021	426.70
	912883838	0	44950	6/23/2021	747.35
	ORD# 303724769	2104559	244799	6/25/2021	310.00
ORD# 303722376					917.40
BSN Sports Total					14,196.23
Burris Equipment	PS3002768-2	2105114	244800	6/25/2021	197.03
Burris Equipment Total					197.03
Bushue Human Resources, Inc.	9833	2200145	244910	7/7/2021	11,760.00
Bushue Human Resources, Inc. Total					11,760.00
Capstone	240641	2103934	244801	6/25/2021	3,319.16
Capstone Total					3,319.16
Carle	NoMRN10	2105136	244802	6/25/2021	184.00
Carle Total					184.00
CCMSI	0134518-IN	2200146	244911	7/7/2021	6,498.33
	0105013-IN	0	0	7/9/2021	27,999.12
	0007141-IN	2200115	244894	7/1/2021	112,641.00
CCMSI Total					147,138.45
Cdw Computer Centers, Inc	F290485	2104962	244803	6/25/2021	949.80
Cdw Computer Centers, Inc Total					949.80
Central Illinois Cheer Bows	#000061	0	44951	6/23/2021	406.00
Central Illinois Cheer Bows Total					406.00
Central Illinois Trucks Inc	101P62250, &61895	2105191	244804	6/25/2021	1,775.08
Central Illinois Trucks Inc Total					1,775.08
Champaign Central High School	Summer league	0	45006	7/8/2021	400.00
Champaign Central High School Total					400.00
Champion Cheer Culture	516 & 515	0	45296	7/7/2021	3,200.00
Champion Cheer Culture Total					3,200.00
Chapman, Trevor Michael	BacktoSchool gifts21	0	45297	7/7/2021	2,030.01
Chapman, Trevor Michael Total					2,030.01
Chief City Mechanical, Inc	16923	2105186	244805	6/25/2021	28,445.00
Chief City Mechanical, Inc Total					28,445.00
City of Bloomington	WATER BILL 06/11	0	244806	6/25/2021	3,253.61
City of Bloomington Total					3,253.61
Clayton Holdings, LLC	4554	2200001	244897	7/1/2021	486,061.42
	4553	2200086	244896	7/1/2021	161,952.30
	4555	2200088	244895	7/1/2021	227,133.15
Clayton Holdings, LLC Total					875,146.87
Cleveland, Zachary J	Bball Camp Coach	0	45276	6/29/2021	120.00
Cleveland, Zachary J Total					120.00

Expenditure Summary Report

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Coach Comm Winning Solutions	338104	0	45306	7/15/2021	1,842.36
Coach Comm Winning Solutions Total					1,842.36
College Board	EP00048529	0	44952	6/23/2021	18,573.00
	EP00048667	0	45260	6/22/2021	36,891.00
College Board Total					55,464.00
Collinson, Austin Joseph	Camp worker	0	45007	7/8/2021	135.00
Collinson, Austin Joseph Total					135.00
Corwin Press Inc	567899KI	2104794	244807	6/25/2021	151.00
Corwin Press Inc Total					151.00
CRICK SOFTWARE, INC.	SUB SCRIPT FEES	2200028	244898	7/1/2021	10,000.00
CRICK SOFTWARE, INC. Total					10,000.00
Culligan Water Conditioning	69115	0	6090	7/14/2021	7.50
	69133	0	244808	6/25/2021	7.50
Culligan Water Conditioning Total					15.00
Cunningham Children's Home	040621RATEADJ	2105106	244809	6/25/2021	323.79
Cunningham Children's Home Total					323.79
Custom Education Solutions, Inc.	SI0000687 & 930	2104391	244810	6/25/2021	223.25
Custom Education Solutions, Inc. Total					223.25
Dabbs, Ryleigh	VB summer camp	0	45022	7/20/2021	120.00
Dabbs, Ryleigh Total					120.00
Daktronics	760484-1-1	2105173	244811	6/25/2021	2,043.00
Daktronics Total					2,043.00
Daniels, Colleen	Trainer	0	44953	6/23/2021	350.00
Daniels, Colleen Total					350.00
Davis, Clayton	Referee	0	44954	6/23/2021	145.00
Davis, Clayton Total					145.00
Dearborn National Life Insurance Co	STMT 4/28	2105176	244812	6/25/2021	8,989.38
Dearborn National Life Insurance Co Total					8,989.38
Dillingham, Peyton Wayne	Camp worker	0	45008	7/8/2021	135.00
Dillingham, Peyton Wayne Total					135.00
Discmania, Inc.	4426	2104822	244813	6/25/2021	8,551.00
Discmania, Inc. Total					8,551.00
Don Owen Tire Service, Inc	288751	2105135	244814	6/25/2021	758.27
	288446	2105116	244814	6/25/2021	221.09
Don Owen Tire Service, Inc Total					979.36
Drengwitz, Jason	Workout food	0	45307	7/15/2021	385.96
	masks/food	0	45261	6/22/2021	173.83
	Reimb Coaches Meet	0	45261	6/22/2021	103.52
Drengwitz, Jason Total					663.31
Dyna Comp Inc.	19771	2105110	244815	6/25/2021	550.00
Dyna Comp Inc. Total					550.00

Expenditure Summary Report

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Educational Furniture	V930904	2102402	45277	6/29/2021	7,198.18
Educational Furniture Total					7,198.18
Eganhouse, Michael	HOURS- VBALL	2104423	244816	6/25/2021	137.16
Eganhouse, Michael Total					137.16
Eureka Women's Basketball	Shootout	0	44955	6/23/2021	180.00
Eureka Women's Basketball Total					180.00
Evergreen Racquet Club	884-1	0	45262	6/22/2021	84.00
Evergreen Racquet Club Total					84.00
Ewing Cultural Center	RENTAL FEE	2105133	244817	6/25/2021	300.00
Ewing Cultural Center Total					300.00
Feeney, David	Reimb Pizza & drinks	0	45263	6/22/2021	130.61
Feeney, David Total					130.61
Felstead, Thomas	Baseball Camp Coach	0	45278	6/29/2021	150.00
Felstead, Thomas Total					150.00
First Student, Inc.	11736185	2105132	244818	6/25/2021	884,307.98
First Student, Inc. Total					884,307.98
Fisher, Charles E	TRAVEL MAY 21	0	244819	6/25/2021	58.46
Fisher, Charles E Total					58.46
Fisher, Rocio	REIMB SUPPLS	2105158	244820	6/25/2021	34.18
Fisher, Rocio Total					34.18
Flanagan Implement & Service Co.	90854F	0	45009	7/8/2021	36.36
Flanagan Implement & Service Co. Total					36.36
Follett Book Fairs	896751	2104475	244821	6/25/2021	307.58
Follett Book Fairs Total					307.58
Follett School Solutions, Inc.	891958,89158A & F	2104367	244822	6/25/2021	899.20
	891985,85A & 85F	2104368	244822	6/25/2021	595.69
	892138, 892138F	2104369	244822	6/25/2021	598.10
	892144, 144A & 144F	2104370	244822	6/25/2021	885.39
	892291, 892291F	2104371	244822	6/25/2021	275.97
	307236, 307236A	2104792	244822	6/25/2021	894.22
	881740, 881740F	2104106	244822	6/25/2021	894.22
	874297 & 874297F	2103937	244822	6/25/2021	898.93
	2104193	2104193	244822	6/25/2021	2,185.76
	859575, 75A & 75F	2103639	244822	6/25/2021	838.26
	867021F	2103990	244822	6/25/2021	398.88
Follett School Solutions, Inc. Total					9,364.62
Forecast5 Analytics, Inc.	INV-14486	2200009	244899	7/1/2021	23,168.00
Forecast5 Analytics, Inc. Total					23,168.00
Foster, Nathan C	Team shirts	0	45308	7/15/2021	1,133.00
	Reimb office food	0	45298	7/7/2021	61.60
	reimb Team meal	0	45298	7/7/2021	200.32
Foster, Nathan C Total					1,394.92
Freeman, Matthew Gregory	6/28/2021	0	44994	7/1/2021	75.00

Expenditure Summary Report

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Freeman, Matthew Gregory Total					75.00
Frontier 1	BILLING - 06/13/21	0	244823	6/25/2021	6,791.30
Frontier 1 Total					6,791.30
Frye, Darrin L	Camp worker	0	45010	7/8/2021	1,250.00
Frye, Darrin L Total					1,250.00
Fs Custom Turf	34080219	0	45011	7/8/2021	115.00
	Normal West bball	0	44956	6/23/2021	115.00
Fs Custom Turf Total					230.00
Further	39881694	0	0	7/9/2021	7,251.18
	V167080	0	0	7/6/2021	3,787.48
	39873489	0	0	7/6/2021	12,081.23
	39865174	0	0	6/29/2021	14,207.89
	39856894	0	0	6/22/2021	17,915.40
	V324855	0	0	6/22/2021	3,787.48
	15728617	0	0	6/25/2021	1,814.50
Further Total					60,845.16
Game Time	PJI-0161471	2105138	244824	6/25/2021	734.77
Game Time Total					734.77
Gehrt, Kristi	Refund	0	45023	7/20/2021	50.00
Gehrt, Kristi Total					50.00
Geier, Mark	Camp counselor	0	45309	7/15/2021	480.00
Geier, Mark Total					480.00
Gerard, Raymond Jr.	Baseball Camp Coach	0	45279	6/29/2021	200.00
Gerard, Raymond Jr. Total					200.00
Gipper Media	207c71co-0001	0	45264	6/22/2021	1,350.00
Gipper Media Total					1,350.00
Glenwood High School	JV shootout	0	44977	6/24/2021	275.00
Glenwood High School Total					275.00
Gopher Learning	OR53160	2104509	244825	6/25/2021	916.84
Gopher Learning Total					916.84
Gorczyca, Justin	Baseball Camp Coach	0	45280	6/29/2021	200.00
Gorczyca, Justin Total					200.00
Gordon Food Service, Inc	12 INVS 6/9-6/21	2105157	244826	6/25/2021	20,364.93
	7 INVS 5/13-6/11	2105156	244826	6/25/2021	31,292.54
Gordon Food Service, Inc Total					51,657.47
Haas, Lisa Marie	V772389	0	14120	6/30/2021	30.96
Haas, Lisa Marie Total					30.96
Haddock, Tommy	Baseball camp	0	45281	6/29/2021	200.00
Haddock, Tommy Total					200.00
Hafermann, Eduard	Team meal	0	45012	7/8/2021	322.92
	Shootout meals	0	44995	7/1/2021	132.44
Hafermann, Eduard Total					455.36

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Hafermann, Tera L	IMC supplies (7/7)	0	45013	7/8/2021	134.02
Hafermann, Tera L Total					134.02
Harris, Elizabeth Rae	REIMB CONF EXP	0	244886	6/30/2021	614.36
	Aroma Kit, Garden	0	45265	6/22/2021	1,263.32
Harris, Elizabeth Rae Total					1,877.68
Hawkins, Christopher	Meals	0	44996	7/1/2021	661.97
	Water hose acc.	0	45014	7/8/2021	247.35
Hawkins, Christopher Total					909.32
Hicksgas Bloomington	U0048303	2105127	244827	6/25/2021	125.04
Hicksgas Bloomington Total					125.04
HOI	Summer shootout	0	44978	6/24/2021	100.00
HOI Total					100.00
Holley, Tyra Michael	CLOTH ALLOW 6/21	2105185	244828	6/25/2021	53.26
Holley, Tyra Michael Total					53.26
Honzel, Kelly Jean	TRAVEL FEB-JUN 21	0	244887	6/30/2021	126.00
Honzel, Kelly Jean Total					126.00
Hughes, Kathy E	130	0	44997	7/1/2021	119.00
Hughes, Kathy E Total					119.00
Ideal Environmental Engineering, In	59057	2105112	244829	6/25/2021	3,200.00
Ideal Environmental Engineering, In Total					3,200.00
Illini Supply Inc	13197	2104788	244830	6/25/2021	6,192.85
Illini Supply Inc Total					6,192.85
Illinois Assoc.Of School Business O	21317	2200148	244912	7/7/2021	545.00
Illinois Assoc.Of School Business O Total					545.00
Illinois Association Of School Admi	IAZA MEMBSHP-WEIKLE	2200099	244913	7/7/2021	1,423.08
Illinois Association Of School Admi Total					1,423.08
Illinois Association Of School Boar	344685	2200097	244914	7/7/2021	15,000.00
	345288	2200098	244914	7/7/2021	2,000.00
Illinois Association Of School Boar Total					17,000.00
Illinois Dept Of Employment Securit	1ST QRTS-#0805977	2200103	244900	7/1/2021	3,755.00
Illinois Dept Of Employment Securit Total					3,755.00
Illinois Music Education Association	JR/SR PARTIC. FEES	2200011	244901	7/1/2021	50.00
Illinois Music Education Association Total					50.00
Illinois School For The Deaf	TRANS INV 05/6-28	2105130	244831	6/25/2021	75.00
	ISD04302021KT	2104810	244831	6/25/2021	4,758.13
	TRANS-APR-MAY	2104811	244831	6/25/2021	112.50
Illinois School For The Deaf Total					4,945.63
Illinois State Univ Physics	ISU TRAINERS - 21-22	2200013	244915	7/7/2021	22,902.00
Illinois State Univ Physics Total					22,902.00
Illinois Wesleyan University 2	Bball Shootout	0	45282	6/29/2021	175.00
Illinois Wesleyan University 2 Total					175.00

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Inc Stores, LLC dba Rubber Flooring Inc	3490460	2104583	244832	6/25/2021	11,633.91
Inc Stores, LLC dba Rubber Flooring Inc Total					11,633.91
Infinite Connections, Inc.	E-RATE AGRMNT	2200111	244916	7/7/2021	7,200.00
Infinite Connections, Inc. Total					7,200.00
Interstate All Battery Center	1.9004E+12	0	44979	6/24/2021	910.20
Interstate All Battery Center Total					910.20
Intrado Interactive Serv Corp	RENWL - #1398777	2200054	244902	7/1/2021	24,500.00
Intrado Interactive Serv Corp Total					24,500.00
J W Pepper & Sons Incorp	363276544	0	44980	6/24/2021	5.00
J W Pepper & Sons Incorp Total					5.00
Johnson Controls Fire Protection Lp	10-INV5, 5/31/21	2200022	244917	7/7/2021	7,789.84
Johnson Controls Fire Protection Lp Total					7,789.84
JOSTEN'S	26760295	0	45024	7/20/2021	21.72
JOSTEN'S Total					21.72
Jostens, Inc	26663602	2105131	244833	6/25/2021	18.76
Jostens, Inc Total					18.76
Juers, Roger Alan	Reimb t-shirts & zip	0	45299	7/7/2021	405.61
Juers, Roger Alan Total					405.61
Kaufman, Trevor Allen	Banquet/supplies	0	45300	7/7/2021	384.72
Kaufman, Trevor Allen Total					384.72
Kearfott, Nicolas	IADA Door prize	0	45301	7/7/2021	40.00
	IADA State Conf	0	45283	6/29/2021	513.38
Kearfott, Nicolas Total					553.38
Keller, James R	V577755	0	6091	7/14/2021	99.98
Keller, James R Total					99.98
Kelly, Jennifer	Food for yearbook	0	45310	7/15/2021	207.35
Kelly, Jennifer Total					207.35
Ken's OIL Service, Inc.	100268, 508063205	2105192	244834	6/25/2021	18,106.89
	100265	2105115	244834	6/25/2021	1,888.06
Ken's OIL Service, Inc. Total					19,994.95
Kobel, Victoria R Stout	REIMB 120400610	2105170	244835	6/25/2021	75.00
Kobel, Victoria R Stout Total					75.00
Kraft, Christin	Senior t-shirts-2021	0	45311	7/15/2021	74.46
Kraft, Christin Total					74.46
Kraft, Katherine	Camp Counsleor	0	45312	7/15/2021	120.00
Kraft, Katherine Total					120.00
Kurtz, Cameron	HOURS V-BALL	2104422	244836	6/25/2021	320.04
Kurtz, Cameron Total					320.04
Lampert, Jackie	Showcase	0	44981	6/24/2021	275.00
Lampert, Jackie Total					275.00

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Lamprich, Dylan A	V875789	0	9167107	7/14/2021	4,395.67
Lamprich, Dylan A Total					4,395.67
LARGE UNIT DIST ASSOC (LUDA)	1139	2200096	244918	7/7/2021	4,000.00
LARGE UNIT DIST ASSOC (LUDA) Total					4,000.00
Lee Enterprises - Central II	108631, 107629	0	244837	6/25/2021	161.16
Lee Enterprises - Central II Total					161.16
Leipold, Gregory D	REIMB MASTECARD 6/4	2105111	244838	6/25/2021	436.50
Leipold, Gregory D Total					436.50
Lenovo Inc.	4280325694	2104669	244839	6/25/2021	59,500.00
Lenovo Inc. Total					59,500.00
Little, Jason	REIMB CLOTHING ALLWN	2105100	244840	6/25/2021	170.80
Little, Jason Total					170.80
Lowery Mcdonnell Company	IN0004467	2104526	244841	6/25/2021	4,930.00
Lowery Mcdonnell Company Total					4,930.00
Lucht, Brad D	T-shirts	0	44982	6/24/2021	1,550.75
Lucht, Brad D Total					1,550.75
Luginbuhl, Benjamin	ACDA Membership	0	45266	6/22/2021	125.00
Luginbuhl, Benjamin Total					125.00
Lynne Poindexter	3716	2105196	244888	6/30/2021	793.00
Lynne Poindexter Total					793.00
Macek, Michelle	Reimb Camp Supplies	0	45302	7/7/2021	159.77
Macek, Michelle Total					159.77
Maciel, Lynae	PROF SERV 6/18	2105179	244842	6/25/2021	2,400.00
Maciel, Lynae Total					2,400.00
Maurer, Nicole L	REIMB AMAZON 6/10	2105121	244843	6/25/2021	1,217.96
	Reg for Castillo	0	45303	7/7/2021	102.25
	Reimb Paint	0	45284	6/29/2021	46.98
Maurer, Nicole L Total					1,367.19
Mccormick, Susan Clarissa Jane	Senior night	0	45267	6/22/2021	59.88
Mccormick, Susan Clarissa Jane Total					59.88
McLean Co Unit Dist No 5	100800 (June 2021)	0	44998	7/1/2021	8,028.14
	Reimb 100800-May	0	45294	6/30/2021	406.00
	V950252	0	5787	6/23/2021	59.98
	V767844	0	21104	6/23/2021	2,497.01
McLean Co Unit Dist No 5 Total					10,991.13
McNeill, Timothy	Referee	0	44983	6/24/2021	240.00
McNeill, Timothy Total					240.00
Menards Lumber	51782	2105166	244844	6/25/2021	24.99
	5-INVS, 6/6-6/10	2102859	244844	6/25/2021	267.77
	51505	2105124	244844	6/25/2021	441.33
Menards Lumber Total					734.09
Metsker, Catherine Jane	V449957	0	14121	6/30/2021	65.00

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Metsker, Catherine Jane Total					65.00
Midamerican Energy	ELEC STMT 06/21	0	244845	6/25/2021	50,438.91
Midamerican Energy Total					50,438.91
Middleton Associates Inc	INV-1, PROJ24072318	2105139	244846	6/25/2021	6,834.00
Middleton Associates Inc Total					6,834.00
Midwest Equipment li	4-INVS, 6/10-6/14	2105125	244847	6/25/2021	788.71
Midwest Equipment li Total					788.71
Mier, Angela M	REIMB TRAVEL 05/27	0	244848	6/25/2021	14.78
Mier, Angela M Total					14.78
Miller Janitor Supply Co.	103206-00	2104278	244849	6/25/2021	533.12
Miller Janitor Supply Co. Total					533.12
Minerva Promotions	I91747	0	45313	7/15/2021	179.00
	various invoices	0	45313	7/15/2021	2,366.00
	inv 190932	0	45304	7/7/2021	369.27
	I91558	0	45015	7/8/2021	391.50
	S89459, S89452	0	44999	7/1/2021	1,547.00
	V374981	0	5788	6/23/2021	990.00
Minerva Promotions Total					5,842.77
Minster, Camden	Baseball camp	0	45025	7/20/2021	30.00
Minster, Camden Total					30.00
Monla, Aniya	VB summer camp	0	45026	7/20/2021	120.00
Monla, Aniya Total					120.00
Moore, Tina	Fundraiser	0	45000	7/1/2021	303.00
Moore, Tina Total					303.00
Morneau Shepell Limited	1430842	0	0	7/8/2021	7,755.57
Morneau Shepell Limited Total					7,755.57
Mueller, Kelsey Rae	Clinic	0	45027	7/20/2021	70.00
Mueller, Kelsey Rae Total					70.00
Murphy, Mitchell	Baseball Camp Coach	0	45285	6/29/2021	150.00
Murphy, Mitchell Total					150.00
National Cheerleaders Association	REG-0010923193	0	45001	7/1/2021	2,316.00
National Cheerleaders Association Total					2,316.00
Neurosequential Network	7017, 7042	2105164	244850	6/25/2021	14,000.00
Neurosequential Network Total					14,000.00
Newberry, Jacob	Baseball camp	0	45286	6/29/2021	200.00
	Scouting	0	45268	6/22/2021	133.86
Newberry, Jacob Total					333.86
Nicor Gas	BILLING 6/14-6/16	0	244851	6/25/2021	561.20
Nicor Gas Total					561.20
Northern Illinois Academy	NIA-001627	2105105	244852	6/25/2021	3,124.00
Northern Illinois Academy Total					3,124.00

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Oloffson, Kayla Elizabeth	Camp counselor	0	45314	7/15/2021	400.00
Oloffson, Kayla Elizabeth Total					400.00
Palos Sports, Inc	5525517-00, 01	2104571	244853	6/25/2021	213.78
Palos Sports, Inc Total					213.78
Papa Bear Carpet Care	INV-2357, 2358	2105120	244854	6/25/2021	1,699.04
Papa Bear Carpet Care Total					1,699.04
Perry, Crofton	Bball Camp Coach	0	45287	6/29/2021	120.00
Perry, Crofton Total					120.00
Philadelphia Insurance Co	2003234953	2200087	244903	7/1/2021	3,552.00
Philadelphia Insurance Co Total					3,552.00
Piepenbrink, Brady S	V486858	0	44984	6/24/2021	641.44
Piepenbrink, Brady S Total					641.44
Pioneer Manufacturing Co.	INV-786371	2104540	244855	6/25/2021	5,526.00
Pioneer Manufacturing Co. Total					5,526.00
Play With A Purpose	V344276	2104484	1373	6/29/2021	5,263.95
Play With A Purpose Total					5,263.95
Pocket Radar	V475499	2104692	45288	6/29/2021	809.57
Pocket Radar Total					809.57
Power Wash Services	34380, 34373	2105118	244856	6/25/2021	2,037.50
Power Wash Services Total					2,037.50
Prairie Signs	57098	0	44985	6/24/2021	340.21
Prairie Signs Total					340.21
Preston, Lisa	REIMB TRAVEL 05/25	0	244857	6/25/2021	244.94
Preston, Lisa Total					244.94
Principal Life Insurance-Sbd Grand	STMT- JULY 21	2200085	244904	7/1/2021	5,381.17
Principal Life Insurance-Sbd Grand Total					5,381.17
Puritan Springs	Normal West 7-20-21	0	45028	7/20/2021	12.00
	1274737 - 0624	0	45016	7/8/2021	115.35
	1709286-6/23	0	44986	6/24/2021	6.00
	1709260 -6/22	0	44986	6/24/2021	6.00
Puritan Springs Total					139.35
Quadient Leasing USA, Inc.	N8894964	2200047	244905	7/1/2021	435.98
Quadient Leasing USA, Inc. Total					435.98
Quill Corporation	16142418	0	45029	7/20/2021	134.73
	6084146 - NW	0	44987	6/24/2021	29.98
	6294146	0	44987	6/24/2021	242.11
	17427549, 17472761	2105091	244858	6/25/2021	668.52
Quill Corporation Total					1,075.34
Ramza Insurance Group	25008	2200149	244919	7/7/2021	2,289.00
Ramza Insurance Group Total					2,289.00
Ravi, Krishna	Supply kit refund	0	45289	6/29/2021	65.00
Ravi, Krishna Total					65.00

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Read's Sporting Goods	2870	0	44988	6/24/2021	449.99
	B2806	0	45269	6/22/2021	72.00
	2895	0	45269	6/22/2021	24.89
Read's Sporting Goods Total					546.88
Rebel Athletic	50-4071781	0	45002	7/1/2021	566.52
Rebel Athletic Total					566.52
Redd, Trey L	Bball Camp Coach	0	45290	6/29/2021	120.00
Redd, Trey L Total					120.00
Regional Office Of Education #17	1002100497	2105177	244859	6/25/2021	15,253.30
Regional Office Of Education #17 Total					15,253.30
RevTrak	V381908	0	0	7/9/2021	466.24
RevTrak Total					466.24
Rodgers, Dave	Camp work	0	45017	7/8/2021	500.00
Rodgers, Dave Total					500.00
Rw Vandegraft	4397	2105187	244863	6/25/2021	3,488.00
	4399	2105189	244861	6/25/2021	2,784.00
	4398	2105190	244862	6/25/2021	3,468.00
	4396	2105188	244860	6/25/2021	6,897.00
Rw Vandegraft Total					16,637.00
Sarver, Michael S	Tape	0	44989	6/24/2021	50.63
Sarver, Michael S Total					50.63
Savvas Learning Company LLC	PREPAY QT #157395-1	2105194	244889	6/30/2021	5,771.70
	PREPAY ST#157396-1	2105195	244889	6/30/2021	4,997.00
Savvas Learning Company LLC Total					10,768.70
Schermann, April M	Pins	0	45030	7/20/2021	29.00
Schermann, April M Total					29.00
School Specialty	2-INVS, 4/20-6/09	2103546	244864	6/25/2021	9,555.80
	6-INVS, 4/2-5/26	2103235	244864	6/25/2021	503.94
School Specialty Total					10,059.74
Seesaw	PREPAY 00034547	2105063	244865	6/25/2021	41,577.20
Seesaw Total					41,577.20
Select Screen Prints	3 Invoices	0	45305	7/7/2021	1,167.50
	57452	0	45031	7/20/2021	484.00
	56840	0	45291	6/29/2021	465.00
	56966	0	45291	6/29/2021	160.00
	56997	0	45291	6/29/2021	196.00
	57112	0	44990	6/24/2021	273.00
	Normal West (6-22)	0	44990	6/24/2021	1,017.50
	57235	0	45270	6/22/2021	709.00
Select Screen Prints Total					4,472.00
Shaw, Sarah E	HOURS - 6/14-6/18	2105172	244866	6/25/2021	225.00
Shaw, Sarah E Total					225.00
Sherwin Williams Company	3214-2, 2287.5	2105165	244867	6/25/2021	581.40
	2258-6	2105140	244867	6/25/2021	94.37

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Sherwin Williams Company	4-INVS, 6/7-6/14	2105129	244867	6/25/2021	316.19
	2195-1,1977-2,3012-0	2105123	244867	6/25/2021	496.67
	2081-3	2105141	244867	6/25/2021	594.39
Sherwin Williams Company Total					2,083.02
Short, Ryan E	Reimb	0	45271	6/22/2021	35.94
Short, Ryan E Total					35.94
Spear Corporation	312362	2105181	244868	6/25/2021	305.00
Spear Corporation Total					305.00
Specialized Education Of Illinois	115316	2105108	244869	6/25/2021	62,519.58
Specialized Education Of Illinois Total					62,519.58
Sports Scope	12741	0	45315	7/15/2021	499.00
Sports Scope Total					499.00
St. Louis Cardinals, LLC	2036118	0	14122	6/30/2021	1,711.64
St. Louis Cardinals, LLC Total					1,711.64
Stahmer, Jeremy	Refund	0	45003	7/1/2021	50.00
Stahmer, Jeremy Total					50.00
Starcrest Cleaners	REF-21168-3173	2105154	244870	6/25/2021	1,887.45
Starcrest Cleaners Total					1,887.45
Starkey, Megan Ruth	Reimbursement	0	44991	6/24/2021	286.79
Starkey, Megan Ruth Total					286.79
Stevens, Lori Joann	REIMB CONF EXP 6/18	0	244890	6/30/2021	445.00
Stevens, Lori Joann Total					445.00
Stratman, Eric	Burlington Tourn	0	45018	7/8/2021	1,890.00
	Burlington	0	45004	7/1/2021	1,520.00
Stratman, Eric Total					3,410.00
Teaching Strategies, Inc	ORDER-Q10757	2105175	244871	6/25/2021	6,250.00
Teaching Strategies, Inc Total					6,250.00
Tech4Learning	T4LQ59324 YR 3	2104817	244892	6/30/2021	4,675.00
	T4LQ59324 YR 2	2104793	244892	6/30/2021	4,675.00
Tech4Learning Total					9,350.00
The Music Shoppe, Inc	3063267	0	44992	6/24/2021	529.00
	INV-3082431	2105155	244872	6/25/2021	725.10
The Music Shoppe, Inc Total					1,254.10
Thoennes, Lisa	HOURS - 6/23-6/25	2200128	244920	7/7/2021	195.00
	HOURS - 6/8-6/9	2105109	244873	6/25/2021	227.50
Thoennes, Lisa Total					422.50
Thomas, Bryan	Reimb Pizza & pitput	0	45316	7/15/2021	75.20
Thomas, Bryan Total					75.20
Thresholds	TR21-11-08BR	2105104	244874	6/25/2021	210.00
Thresholds Total					210.00
T-MOBILE	STMT 6/21	0	244891	6/30/2021	3,133.34
T-MOBILE Total					3,133.34

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Town Of Normal Water Dept.	WATER BILL - 5/11	0	244875	6/25/2021	25,805.55
Town Of Normal Water Dept. Total					25,805.55
TRI-COUNTY SPECIAL EDUCATION	OT SERV 20-21	2105178	244876	6/25/2021	4,518.08
TRI-COUNTY SPECIAL EDUCATION Total					4,518.08
Twin City Awards	2831	0	45005	7/1/2021	179.00
	2849, 2848	0	44976	6/24/2021	208.00
Twin City Awards Total					387.00
Tyler Technologies, Inc	025-335813	2200107	244921	7/7/2021	109,825.77
	025-333649	2105162	244877	6/25/2021	780.00
	025-336508	2105159	244877	6/25/2021	6,439.00
	025-333849	2105160	244877	6/25/2021	550.17
	025-336851	2105161	244877	6/25/2021	620.00
	ORDER # 146370	2105163	244877	6/25/2021	7,981.00
Tyler Technologies, Inc Total					126,195.94
United States Treasury	V662975	0	7258	7/13/2021	6,032.29
United States Treasury Total					6,032.29
Universal Dance Association	REG-0010677046	0	45272	6/22/2021	4,250.00
Universal Dance Association Total					4,250.00
Us Games/Sport Supply Group	303739653,CR61188864	2104493	244878	6/25/2021	316.47
Us Games/Sport Supply Group Total					316.47
Van Hook Upholstery LLC	INVOICE - 6/21	2104684	244879	6/25/2021	1,240.00
Van Hook Upholstery LLC Total					1,240.00
VAR Technology Finance	12015359	2200113	244922	7/7/2021	32,792.48
VAR Technology Finance Total					32,792.48
Veoci Inc.	1313	2200147	244926	7/13/2021	7,875.00
Veoci Inc. Total					7,875.00
Visa Businesscard Commerce Bank	STMT-R.BALDWIN-6/15	2200057	0	7/9/2021	1,220.46
	STMT-STANLEY 1-6/15	2200064	0	7/9/2021	3,324.60
	STMT-LAMBOLEY 3	2200092	0	7/9/2021	514.63
	STMT-G.LEIPOLD-6/15	2200093	0	7/9/2021	76.20
	STMT-K.STEWART-6/15	2200095	0	7/9/2021	45.00
	STMT-L.ROMAGNOLI 2	2200038	0	7/9/2021	5.69
	STMT-M.BACKE-6/15	2200056	0	7/9/2021	59.60
	STMT-LAMBOLEY-6/15	2200065	0	7/9/2021	86.25
	STMT-D.BROWN-6/15	2200127	0	7/9/2021	196.43
	STMT-RICARDSON-6/15	2200150	0	7/9/2021	682.96
	STMT-K.WEIKLE-6/15	2200176	0	7/9/2021	67.46
	STMT-J.REWERTS-6/15	2200120	0	7/9/2021	459.21
	STMT-L.ROMAGNOLI 1	2200044	0	7/9/2021	172.80
	STMT-PENNINGTON-6/15	2200058	0	7/9/2021	4,880.35
	STMT-LAMBOLEY 2	2200050	0	7/9/2021	2,543.78
	STMT-C.CHAMAN-6/15	2200051	0	7/9/2021	682.43
	STMT-LAMBOLEY 1	2200049	0	7/9/2021	67.88
	STMT-STANLEY-6/15	2200063	0	7/9/2021	6,975.37
	STMT-M.HICKMAN-6/15	2200053	0	7/9/2021	423.20
	STMT-LAMBLOLEY 6/15	0	0	7/9/2021	(450.00)
	STMT-G.TENUTA- 6/15	2200073	0	7/9/2021	1,876.98
	STMT-C.MCGRAW-6/15	2200045	0	7/9/2021	59.98

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Visa Businesscard Commerce Bank	STMT-S.FRANCE-6/15	2200082	0	7/9/2021	49.99
Visa Businesscard Commerce Bank	STMT-S.HESSER-6/15	2200052	0	7/9/2021	2,520.99
Visa Businesscard Commerce Bank	STMT-E.OGRADY-6/15	2200190	0	7/9/2021	104.92
Visa Businesscard Commerce Bank	STMT-L.DELGADO-6/15	2200188	0	7/9/2021	2,270.96
Visa Businesscard Commerce Bank	STMT-J.COLLINS-6/15	2200191	0	7/9/2021	20.68
Visa Businesscard Commerce Bank	STMT-KNEPLER-6/15	2200079	0	7/9/2021	78.74
Visa Businesscard Commerce Bank	STMT-E.HOLTZ-6/15	2200061	0	7/9/2021	21.09
Visa Businesscard Commerce Bank	STMT-K.PEIFER-6/15	2200075	0	7/9/2021	254.00
Visa Businesscard Commerce Bank	STMT-DV.JOHNSON-6/15	2200066	0	7/9/2021	7,239.27
Visa Businesscard Commerce Bank	STMT-T.CHAPMAN-6/15	2200048	0	7/9/2021	6,535.16
Visa Businesscard Commerce Bank	STMT-KEARFOTT-6/15	2200081	0	7/9/2021	1,670.40
Visa Businesscard Commerce Bank	STMT-T.FOGAL-6/15	2200183	0	7/9/2021	291.20
Visa Businesscard Commerce Bank	STMT-DAVENPORT- 6/15	2200055	0	7/9/2021	1,343.74
Visa Businesscard Commerce Bank	STMT-S.EDWARDS-6/15	2200101	0	7/9/2021	160.70
Visa Businesscard Commerce Bank	STMT-C. ELLIS - 6/15	2200077	0	7/9/2021	34.95
Visa Businesscard Commerce Bank	STMT-K.JENSEN-6/15	2200091	0	7/9/2021	522.07
Visa Businesscard Commerce Bank	STMT-BENINGTON-6/15	2200189	0	7/9/2021	1,228.85
Visa Businesscard Commerce Bank	STMT-J.ADELMAN-6/15	2200104	0	7/9/2021	3,723.95
Visa Businesscard Commerce Bank Total					52,042.92
Vision Service Plan - (II)	STMT - JULY 21	2200084	244906	7/1/2021	1,162.01
Vision Service Plan - (II) Total					1,162.01
Walker, Valentine S	TRAVEL JAN 21	0	244893	6/30/2021	45.36
	TRAVEL FEB 21	0	244893	6/30/2021	63.50
	TRAVEL MAR 21	0	244893	6/30/2021	54.43
	TRAVEL APR 21	0	244893	6/30/2021	68.04
	TRAVEL MAY 21	0	244893	6/30/2021	63.50
	Fertilizer	0	45032	7/20/2021	16.98
	Reimbursement 7-20	0	45032	7/20/2021	282.16
Walker, Valentine S Total					593.97
Ward Industrial Equipment LLC	3215	2105169	244880	6/25/2021	741.74
	3212-3214, 3216	2105126	244880	6/25/2021	511.42
Ward Industrial Equipment LLC Total					1,253.16
Watts Copy Systems, Inc	1068761	2200112	244924	7/7/2021	6,323.28
	1066640	2105148	244881	6/25/2021	210.00
	29477993	2200060	244907	7/1/2021	3,181.89
Watts Copy Systems, Inc Total					9,715.17
Watts Copy Systems, Inc.	29546286	2200106	244925	7/7/2021	1,848.00
Watts Copy Systems, Inc. Total					1,848.00
Weakly, Shelly	Reimburse (6-22)	0	44975	6/24/2021	302.43
Weakly, Shelly Total					302.43
Wegner, Jacob	Baseball Camp Coach	0	45292	6/29/2021	200.00
Wegner, Jacob Total					200.00
Willard, Ryne	Baseball Camp Coach	0	45293	6/29/2021	150.00
Willard, Ryne Total					150.00
Winkle, Dana Sue	V730353	0	21105	6/23/2021	1,568.14
	30025825983	0	21100	6/17/2021	153.82
Winkle, Dana Sue Total					1,721.96
Worthington Direct	WEB10586550MCL011	2104816	244882	6/25/2021	6,961.31
Worthington Direct Total					6,961.31

Expenditure Summary Report

From Date: 6/17/2021

To Date: 7/20/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Grand Total					4,316,374.37

Expenditure Summary Report

From Date: 6/17/2021

To Date: 7/20/2021

Fund	Amount
07	51,455.70
08	1,051,824.91
10	911,288.21
20	158,886.76
30	389,085.45
40	1,404,453.19
80	191,859.42
90	6,834.00
99	150,686.73
Grand Total	4,316,374.37

Expenditure Summary Report

From Date: 7/21/2021

To Date: 7/21/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
A & R MECHANICAL CONTRACTORS INC.	APL 3-PROJ 10349	2200246	244927	7/21/2021	1,222,906.50
	APL 2-PROJ 10349	2200201	244927	7/21/2021	819,199.80
	AP#9 PROJ10227-10304	2200276	244927	7/21/2021	138,323.81
A & R MECHANICAL CONTRACTORS INC. Total					2,180,430.11
A Drain Doctor	5431	2200196	244928	7/21/2021	300.00
A Drain Doctor Total					300.00
Ace Hardware	17 INVS 5/29-6/28	2200024	244929	7/21/2021	583.86
	577074/5	2200142	244929	7/21/2021	125.99
Ace Hardware Total					709.85
Adams, Amy Michelle	FY2021.Senior.Refund	0	244930	7/21/2021	57.35
Adams, Amy Michelle Total					57.35
Agustin, Jennifer	FY2021.Senior.Refund	0	244931	7/21/2021	366.70
Agustin, Jennifer Total					366.70
Ahlgrim, Theresa	FY2021.Senior.Refund	0	244932	7/21/2021	22.85
Ahlgrim, Theresa Total					22.85
Ahrens, Tamara Kay	FY2021.Senior.Refund	0	244933	7/21/2021	31.85
Ahrens, Tamara Kay Total					31.85
Akkala, Radha K	FY2021.Senior.Refund	0	244934	7/21/2021	83.75
Akkala, Radha K Total					83.75
Alcorn, Marcella	FY2021.Senior.Refund	0	244935	7/21/2021	6.10
Alcorn, Marcella Total					6.10
Alexander, Ed	FY2021.Senior.Refund	0	244936	7/21/2021	32.15
Alexander, Ed Total					32.15
Alfeo, Scott	FY2021.Senior.Refund	0	244937	7/21/2021	41.95
Alfeo, Scott Total					41.95
Almanza, Jose	FY2021.Senior.Refund	0	244938	7/21/2021	24.25
Almanza, Jose Total					24.25
Alpha Baking Co., Inc.	STMT 06/30	2200230	244939	7/21/2021	468.05
Alpha Baking Co., Inc. Total					468.05
Alpha Controls & Services LLC	C006203,204,205	2200207	244940	7/21/2021	12,745.00
	3 INVS 6/4-6/28	2200199	244940	7/21/2021	1,236.62
Alpha Controls & Services LLC Total					13,981.62
Alta Construction Equipment Illinoi	SR4 24646	2200161	244941	7/21/2021	495.00
Alta Construction Equipment Illinoi Total					495.00
Amazon Capital Services	1R3L-1JG9-31RM	2200266	244942	7/21/2021	1,041.60
	1CPY-MDJG-33KJ	2200272	244942	7/21/2021	36.91
	1QPR-LPLF-6RW6	2200258	244942	7/21/2021	80.95
	11KQ-7GJM-1RVM	2200175	244942	7/21/2021	1,543.90
	1XPP-C7V6-XGCV	2200171	244942	7/21/2021	266.45
	13DX-61KH-JYX1	2200160	244942	7/21/2021	422.46
	1GHC-964P-DNRH	2200134	244942	7/21/2021	395.00
	19H7-VFHF-WCWR	2200076	244942	7/21/2021	69.95
	13K4-VNR7-K93J	2200089	244942	7/21/2021	159.53
	1VJD-YPJK-YPVM	2200078	244942	7/21/2021	151.80

Expenditure Summary Report

From Date: 7/21/2021
To Date: 7/21/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Amazon Capital Services	13LK-LQYM-GKD6	2200017	244942	7/21/2021	89.88
	1D3L-314J-1YJK	2200010	244942	7/21/2021	113.56
Amazon Capital Services Total					4,371.99
Anderson, Kristin M	FY2021.Senior.Refund	0	244943	7/21/2021	124.25
Anderson, Kristin M Total					124.25
Apartian, Dan	FY2021.Senior.Refund	0	244944	7/21/2021	47.95
Apartian, Dan Total					47.95
Apple Computer, Inc	AF20786370	2200186	244945	7/21/2021	2,500.00
Apple Computer, Inc Total					2,500.00
Aravapalli, Anurupa	FY2021.Senior.Refund	0	244946	7/21/2021	17.05
Aravapalli, Anurupa Total					17.05
Arrington, Rowsha	FY2021.Senior.Refund	0	244947	7/21/2021	13.05
Arrington, Rowsha Total					13.05
Avery, Laura A	FY2021.Senior.Refund	0	244948	7/21/2021	68.25
Avery, Laura A Total					68.25
Baird, Janean	FY2021.Senior.Refund	0	244949	7/21/2021	51.75
Baird, Janean Total					51.75
Barlow, Sharon	FY2021.Senior.Refund	0	244950	7/21/2021	15.00
Barlow, Sharon Total					15.00
Belkowski, Laura Marie	FY2021.Senior.Refund	0	244951	7/21/2021	15.00
Belkowski, Laura Marie Total					15.00
Bell, Jim A	FY2021.Senior.Refund	0	244952	7/21/2021	47.05
Bell, Jim A Total					47.05
Bender, Jean	FY2021.Senior.Refund	0	244953	7/21/2021	25.65
Bender, Jean Total					25.65
Bender, Julie	FY2021.Senior.Refund	0	244954	7/21/2021	30.20
Bender, Julie Total					30.20
Bendre, Yogesh Anant	FY2021.Senior.Refund	0	244955	7/21/2021	7.65
Bendre, Yogesh Anant Total					7.65
Bergelin, Kristi	FY2021.Senior.Refund	0	244956	7/21/2021	123.50
Bergelin, Kristi Total					123.50
Bergmann, Carmen M	FY2021.Senior.Refund	0	244957	7/21/2021	26.50
Bergmann, Carmen M Total					26.50
Betancourt, Mirna E	FY2021.Senior.Refund	0	244958	7/21/2021	26.10
Betancourt, Mirna E Total					26.10
Bihun, Jason	FY2021.Senior.Refund	0	244959	7/21/2021	75.00
Bihun, Jason Total					75.00
Birsa, Paula Jean	FY2021.Senior.Refund	0	244960	7/21/2021	17.85
Birsa, Paula Jean Total					17.85
Bishop, Rebecca Jo	FY2021.Senior.Refund	0	244961	7/21/2021	18.20

Expenditure Summary Report

From Date: 7/21/2021
To Date: 7/21/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Bishop, Rebecca Jo Total					18.20
Bixby, Lynette	FY2021.Senior.Refund	0	244962	7/21/2021	27.00
Bixby, Lynette Total					27.00
Blair, Annetta M	FY2021.Senior.Refund	0	244963	7/21/2021	15.00
Blair, Annetta M Total					15.00
Bland, Jayme L	FY2021.Senior.Refund	0	244964	7/21/2021	28.55
Bland, Jayme L Total					28.55
Bley, Mary	FY2021.Senior.Refund	0	244965	7/21/2021	38.60
Bley, Mary Total					38.60
Blue Springs, Inc.	41199	2200046	244966	7/21/2021	88.00
Blue Springs, Inc. Total					88.00
Bradfield's Computer Supply	549071	2200059	244967	7/21/2021	211.00
Bradfield's Computer Supply Total					211.00
Briggs, Susan Kay	FY2021.Senior.Refund	0	244968	7/21/2021	17.95
Briggs, Susan Kay Total					17.95
Brim, Trace A	FY2021.Senior.Refund	0	244969	7/21/2021	15.00
Brim, Trace A Total					15.00
Brockman, Michell	FY2021.Senior.Refund	0	244970	7/21/2021	125.00
Brockman, Michell Total					125.00
Brothers, Sonya	FY2021.Senior.Refund	0	244971	7/21/2021	45.65
Brothers, Sonya Total					45.65
Brown, Billie Jo	TRAVEL JUN 21	0	244972	7/21/2021	163.63
Brown, Billie Jo Total					163.63
Bruce, Mandy	FY2021.Senior.Refund	0	244973	7/21/2021	15.00
Bruce, Mandy Total					15.00
Bruner, Michael Todd	FY2021.Senior.Refund	0	244974	7/21/2021	90.00
Bruner, Michael Todd Total					90.00
Bruso, Steve	FY2021.Senior.Refund	0	244975	7/21/2021	96.95
Bruso, Steve Total					96.95
BSN Sports	913143795	2200035	244976	7/21/2021	855.85
	213074757	2200070	244976	7/21/2021	624.54
	913063518	2200036	244976	7/21/2021	935.38
BSN Sports Total					2,415.77
Burkle, James	FY2021.Senior.Refund	0	244977	7/21/2021	41.20
Burkle, James Total					41.20
Burr, Hayley	FY2021.Senior.Refund	0	244978	7/21/2021	13.90
Burr, Hayley Total					13.90
Burrell, Joy	FY2021.Senior.Refund	0	244979	7/21/2021	15.00
Burrell, Joy Total					15.00
Bushue Background Screening	BACKKGRND CHECKS	2200270	244980	7/21/2021	5,747.50

Expenditure Summary Report

From Date: 7/21/2021

To Date: 7/21/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Bushue Background Screening Total					5,747.50
Bushue, Brent	FY2021.Senior.Refund	0	244981	7/21/2021	15.00
Bushue, Brent Total					15.00
Butler, Stephanie	FY2021.Senior.Refund	0	244982	7/21/2021	23.80
Butler, Stephanie Total					23.80
Calmes, Emmanuel	FY2021.Senior.Refund	0	244983	7/21/2021	195.00
Calmes, Emmanuel Total					195.00
Capitol Group	S2099565, S2095841	2200200	244984	7/21/2021	36.16
Capitol Group Total					36.16
Capstone	244908	2200284	244985	7/21/2021	663.54
Capstone Total					663.54
Carby, Lori	FY2021.Senior.Refund	0	244986	7/21/2021	24.00
Carby, Lori Total					24.00
Carlock Water Operations	WATER BILL 06/30	0	244988	7/21/2021	25.59
Carlock Water Operations Total					25.59
Carlock, Brent	FY2021.Senior.Refund	0	244989	7/21/2021	15.00
Carlock, Brent Total					15.00
Carlock, Lily	FY2021.Senior.Refund	0	244990	7/21/2021	73.45
Carlock, Lily Total					73.45
Carl's Pro Band Instrument Repair	421	2200168	244987	7/21/2021	8,092.06
Carl's Pro Band Instrument Repair Total					8,092.06
Carlson, Dean	FY2021.Senior.Refund	0	244991	7/21/2021	46.40
Carlson, Dean Total					46.40
Carney, Everette	FY2021.Senior.Refund	0	244992	7/21/2021	22.90
Carney, Everette Total					22.90
Cdw Computer Centers, Inc	ZR00183198	2200108	244993	7/21/2021	1,479.81
Cdw Computer Centers, Inc Total					1,479.81
Central Illinois Electrical Service	APL2-PROJ 25492321	2200290	244994	7/21/2021	615,713.40
Central Illinois Electrical Service Total					615,713.40
Central Illinois Trucks Inc	101P62480	2200139	244995	7/21/2021	338.01
Central Illinois Trucks Inc Total					338.01
Central Supply Co	122415	2200002	244996	7/21/2021	3,297.60
Central Supply Co Total					3,297.60
Change Academy Lake Of The Ozarks	INV030033	2200130	244997	7/21/2021	4,000.92
Change Academy Lake Of The Ozarks Total					4,000.92
Cheavens, Michael D	FY2021.Senior.Refund	0	244998	7/21/2021	137.70
Cheavens, Michael D Total					137.70
Cherian, Mathew	FY2021.Senior.Refund	0	244999	7/21/2021	50.50
Cherian, Mathew Total					50.50

Expenditure Summary Report

From Date: 7/21/2021

To Date: 7/21/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Chestnut Health Systems	MISC-21-182	2200178	245000	7/21/2021	2,125.00
	MISC-22-01	2200177	245000	7/21/2021	2,876.00
Chestnut Health Systems Total					5,001.00
Chinski, Sherri	FY2021.Senior.Refund	0	245001	7/21/2021	209.90
Chinski, Sherri Total					209.90
Chlebowski, Jennifer Susanne	CONF REIMB	0	245002	7/21/2021	300.00
Chlebowski, Jennifer Susanne Total					300.00
Choudhari, Mahmood	FY2021.Senior.Refund	0	245003	7/21/2021	158.45
Choudhari, Mahmood Total					158.45
Christopherson, Jeff S	FY2021.Senior.Refund	0	245004	7/21/2021	144.05
Christopherson, Jeff S Total					144.05
Cintas Corporation #396	STMT 06/30/21	2200121	245005	7/21/2021	761.23
Cintas Corporation #396 Total					761.23
City of Bloomington	WATER BILL 7/13	0	245006	7/21/2021	1,961.28
	WATER 6/25-7/01	0	245006	7/21/2021	1,897.56
City of Bloomington Total					3,858.84
Clapper, Patrick	FY2021.Senior.Refund	0	245007	7/21/2021	63.70
Clapper, Patrick Total					63.70
Clean The Uniform Company	3.02574E+15	2200021	245008	7/21/2021	114.08
	3 INVS 6/08-06/22	2200021	245008	7/21/2021	171.98
Clean The Uniform Company Total					286.06
Collins, Fredrick W	FY2021.Senior.Refund	0	245009	7/21/2021	85.00
Collins, Fredrick W Total					85.00
Confidential On-Site Paper Shreddin	118862	0	245010	7/21/2021	115.54
	118346	2200062	245010	7/21/2021	56.18
Confidential On-Site Paper Shreddin Total					171.72
Connor Co	7 INVS 6/7-6/24	2200202	245011	7/21/2021	1,532.26
Connor Co Total					1,532.26
Conover, Dawn	FY2021.Senior.Refund	0	245012	7/21/2021	15.00
Conover, Dawn Total					15.00
Cordero, Dianna	FY2021.Senior.Refund	0	245013	7/21/2021	33.40
Cordero, Dianna Total					33.40
Corn Belt Energy Corporation	ELECTRIC 07/09	0	245014	7/21/2021	110,109.79
Corn Belt Energy Corporation Total					110,109.79
Crader, Steve	FY2021.Senior.Refund	0	245015	7/21/2021	48.90
Crader, Steve Total					48.90
Creelman, Deanna	FY2021.Senior.Refund	0	245016	7/21/2021	15.00
Creelman, Deanna Total					15.00
Crescent Electric Supply Co	2-INVS, 6/21-6/23	2200211	245017	7/21/2021	455.72
	3 INVS 6/10-6/14	2200203	245017	7/21/2021	1,308.69
Crescent Electric Supply Co Total					1,764.41

Expenditure Summary Report

From Date: 7/21/2021

To Date: 7/21/2021

Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Croft, Angie	FY2021.Senior.Refund	0	245018	7/21/2021	15.00
Croft, Angie Total					15.00
Cross, John	FY2021.Senior.Refund	0	245019	7/21/2021	24.75
Cross, John Total					24.75
Culligan Water Conditioning	69415	0	245020	7/21/2021	7.50
Culligan Water Conditioning Total					7.50
Cummins Sales And Service	Q1-38477	2200291	245021	7/21/2021	1,821.37
Cummins Sales And Service Total					1,821.37
Curry, Christine	FY2021.Senior.Refund	0	245022	7/21/2021	111.25
Curry, Christine Total					111.25
Darnall, Kathryn	FY2021.Senior.Refund	0	245023	7/21/2021	15.30
Darnall, Kathryn Total					15.30
Davis, David	FY2021.Senior.Refund	0	245024	7/21/2021	103.60
Davis, David Total					103.60
Debruine, Lisa	FY2021.Senior.Refund	0	245025	7/21/2021	160.05
Debruine, Lisa Total					160.05
Degenhart, Heather	FY2021.Senior.Refund	0	245026	7/21/2021	15.00
Degenhart, Heather Total					15.00
Dennis, Leslie L	FY2021.Senior.Refund	0	245027	7/21/2021	9.90
Dennis, Leslie L Total					9.90
Dever, Theresa	FY2021.Senior.Refund	0	245028	7/21/2021	9.05
Dever, Theresa Total					9.05
Don Johnston, Inc	455139	2200030	245029	7/21/2021	675.00
Don Johnston, Inc Total					675.00
Don Owen Tire Service, Inc	289825	2200277	245030	7/21/2021	686.84
Don Owen Tire Service, Inc Total					686.84
Donovan, Lori A	FY2021.Senior.Refund	0	245031	7/21/2021	33.70
Donovan, Lori A Total					33.70
Downes, Frank	FY2021.Senior.Refund	0	245032	7/21/2021	81.40
Downes, Frank Total					81.40
Dude Solutions, Inc.	INV-93533	2200157	245033	7/21/2021	18,163.86
Dude Solutions, Inc. Total					18,163.86
Dundas, Katie	FY2021.Senior.Refund	0	245034	7/21/2021	11.35
Dundas, Katie Total					11.35
Duong, Hoa	FY2021.Senior.Refund	0	245035	7/21/2021	8.60
Duong, Hoa Total					8.60
Durham, Andrew	FY2021.Senior.Refund	0	245036	7/21/2021	15.00
Durham, Andrew Total					15.00
Duvendack, Sarah	FY2021.Senior.Refund	0	245037	7/21/2021	13.80
Duvendack, Sarah Total					13.80

Expenditure Summary Report

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Vendor	Invoice	PO No.	Check No.	Check Date	Amount
Eagle, Shannon	FY2021.Senior.Refund	0	245038	7/21/2021	24.95
Eagle, Shannon Total					24.95
Eagles, Joel B	FY2021.Senior.Refund	0	245039	7/21/2021	45.00
Eagles, Joel B Total					45.00
Ebey, Patricia	FY2021.Senior.Refund	0	245040	7/21/2021	108.80
Ebey, Patricia Total					108.80
Economic Development Council L Of The	ANNUAL DUES	2200273	245041	7/21/2021	3,000.00
Economic Development Council L Of The Total					3,000.00
Eddy, Jennifer	FY2021.Senior.Refund	0	245042	7/21/2021	35.80
Eddy, Jennifer Total					35.80
Ehlers, Lisa	FY2021.Senior.Refund	0	245043	7/21/2021	38.60
Ehlers, Lisa Total					38.60
Ehrt, Leslie	FY2021.Senior.Refund	0	245044	7/21/2021	90.00
Ehrt, Leslie Total					90.00
Eichensehr, Kim	FY2021.Senior.Refund	0	245045	7/21/2021	84.85
Eichensehr, Kim Total					84.85
Ekon-O-Pac LLC	102294	2200233	245046	7/21/2021	10,120.00
Ekon-O-Pac LLC Total					10,120.00
Embrace Education	8615	2200129	245047	7/21/2021	2,062.68
Embrace Education Total					2,062.68
Evans, Daniel	FY2021.Senior.Refund	0	245048	7/21/2021	35.10
Evans, Daniel Total					35.10
Evergreen Fs	135227257	2200250	245049	7/21/2021	331.00
Evergreen Fs Total					331.00
Exner, Cecily	FY2021.Senior.Refund	0	245050	7/21/2021	15.00
Exner, Cecily Total					15.00
Father Flanagan's Boys Home	LICENSE RENEWAL	2200029	245051	7/21/2021	2,000.00
Father Flanagan's Boys Home Total					2,000.00
Feaman, Adam L	FY2021.Senior.Refund	0	245052	7/21/2021	100.00
Feaman, Adam L Total					100.00
Feit, Eric	FY2021.Senior.Refund	0	245053	7/21/2021	26.95
Feit, Eric Total					26.95
Ficek, Mark	FY2021.Senior.Refund	0	245054	7/21/2021	21.95
Ficek, Mark Total					21.95
Fischmann, Gary	FY2021.Senior.Refund	0	245055	7/21/2021	15.00
Fischmann, Gary Total					15.00
Fisher, Rocio	REIM HOBBY LOBBY	2200267	245056	7/21/2021	10.94
Fisher, Rocio Total					10.94
Flairty, Jeffrey	FY2021.Senior.Refund	0	245057	7/21/2021	27.95

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Flairty, Jeffrey Total					27.95
Flexsenhar, Tami	FY2021.Senior.Refund	0	245058	7/21/2021	28.10
Flexsenhar, Tami Total					28.10
Follick, Stephanie	REFUND REG FEES	0	245059	7/21/2021	197.00
Follick, Stephanie Total					197.00
Ford, Deanna	FY2021.Senior.Refund	0	245060	7/21/2021	27.60
Ford, Deanna Total					27.60
Forsyth Insurance Group, Inc	848	2200262	245061	7/21/2021	18,160.00
Forsyth Insurance Group, Inc Total					18,160.00
Fowler, James	FY2021.Senior.Refund	0	245062	7/21/2021	15.00
Fowler, James Total					15.00
Fowler, Shilee	FY2021.Senior.Refund	0	245063	7/21/2021	15.00
Fowler, Shilee Total					15.00
Frontier 1	BILLING - 06/20	0	245064	7/21/2021	535.96
Frontier 1 Total					535.96
Fulton, Lynn	FY2021.Senior.Refund	0	245065	7/21/2021	15.00
Fulton, Lynn Total					15.00
Garner, Gina	FY2021.Senior.Refund	0	245066	7/21/2021	15.00
Garner, Gina Total					15.00
Geiger	4486242	2200269	245067	7/21/2021	919.06
Geiger Total					919.06
Ggnet, Inc.	82417	2200105	245068	7/21/2021	3,897.60
Ggnet, Inc. Total					3,897.60
Gibson, Patrick T	TRAVEL JUN 21	0	245069	7/21/2021	290.75
Gibson, Patrick T Total					290.75
Gifford, Julie A	FY2021.Senior.Refund	0	245070	7/21/2021	108.15
Gifford, Julie A Total					108.15
Gomolchak, Emily	FY2021.Senior.Refund	0	245071	7/21/2021	15.00
Gomolchak, Emily Total					15.00
Goodlick, Sheri S	FY2021.Senior.Refund	0	245072	7/21/2021	212.45
Goodlick, Sheri S Total					212.45
Gordon Food Service, Inc	6 INVS 7/7-7/14	2200292	245073	7/21/2021	14,254.17
	8 INVS 6/23-29	2200229	245073	7/21/2021	16,638.00
Gordon Food Service, Inc Total					30,892.17
Government Leasing and Finance, Inc.	447195371	2200263	245074	7/21/2021	365,634.16
Government Leasing and Finance, Inc. Total					365,634.16
Graf, Matthew	FY2021.Senior.Refund	0	245075	7/21/2021	96.50
Graf, Matthew Total					96.50
Grainger Parts Operations Ww Graing	3 INVS 6/1-6/21	2200217	245076	7/21/2021	3,818.21
Grainger Parts Operations Ww Graing Total					3,818.21

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Gray, Kellie	FY2021.Senior.Refund	0	245077	7/21/2021	49.25
Gray, Kellie Total					49.25
Graybar Electric Company, Inc.	2 INVS 06/18	2200218	245078	7/21/2021	4,535.97
Graybar Electric Company, Inc. Total					4,535.97
Gresham, David	FY2021.Senior.Refund	0	245079	7/21/2021	67.20
Gresham, David Total					67.20
Gullixon, Ann E	FY2021.Senior.Refund	0	245080	7/21/2021	15.00
Gullixon, Ann E Total					15.00
Hackman, Kelly	FY2021.Senior.Refund	0	245081	7/21/2021	15.00
Hackman, Kelly Total					15.00
Haggerty, Chris	FY2021.Senior.Refund	0	245082	7/21/2021	55.00
Haggerty, Chris Total					55.00
Hagglund, Tami K	TRAVEL JUN 21	0	245083	7/21/2021	7.39
Hagglund, Tami K Total					7.39
Hagler, Julie	FY2021.Senior.Refund	0	245084	7/21/2021	20.95
Hagler, Julie Total					20.95
Halihan, Carol D	FY2021.Senior.Refund	0	245085	7/21/2021	67.60
Halihan, Carol D Total					67.60
Hall, Dustin W	FY2021.Senior.Refund	0	245086	7/21/2021	41.60
Hall, Dustin W Total					41.60
Halm, Emilie	FY2021.Senior.Refund	0	245087	7/21/2021	36.35
Halm, Emilie Total					36.35
Hapgood, Stevan	FY2021.Senior.Refund	0	245088	7/21/2021	39.35
Hapgood, Stevan Total					39.35
Harlow, Monica	FY2021.Senior.Refund	0	245089	7/21/2021	33.25
Harlow, Monica Total					33.25
Harn, Evelyn	FY2021.Senior.Refund	0	245090	7/21/2021	19.05
Harn, Evelyn Total					19.05
Harris Allen, Michelle	FY2021.Senior.Refund	0	245091	7/21/2021	40.00
Harris Allen, Michelle Total					40.00
Hauk, Cindy	FY2021.Senior.Refund	0	245092	7/21/2021	22.25
Hauk, Cindy Total					22.25
Hawkins, Inc.	4978106 & 4978107	2200278	245093	7/21/2021	2,512.18
Hawkins, Inc. Total					2,512.18
Health Alliance Medical Plans	730601,02,03,&04	2200174	245094	7/21/2021	72,895.00
Health Alliance Medical Plans Total					72,895.00
Heier, Danelle	FY2021.Senior.Refund	0	245095	7/21/2021	57.25
Heier, Danelle Total					57.25
Heiniger, Wendy	FY2021.Senior.Refund	0	245096	7/21/2021	34.60

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Heiniger, Wendy Total					34.60
Henson, Lori Mae	FY2021.Senior.Refund	0	245097	7/21/2021	79.00
Henson, Lori Mae Total					79.00
Heritage Machine & Welding Inc	40887	2200162	245098	7/21/2021	338.10
	40755	2200163	245098	7/21/2021	180.00
Heritage Machine & Welding Inc Total					518.10
Herrera, Danell	FY2021.Senior.Refund	0	245099	7/21/2021	93.60
Herrera, Danell Total					93.60
Herrera, Tasha	FY2021.Senior.Refund	0	245100	7/21/2021	78.10
Herrera, Tasha Total					78.10
Hibbens, Angela	FY2021.Senior.Refund	0	245101	7/21/2021	13.88
Hibbens, Angela Total					13.88
Hill, Shawn	FY2021.Senior.Refund	0	245102	7/21/2021	9.55
Hill, Shawn Total					9.55
Hlebasko, Ginger	FY2021.Senior.Refund	0	245103	7/21/2021	57.01
Hlebasko, Ginger Total					57.01
Holley, Tyra Michael	TRAVEL JUN 21	0	245104	7/21/2021	149.58
Holley, Tyra Michael Total					149.58
Holt Supply Company	3 INVS 0611/0628	2200219	245105	7/21/2021	270.81
Holt Supply Company Total					270.81
Hudson Municipal Water	WATER BILL 06/17/21	0	245106	7/21/2021	127.36
Hudson Municipal Water Total					127.36
Hutson, Christi Lee	FY2021.Senior.Refund	0	245107	7/21/2021	40.00
Hutson, Christi Lee Total					40.00
Ideal Environmental Engineering, In	59099	2200206	245108	7/21/2021	6,003.89
Ideal Environmental Engineering, In Total					6,003.89
Illinois School For The Visually Im	STUDENT TRANS MAY	2200182	245109	7/21/2021	1,122.00
Illinois School For The Visually Im Total					1,122.00
Inselmann, Veronica S	FY2021.Senior.Refund	0	245110	7/21/2021	10.25
Inselmann, Veronica S Total					10.25
Interstate Batteries Of Mid-II	2 INVS 6/09-6/21	2200220	245111	7/21/2021	175.85
Interstate Batteries Of Mid-II Total					175.85
Interstate Billing Serv, Inc	4-INVS, 6/24	2200172	245112	7/21/2021	2,493.78
Interstate Billing Serv, Inc Total					2,493.78
Intrado Interactive Serv Corp	133165	2200261	245113	7/21/2021	6,625.00
Intrado Interactive Serv Corp Total					6,625.00
Iron Mountain	DSJT573	2200136	245114	7/21/2021	2,561.18
Iron Mountain Total					2,561.18
Itukola, Sandra	TRAVEL JUN 21	0	245115	7/21/2021	9.02
Itukola, Sandra Total					9.02

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Jackson, Michelle	FY2021.Senior.Refund	0	245116	7/21/2021	155.12
Jackson, Michelle Total					155.12
Jackson, William	FY2021.Senior.Refund	0	245117	7/21/2021	15.00
Jackson, William Total					15.00
Janssen, Diana J	FY2021.Senior.Refund	0	245118	7/21/2021	15.00
Janssen, Diana J Total					15.00
Jason's Deli - Ibm #185	2.10513E+14	2200197	245119	7/21/2021	1,200.60
Jason's Deli - Ibm #185 Total					1,200.60
JMO Modular LLC.	33067	2200137	245120	7/21/2021	26,000.00
JMO Modular LLC. Total					26,000.00
Johnson, Michelle	FY2021.Senior.Refund	0	245121	7/21/2021	255.00
Johnson, Michelle Total					255.00
Johnstone Supply	8 INVS 3/23-6/29	2200221	245122	7/21/2021	1,298.22
	3 INVS 6/2-6/11	2200192	245122	7/21/2021	1,289.74
Johnstone Supply Total					2,587.96
Jones, Tonya	FY2021.Senior.Refund	0	245123	7/21/2021	12.50
Jones, Tonya Total					12.50
Jovanovich, Brad	FY2021.Senior.Refund	0	245124	7/21/2021	104.54
Jovanovich, Brad Total					104.54
Jurich, Amy F	FY2021.Senior.Refund	0	245125	7/21/2021	17.80
Jurich, Amy F Total					17.80
Kaeb Sanitary Supply Inc.	211453, 211453-1	2200003	245126	7/21/2021	4,504.00
Kaeb Sanitary Supply Inc. Total					4,504.00
Kaufman, Trevor Allen	REIMB FUEL 6/22-6/25	2200249	245127	7/21/2021	187.33
Kaufman, Trevor Allen Total					187.33
Kearfott, Nicolas	TRAVEL JUN 21	0	245128	7/21/2021	120.34
Kearfott, Nicolas Total					120.34
Keen Tile, Inc	54796	2200222	245129	7/21/2021	450.86
Keen Tile, Inc Total					450.86
Keist, Angela	REFUND REG FEES	0	245130	7/21/2021	219.21
Keist, Angela Total					219.21
Kelly, Jill	FY2021.Senior.Refund	0	245131	7/21/2021	50.05
Kelly, Jill Total					50.05
Kelly, Thomas	FY2021.Senior.Refund	0	245132	7/21/2021	48.40
Kelly, Thomas Total					48.40
Ken's OIL Service, Inc.	4 INVS 7/6-7/9	2200283	245133	7/21/2021	8,390.75
	100271	2200143	245133	7/21/2021	2,761.58
Ken's OIL Service, Inc. Total					11,152.33
Kern, Kimberly	FY2021.Senior.Refund	0	245134	7/21/2021	49.29
Kern, Kimberly Total					49.29

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King, Heather	FY2021.Senior.Refund	0	245135	7/21/2021	24.45
King, Heather Total					24.45
King, Matthew	FY2021.Senior.Refund	0	245136	7/21/2021	69.90
King, Matthew Total					69.90
Klingbeil, Kimberly	FY2021.Senior.Refund	0	245137	7/21/2021	31.80
Klingbeil, Kimberly Total					31.80
Klink, Brandi	FY2021.Senior.Refund	0	245138	7/21/2021	12.80
Klink, Brandi Total					12.80
Knollenberg, Holly N	TRAVEL JUN 21	0	245139	7/21/2021	93.41
Knollenberg, Holly N Total					93.41
Koshy, Doni	FY2021.Senior.Refund	0	245140	7/21/2021	15.00
Koshy, Doni Total					15.00
Kralis, Raquel	FY2021.Senior.Refund	0	245141	7/21/2021	15.00
Kralis, Raquel Total					15.00
Kratz, Jeffrey	FY2021.Senior.Refund	0	245142	7/21/2021	41.00
Kratz, Jeffrey Total					41.00
Kroeze, Lia	FY2021.Senior.Refund	0	245143	7/21/2021	289.85
Kroeze, Lia Total					289.85
Krueger, Joshua	FY2021.Senior.Refund	0	245144	7/21/2021	117.95
Krueger, Joshua Total					117.95
Kuebrich, Jennifer L	FY2021.Senior.Refund	0	245145	7/21/2021	15.00
Kuebrich, Jennifer L Total					15.00
Kutchma, Michele	FY2021.Senior.Refund	0	245146	7/21/2021	45.95
Kutchma, Michele Total					45.95
Lancaster, Martha	FY2021.Senior.Refund	0	245147	7/21/2021	23.90
Lancaster, Martha Total					23.90
Lareau, Tori	FY2021.Senior.Refund	0	245148	7/21/2021	15.00
Lareau, Tori Total					15.00
Le, Diem	FY2021.Senior.Refund	0	245149	7/21/2021	64.80
Le, Diem Total					64.80
Lee Enterprises - Central II	107108	2200041	245150	7/21/2021	82.16
Lee Enterprises - Central II Total					82.16
Legett, Lisa	FY2021.Senior.Refund	0	245151	7/21/2021	55.20
Legett, Lisa Total					55.20
Levin, Brandy Michelle	FY2021.Senior.Refund	0	245152	7/21/2021	31.55
Levin, Brandy Michelle Total					31.55
Lewis, Karen Coletta	REIMB TRAVEL 06/15	0	245153	7/21/2021	6.89
Lewis, Karen Coletta Total					6.89
Lighty, Bernadette Panganiban	REIMB TRAVEL 06/23	0	245154	7/21/2021	29.46

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Lighty, Bernadette Panganiban Total					29.46
Lopez, Mario	FY2021.Senior.Refund	0	245155	7/21/2021	18.30
Lopez, Mario Total					18.30
Love, Danny	FY2021.Senior.Refund	0	245156	7/21/2021	36.80
Love, Danny Total					36.80
Lowder, Lesley	FY2021.Senior.Refund	0	245157	7/21/2021	25.45
Lowder, Lesley Total					25.45
Lynch, Alissa	FY2021.Senior.Refund	0	245158	7/21/2021	24.35
Lynch, Alissa Total					24.35
Macon-Piatt Regional Ofc of Ed	OT & HB - 6/21	2200090	245159	7/21/2021	360.00
Macon-Piatt Regional Ofc of Ed Total					360.00
Magallanes, Raquel	FY2021.Senior.Refund	0	245160	7/21/2021	8.70
Magallanes, Raquel Total					8.70
Marcum, Nancy S	REIMB VIDEOS AED	2200260	245161	7/21/2021	345.00
Marcum, Nancy S Total					345.00
Marolf, Jennifer	FY2021.Senior.Refund	0	245162	7/21/2021	83.05
Marolf, Jennifer Total					83.05
Marquez, Tara	FY2021.Senior.Refund	0	245163	7/21/2021	8.80
Marquez, Tara Total					8.80
Martin Boyd, Kimberly N	REIMB WALMART 7/14	2200268	245164	7/21/2021	38.94
Martin Boyd, Kimberly N Total					38.94
Martin, Erin	FY2021.Senior.Refund	0	245165	7/21/2021	47.20
Martin, Erin Total					47.20
Mathis-Kelley Const Supply Co	68146	2200238	245166	7/21/2021	40.15
Mathis-Kelley Const Supply Co Total					40.15
Maze, Jennifer	FY2021.Senior.Refund	0	245167	7/21/2021	27.80
Maze, Jennifer Total					27.80
Mbemb, Astride	FY2021.Senior.Refund	0	245168	7/21/2021	286.34
Mbemb, Astride Total					286.34
Mc Guffin, Andrea	FY2021.Senior.Refund	0	245169	7/21/2021	30.00
Mc Guffin, Andrea Total					30.00
Mc Master-Carr Supply Co	59836990	2200237	245170	7/21/2021	71.11
Mc Master-Carr Supply Co Total					71.11
Mcallister, Scott C	FY2021.Senior.Refund	0	245171	7/21/2021	72.55
Mcallister, Scott C Total					72.55
Mcbride, Christy	FY2021.Senior.Refund	0	245172	7/21/2021	15.00
Mcbride, Christy Total					15.00
Mcclintock, Joel D	FY2021.Senior.Refund	0	245173	7/21/2021	264.00
Mcclintock, Joel D Total					264.00

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McCormick, Mary Ann	FY2021.Senior.Refund	0	245174	7/21/2021	68.65
McCormick, Mary Ann Total					68.65
McDonald, Mark	FY2021.Senior.Refund	0	245175	7/21/2021	20.60
McDonald, Mark Total					20.60
Mcgee, William L	FY2021.Senior.Refund	0	245176	7/21/2021	12.80
Mcgee, William L Total					12.80
Mcgonigle, George	FY2021.Senior.Refund	0	245177	7/21/2021	34.45
Mcgonigle, George Total					34.45
Mcgowan, Matt	FY2021.Senior.Refund	0	245178	7/21/2021	15.00
Mcgowan, Matt Total					15.00
Mcguire, Patrick J	FY2021.Senior.Refund	0	245179	7/21/2021	25.00
Mcguire, Patrick J Total					25.00
Mckee, Jason C	FY2021.Senior.Refund	0	245180	7/21/2021	85.00
Mckee, Jason C Total					85.00
McLean County Glass & Mirror	053885, 053863	2200223	245181	7/21/2021	1,475.85
McLean County Glass & Mirror Total					1,475.85
Mcwhorter, Jennifer R	FY2021.Senior.Refund	0	245182	7/21/2021	5.60
Mcwhorter, Jennifer R Total					5.60
Meece, Stacia	FY2021.Senior.Refund	0	245183	7/21/2021	50.80
Meece, Stacia Total					50.80
Mejia, Maria	FY2021.Senior.Refund	0	245184	7/21/2021	28.85
Mejia, Maria Total					28.85
Melrose, Theron	FY2021.Senior.Refund	0	245185	7/21/2021	5.60
Melrose, Theron Total					5.60
Melton, Tom	FY2021.Senior.Refund	0	245186	7/21/2021	70.20
Melton, Tom Total					70.20
Menards Lumber	19-INVS, 06/01-07/02	2200023	245187	7/21/2021	1,162.02
	53466	2200023	245187	7/21/2021	30.10
	53180, 53479	2200282	245187	7/21/2021	276.95
	8-INVS, 6/4-6/26	2200164	245187	7/21/2021	521.11
	52128	2200193	245187	7/21/2021	4.84
Menards Lumber Total					1,995.02
Messman, Susan	FY2021.Senior.Refund	0	245188	7/21/2021	87.25
Messman, Susan Total					87.25
Meyer, Damon	REIMB TRAVEL 6/27	0	245189	7/21/2021	43.68
Meyer, Damon Total					43.68
Meyer, Jaime	FY2021.Senior.Refund	0	245190	7/21/2021	15.00
Meyer, Jaime Total					15.00
Middleton Associates Inc	2-INVS, 6/29/21	2200205	245191	7/21/2021	1,826.00
Middleton Associates Inc Total					1,826.00
Midland Paper Company	IN01572891,01570100	2200008	245192	7/21/2021	28,460.00

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Midland Paper Company Total					28,460.00
Midwest Construction Rentals	152604-1, 150435-1	2200239	245193	7/21/2021	1,330.00
Midwest Construction Rentals Total					1,330.00
Midwest Equipment li	5.3436E+17	2200165	245194	7/21/2021	703.40
Midwest Equipment li Total					703.40
Miller Janitor Supply Co.	103568-00	2200166	245195	7/21/2021	2,575.22
	103406-00	2200253	245195	7/21/2021	47,764.94
	103147-00	2200279	245195	7/21/2021	6,028.80
Miller Janitor Supply Co. Total					56,368.96
Miller, Joseph	FY2021.Senior.Refund	0	245196	7/21/2021	33.85
Miller, Joseph Total					33.85
Miller, Wendy Lee	REIMB TRAVEL 6/30	0	245197	7/21/2021	19.99
Miller, Wendy Lee Total					19.99
Mize, Laura	FY2021.Senior.Refund	0	245198	7/21/2021	25.50
Mize, Laura Total					25.50
Mohr, Chris	FY2021.Senior.Refund	0	245199	7/21/2021	24.10
Mohr, Chris Total					24.10
Mondragon, Paula	FY2021.Senior.Refund	0	245200	7/21/2021	21.95
Mondragon, Paula Total					21.95
Moore, Julie A	REIMB TRAVEL 6/24	0	245201	7/21/2021	4.93
Moore, Julie A Total					4.93
Moran-Reschke, Kate	FY2021.Senior.Refund	0	245202	7/21/2021	15.00
Moran-Reschke, Kate Total					15.00
Mosyle Corporation	2126940	2200039	245203	7/21/2021	896.50
Mosyle Corporation Total					896.50
Murphy, Paul J	FY2021.Senior.Refund	0	245204	7/21/2021	15.95
Murphy, Paul J Total					15.95
Mutual Wheel Co	8617634	2200240	245205	7/21/2021	26.98
Mutual Wheel Co Total					26.98
MyFleetCenter.com	14414530	2200140	245206	7/21/2021	73.34
	14414503	2200141	245206	7/21/2021	62.87
MyFleetCenter.com Total					136.21
N2Y, LLC	INV-1035484	2200040	245207	7/21/2021	14,921.60
N2Y, LLC Total					14,921.60
Namadurai, Rejitha	FY2021.Senior.Refund	0	245208	7/21/2021	78.95
Namadurai, Rejitha Total					78.95
National Food Group	IN0860472,IN0860409	2200232	245209	7/21/2021	7,300.00
National Food Group Total					7,300.00
Negwer Materials Inc	2-INVS, 6/11-6/15	2200241	245210	7/21/2021	1,135.25
Negwer Materials Inc Total					1,135.25

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Nettleton, Jon	FY2021.Senior.Refund	0	245211	7/21/2021	31.40
Nettleton, Jon Total					31.40
Nguyen, Truc H	FY2021.Senior.Refund	0	245212	7/21/2021	302.50
Nguyen, Truc H Total					302.50
Nicor Gas	GAS BILL 7/7-7/8	0	245213	7/21/2021	173.99
	GAS 6/30-7/06	0	245213	7/21/2021	572.34
	GAS 6/20-6/23	0	245213	7/21/2021	705.49
Nicor Gas Total					1,451.82
Nourie, Jason E	FY2021.Senior.Refund	0	245214	7/21/2021	15.00
Nourie, Jason E Total					15.00
Obrien, Jacqueline J	FY2021.Senior.Refund	0	245216	7/21/2021	48.15
Obrien, Jacqueline J Total					48.15
O'Connell, Mike	FY2021.Senior.Refund	0	245215	7/21/2021	7.45
O'Connell, Mike Total					7.45
Oconomowoc Devlp.Trn Cnt of WI, LLC.	552541	2200184	245217	7/21/2021	16,451.62
	552542	2200185	245217	7/21/2021	19,066.12
Oconomowoc Devlp.Trn Cnt of WI, LLC. Total					35,517.74
Office Depot, Inc	2-INVS, 7/6/21	2200138	245218	7/21/2021	100.61
Office Depot, Inc Total					100.61
Oloffson, Cathy	FY2021.Senior.Refund	0	245219	7/21/2021	40.80
Oloffson, Cathy Total					40.80
Orr, Carla J	FY2021.Senior.Refund	0	245220	7/21/2021	96.00
Orr, Carla J Total					96.00
OSF OCCUPATIONAL HEALTH	2-INVS, 6/1-6/30	2200135	245221	7/21/2021	265.50
OSF OCCUPATIONAL HEALTH Total					265.50
Owen, Cherrie	FY2021.Senior.Refund	0	245222	7/21/2021	15.00
Owen, Cherrie Total					15.00
Pacha, Zachary A	REIMB LICENSE	2200118	245223	7/21/2021	45.00
Pacha, Zachary A Total					45.00
Page, Debra R	FY2021.Senior.Refund	0	245224	7/21/2021	15.00
Page, Debra R Total					15.00
Papa Bear Carpet Care	INV-2363	2200280	245225	7/21/2021	585.92
	2362, 2361	2200167	245225	7/21/2021	1,078.00
Papa Bear Carpet Care Total					1,663.92
Parthasarathi, Janaki	FY2021.Senior.Refund	0	245226	7/21/2021	14.00
Parthasarathi, Janaki Total					14.00
Parts Town, LLC	6-INVS, 6/8-6/21	2200194	245227	7/21/2021	3,249.42
Parts Town, LLC Total					3,249.42
Pearson, Donna	FY2021.Senior.Refund	0	245228	7/21/2021	34.60
Pearson, Donna Total					34.60
Pedigo, Christina	FY2021.Senior.Refund	0	245229	7/21/2021	60.45

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Pedigo, Christina Total					60.45
Pena, Alicia	FY2021.Senior.Refund	0	245230	7/21/2021	9.85
Pena, Alicia Total					9.85
Perkins, Michelle	FY2021.Senior.Refund	0	245231	7/21/2021	54.40
Perkins, Michelle Total					54.40
Phillips, Jane	FY2021.Senior.Refund	0	245232	7/21/2021	15.00
Phillips, Jane Total					15.00
Philyaw, Christy	FY2021.Senior.Refund	0	245233	7/21/2021	16.45
Philyaw, Christy Total					16.45
Phipps, Jeanie	FY2021.Senior.Refund	0	245234	7/21/2021	15.00
Phipps, Jeanie Total					15.00
Phonak	RENEWAL-5120176329	2200019	245235	7/21/2021	6,390.00
Phonak Total					6,390.00
Pish, Brenda	FY2021.Senior.Refund	0	245236	7/21/2021	63.45
Pish, Brenda Total					63.45
Plattner, Darren L	FY2021.Senior.Refund	0	245237	7/21/2021	15.00
Plattner, Darren L Total					15.00
Potts, Yvette	FY2021.Senior.Refund	0	245238	7/21/2021	15.00
Potts, Yvette Total					15.00
Potuganty, Saritha	FY2021.Senior.Refund	0	245239	7/21/2021	15.00
Potuganty, Saritha Total					15.00
Prairie Farms Dairy Inc	STMT-JULY 21	2200231	245240	7/21/2021	14,442.50
Prairie Farms Dairy Inc Total					14,442.50
Pratt, Amy	FY2021.Senior.Refund	0	245241	7/21/2021	99.10
Pratt, Amy Total					99.10
Prevatt, Laurie	FY2021.Senior.Refund	0	245242	7/21/2021	32.35
Prevatt, Laurie Total					32.35
Professional Electric Motor Repair	70985, 71004	2200242	245244	7/21/2021	88.67
Professional Electric Motor Repair Total					88.67
Prosser, Theresa	FY2021.Senior.Refund	0	245245	7/21/2021	32.70
Prosser, Theresa Total					32.70
Pro-Type Printing	61740	2200152	245243	7/21/2021	530.00
Pro-Type Printing Total					530.00
Public Health Institute of Metro Chicago	MCLEAN-001	2200216	245246	7/21/2021	200.00
Public Health Institute of Metro Chicago Total					200.00
Pyramid School Products	S1428132.001	2200005	245247	7/21/2021	6,631.46
Pyramid School Products Total					6,631.46
Qatanani, Mahmoud	FY2021.Senior.Refund	0	245248	7/21/2021	39.15
Qatanani, Mahmoud Total					39.15

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Quadient Finance USA, Inc.	ACT#7900044052876863	2200117	245249	7/21/2021	1,053.85
Quadient Finance USA, Inc. Total					1,053.85
Quick, Terry	FY2021.Senior.Refund	0	245250	7/21/2021	107.95
Quick, Terry Total					107.95
Rafieyan, Habib	FY2021.Senior.Refund	0	245251	7/21/2021	75.50
Rafieyan, Habib Total					75.50
Ramirez, Franklin E	FY2021.Senior.Refund	0	245252	7/21/2021	38.20
Ramirez, Franklin E Total					38.20
Raper, Ronald	FY2021.Senior.Refund	0	245253	7/21/2021	200.00
Raper, Ronald Total					200.00
Reading Recovery Council North Americ	1001164	2200235	245254	7/21/2021	123.00
Reading Recovery Council North Americ Total					123.00
Realityworks, Inc	28977	2200116	245255	7/21/2021	575.00
Realityworks, Inc Total					575.00
Reardon, Ryan	FY2021.Senior.Refund	0	245256	7/21/2021	15.00
Reardon, Ryan Total					15.00
Reatherford, Brooke Alison	FY2021.Senior.Refund	0	245257	7/21/2021	15.00
Reatherford, Brooke Alison Total					15.00
Rediger, Ryan	FY2021.Senior.Refund	0	245258	7/21/2021	8.00
Rediger, Ryan Total					8.00
Regional Office Of Education #17	1002100479, 460	2200259	245259	7/21/2021	5,986.86
Regional Office Of Education #17 Total					5,986.86
Republic Services - #368	0368-000997638	2200027	245260	7/21/2021	5,286.58
	0368-000997638.	2200248	245260	7/21/2021	90.00
Republic Services - #368 Total					5,376.58
Rice, Robert	FY2021.Senior.Refund	0	245261	7/21/2021	15.00
Rice, Robert Total					15.00
Richards, Jamie	FY2021.Senior.Refund	0	245262	7/21/2021	15.00
Richards, Jamie Total					15.00
Richter, Robert	FY2021.Senior.Refund	0	245263	7/21/2021	83.45
Richter, Robert Total					83.45
Riddell All American	60426612	2200015	245264	7/21/2021	9,221.15
Riddell All American Total					9,221.15
Riedner, Daniel A	FY2021.Senior.Refund	0	245265	7/21/2021	15.00
Riedner, Daniel A Total					15.00
Robinson, Carrie E	FY2021.Senior.Refund	0	245266	7/21/2021	111.06
Robinson, Carrie E Total					111.06
Rochester 100 Inc	INV-81193	2200012	245267	7/21/2021	326.00
Rochester 100 Inc Total					326.00
Rockford Public Schools	6419	2200181	245268	7/21/2021	1,615.53

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Rockford Public Schools Total					1,615.53
Rogers Supply Company Inc	BL016704	2200195	245269	7/21/2021	91.55
Rogers Supply Company Inc Total					91.55
Rogers, Suzanna	FY2021.Senior.Refund	0	245270	7/21/2021	24.95
Rogers, Suzanna Total					24.95
Roget, Amanda	FY2021.Senior.Refund	0	245271	7/21/2021	43.95
Roget, Amanda Total					43.95
Romero, Michael	FY2021.Senior.Refund	0	245272	7/21/2021	15.75
Romero, Michael Total					15.75
Ropp, Ray	FY2021.Senior.Refund	0	245273	7/21/2021	70.75
Ropp, Ray Total					70.75
Roth, Philip	FY2021.Senior.Refund	0	245274	7/21/2021	62.35
Roth, Philip Total					62.35
RP Lumber Company, Inc	2105-431764	2200212	245275	7/21/2021	480.00
RP Lumber Company, Inc Total					480.00
Rumley, David	FY2021.Senior.Refund	0	245276	7/21/2021	15.00
Rumley, David Total					15.00
Runyon, Jayne E	FY2021.Senior.Refund	0	245277	7/21/2021	20.75
Runyon, Jayne E Total					20.75
Ruyle Corporation	18807	2200208	245278	7/21/2021	5,900.00
Ruyle Corporation Total					5,900.00
S & S Builders Hardware Co	0569257, 0568835	2200247	245279	7/21/2021	1,062.00
S & S Builders Hardware Co Total					1,062.00
Sacco, Jackie	FY2021.Senior.Refund	0	245280	7/21/2021	113.95
Sacco, Jackie Total					113.95
Sandhu, Jagrup	FY2021.Senior.Refund	0	245281	7/21/2021	89.15
Sandhu, Jagrup Total					89.15
Santana, Claudia	REIMB TRAVEL 06/29	0	245282	7/21/2021	2.13
Santana, Claudia Total					2.13
Santiago, Melissa	FY2021.Senior.Refund	0	245283	7/21/2021	73.50
Santiago, Melissa Total					73.50
Saufley, Von	FY2021.Senior.Refund	0	245284	7/21/2021	12.27
Saufley, Von Total					12.27
Schafer, David	FY2021.Senior.Refund	0	245285	7/21/2021	15.00
Schafer, David Total					15.00
Schermann, April M	REIMB CONF FEES 7/1	0	245286	7/21/2021	279.00
Schermann, April M Total					279.00
Schiebel, Janine	FY2021.Senior.Refund	0	245287	7/21/2021	48.65
Schiebel, Janine Total					48.65

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Schobernd, Zach	FY2021.Senior.Refund	0	245288	7/21/2021	15.00
Schobernd, Zach Total					15.00
School Health Corporation	3940961-00	2200275	245289	7/21/2021	111.75
School Health Corporation Total					111.75
School Specialty	3.08104E+11	2200080	245290	7/21/2021	426.61
School Specialty Total					426.61
Schuneman, Andrea J	FY2021.Senior.Refund	0	245291	7/21/2021	31.10
Schuneman, Andrea J Total					31.10
Schupbach, Mary Ellen	FY2021.Senior.Refund	0	245292	7/21/2021	184.94
Schupbach, Mary Ellen Total					184.94
Schuster, Amy	FY2021.Senior.Refund	0	245293	7/21/2021	57.35
Schuster, Amy Total					57.35
Scroggins, Angela	FY2021.Senior.Refund	0	245294	7/21/2021	35.00
Scroggins, Angela Total					35.00
Seibring, Scott	FY2021.Senior.Refund	0	245295	7/21/2021	56.70
Seibring, Scott Total					56.70
Sewell, Christine Denise	FY2021.Senior.Refund	0	245296	7/21/2021	41.95
Sewell, Christine Denise Total					41.95
Shaw, John M	FY2021.Senior.Refund	0	245297	7/21/2021	38.70
Shaw, John M Total					38.70
Sherwin Williams Company	4-INVS, - 07/7/7/12	2200026	245298	7/21/2021	447.95
	2889-9	2200173	245298	7/21/2021	1,844.60
	3381-9	2200210	245298	7/21/2021	154.69
	3267-0,2507-6,2529-0	2200026	245298	7/21/2021	496.67
Sherwin Williams Company Total					2,943.91
Shoemaker, Christine	FY2021.Senior.Refund	0	245299	7/21/2021	111.95
Shoemaker, Christine Total					111.95
Shoger, Carolyn J	REIMB TRAVEL 07/15	0	245300	7/21/2021	28.22
	REIMB TRAVEL 06/30	0	245300	7/21/2021	20.55
Shoger, Carolyn J Total					48.77
Slabe, Jennifer L	FY2021.Senior.Refund	0	245301	7/21/2021	44.40
Slabe, Jennifer L Total					44.40
Springfield Electric	S6903491.001	2200243	245302	7/21/2021	100.76
Springfield Electric Total					100.76
Sprint	V684442	0	245303	7/21/2021	2,160.00
	828343387-058	0	245303	7/21/2021	9,224.69
Sprint Total					11,384.69
Stahl, Melissa	FY2021.Senior.Refund	0	245304	7/21/2021	51.25
Stahl, Melissa Total					51.25
Starkey, Daryl L	FY2021.Senior.Refund	0	245305	7/21/2021	15.00
Starkey, Daryl L Total					15.00

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Stella, Dana	FY2021.Senior.Refund	0	245306	7/21/2021	15.00
Stella, Dana Total					15.00
Stenhouse Publishers	PROFORMA-00531561	2200042	245307	7/21/2021	69.00
Stenhouse Publishers Total					69.00
Stephan, Cara	FY2021.Senior.Refund	0	245308	7/21/2021	51.85
Stephan, Cara Total					51.85
Stevens, Kelly L	FY2021.Senior.Refund	0	245309	7/21/2021	61.90
Stevens, Kelly L Total					61.90
Stillwell, Tonya M	FY2021.Senior.Refund	0	245310	7/21/2021	23.15
Stillwell, Tonya M Total					23.15
Stovall, Colt	FY2021.Senior.Refund	0	245311	7/21/2021	38.90
Stovall, Colt Total					38.90
Strupp, Sara	FY2021.Senior.Refund	0	245312	7/21/2021	15.00
Strupp, Sara Total					15.00
Svob, Dan	FY2021.Senior.Refund	0	245313	7/21/2021	15.00
Svob, Dan Total					15.00
Swanson, Jack L	FY2021.Senior.Refund	0	245314	7/21/2021	340.00
Swanson, Jack L Total					340.00
Swearingen, Lori	FY2021.Senior.Refund	0	245315	7/21/2021	15.00
Swearingen, Lori Total					15.00
Sweeney, Traci L	FY2021.Senior.Refund	0	245316	7/21/2021	15.00
Sweeney, Traci L Total					15.00
Swingler, Tina M	FY2021.Senior.Refund	0	245317	7/21/2021	15.00
Swingler, Tina M Total					15.00
Systemic Educational Equity	2021005-55-27	2200274	245318	7/21/2021	240.00
Systemic Educational Equity Total					240.00
Tay, Loretta	FY2021.Senior.Refund	0	245319	7/21/2021	210.00
Tay, Loretta Total					210.00
Tci Companies, Inc.	APL-4,PROJ23462320	2200257	245320	7/21/2021	84,150.00
	J003848/CJHS	2200159	245320	7/21/2021	8,000.00
Tci Companies, Inc. Total					92,150.00
Techau, Kelly	FY2021.Senior.Refund	0	245321	7/21/2021	333.30
Techau, Kelly Total					333.30
Texas State University	INV-100	2200228	245322	7/21/2021	250.00
Texas State University Total					250.00
The Omni Group	2107-7601	2200187	245323	7/21/2021	38.00
The Omni Group Total					38.00
Thoennes, Lisa	HOURS - 6/29-7/02	2200179	245324	7/21/2021	195.00
Thoennes, Lisa Total					195.00
Thoennes, Richard	FY2021.Senior.Refund	0	245325	7/21/2021	21.55

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Thoennes, Richard Total					21.55
Thoennes, Tom	FY2021.Senior.Refund	0	245326	7/21/2021	255.00
Thoennes, Tom Total					255.00
Thomas, Angela	FY2021.Senior.Refund	0	245327	7/21/2021	15.00
Thomas, Angela Total					15.00
Thomas, Stacie L	FY2021.Senior.Refund	0	245328	7/21/2021	108.75
Thomas, Stacie L Total					108.75
Thresholds	TR21-12-06, 21-12-08	2200251	245329	7/21/2021	8,567.00
Thresholds Total					8,567.00
Thurman Stovall, Kesa	FY2021.Senior.Refund	0	245330	7/21/2021	15.00
Thurman Stovall, Kesa Total					15.00
Tomlinson, Jeannine L	FY2021.Senior.Refund	0	245331	7/21/2021	15.00
Tomlinson, Jeannine L Total					15.00
Torres-Van Hook, Sonya	FY2021.Senior.Refund	0	245332	7/21/2021	26.50
Torres-Van Hook, Sonya Total					26.50
Touchtone Communications	1321175	0	245333	7/21/2021	229.11
Touchtone Communications Total					229.11
Towanda Water Department	WATER BILL - 6/24	0	245334	7/21/2021	61.06
Towanda Water Department Total					61.06
Town Of Normal Water Dept.	BILLING - 07/12/21	0	245335	7/21/2021	24,783.57
Town Of Normal Water Dept. Total					24,783.57
Trower, Steven	FY2021.Senior.Refund	0	245336	7/21/2021	24.00
Trower, Steven Total					24.00
Tshidibi, Julie	FY2021.Senior.Refund	0	245337	7/21/2021	340.00
Tshidibi, Julie Total					340.00
Turner, Christa	FY2021.Senior.Refund	0	245338	7/21/2021	40.80
Turner, Christa Total					40.80
Turning Point Therapies, Inc.	330967	2200180	245339	7/21/2021	572.58
Turning Point Therapies, Inc. Total					572.58
Turrentine, Mary	REIMB TRAVEL 07/06	0	245340	7/21/2021	2.69
	REIMB TRAVEL 06/15	0	245340	7/21/2021	6.89
Turrentine, Mary Total					9.58
TYLER BUSINESS FORMS	60806	2200153	245341	7/21/2021	315.50
TYLER BUSINESS FORMS Total					315.50
Tyler Technologies, Inc	025-338158	2200133	245342	7/21/2021	520.00
Tyler Technologies, Inc Total					520.00
Ublish, Rebecca	FY2021.Senior.Refund	0	245343	7/21/2021	50.20
Ublish, Rebecca Total					50.20
Union Roofing	511546	2200244	245344	7/21/2021	277.50
Union Roofing Total					277.50

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Vale, Angela Gwyn	REIMB TRAVEL 06/23	0	245345	7/21/2021	52.70
Vale, Angela Gwyn Total					52.70
Valverde, Douglas W	FY2021.Senior.Refund	0	245346	7/21/2021	15.00
Valverde, Douglas W Total					15.00
Van Draska, Meridee	FY2021.Senior.Refund	0	245347	7/21/2021	144.30
Van Draska, Meridee Total					144.30
Van Gundy Agency, Inc	527824	2200225	245348	7/21/2021	600.00
	532037	2200224	245348	7/21/2021	535.00
Van Gundy Agency, Inc Total					1,135.00
Varela, William J	FY2021.Senior.Refund	0	245349	7/21/2021	15.20
Varela, William J Total					15.20
Vazquez, Jose	FY2021.Senior.Refund	0	245350	7/21/2021	109.10
Vazquez, Jose Total					109.10
Veal, Eric	FY2021.Senior.Refund	0	245351	7/21/2021	37.70
Veal, Eric Total					37.70
Verda, Donna	FY2021.Senior.Refund	0	245352	7/21/2021	15.00
Verda, Donna Total					15.00
Vora, Anughna S	FY2021.Senior.Refund	0	245353	7/21/2021	44.50
Vora, Anughna S Total					44.50
Wadhams, Steve	FY2021.Senior.Refund	0	245354	7/21/2021	15.00
Wadhams, Steve Total					15.00
Walker, Valentine S	FY2021.Senior.Refund	0	245355	7/21/2021	69.87
Walker, Valentine S Total					69.87
Walter, Christina Lynn	REIMB TRAVEL 07/15	0	245356	7/21/2021	25.87
	REIMB TRAVEL 6/30	0	245356	7/21/2021	40.66
Walter, Christina Lynn Total					66.53
Waninger, Duane E	FY2021.Senior.Refund	0	245357	7/21/2021	15.00
Waninger, Duane E Total					15.00
Ward, Beth	FY2021.Senior.Refund	0	245358	7/21/2021	209.80
Ward, Beth Total					209.80
Weakly, Shelly	FUEL REIMB 6/30	2200204	245359	7/21/2021	133.59
Weakly, Shelly Total					133.59
Weer, Dawn	FY2021.Senior.Refund	0	245360	7/21/2021	42.90
Weer, Dawn Total					42.90
Wells, Thomas H	FY2021.Senior.Refund	0	245361	7/21/2021	142.50
Wells, Thomas H Total					142.50
Werkman, Benjamin	FY2021.Senior.Refund	0	245362	7/21/2021	15.00
Werkman, Benjamin Total					15.00
West	844628016	0	245363	7/21/2021	1,059.07
West Total					1,059.07

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Wexler, Mark Allen	FY2021.Senior.Refund	0	245364	7/21/2021	39.60
Wexler, Mark Allen Total					39.60
Whitaker, Julie Anne	REIMB TRAVEL 06/29	0	245365	7/21/2021	2.13
Whitaker, Julie Anne Total					2.13
Wietfeldt, Jason	FY2021.Senior.Refund	0	245366	7/21/2021	38.20
Wietfeldt, Jason Total					38.20
Wiggins, Jason	FY2021.Senior.Refund	0	245367	7/21/2021	65.15
Wiggins, Jason Total					65.15
Williams, Troy L	FY2021.Senior.Refund	0	245368	7/21/2021	72.25
Williams, Troy L Total					72.25
Wills, Davylynne	FY2021.Senior.Refund	0	245369	7/21/2021	12.30
Wills, Davylynne Total					12.30
Winn, Carly A	FY2021.Senior.Refund	0	245370	7/21/2021	15.00
Winn, Carly A Total					15.00
Winsupply	3-INVS, 6/11-6/24	2200245	245371	7/21/2021	937.80
	321250-01,321570-01	2200170	245371	7/21/2021	717.91
Winsupply Total					1,655.71
Woodard, Beth A	FY2021.Senior.Refund	0	245372	7/21/2021	35.20
Woodard, Beth A Total					35.20
Woods, Tamara	FY2021.Senior.Refund	0	245373	7/21/2021	37.28
Woods, Tamara Total					37.28
Wright, Peter	FY2021.Senior.Refund	0	245374	7/21/2021	51.65
Wright, Peter Total					51.65
Zappa, Karen	FY2021.Senior.Refund	0	245375	7/21/2021	83.25
Zappa, Karen Total					83.25
Zellers, Julee	FY2021.Senior.Refund	0	245376	7/21/2021	20.25
Zellers, Julee Total					20.25
Zissman, Cynthia	FY2021.Senior.Refund	0	245377	7/21/2021	56.75
Zissman, Cynthia Total					56.75
Zuiderveen, Hanna Lynn	REIMB TRAVEL 06/30	0	245378	7/21/2021	12.94
Zuiderveen, Hanna Lynn Total					12.94
Grand Total					3,962,831.35

Expenditure Summary Report

From Date: 7/21/2021

To Date: 7/21/2021

Fund	Amount
10	856,133.86
20	428,653.76
30	365,634.16
40	19,471.48
80	18,531.98
90	2,274,406.11
Grand Total	3,962,831.35

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 06/30/2021

Fiscal Year: 2020-2021

ASSETS

Educational Fund		
Cash (+)	\$12,899,959.91	
Sub-total : Educational Fund	\$12,899,959.91	
Operations & Maintenance Fund		
Cash (+)	\$1,087,871.00	
Sub-total : Operations & Maintenance Fund	\$1,087,871.00	
Debt Service Fund		
Cash (+)	\$18,569,040.07	
Sub-total : Debt Service Fund	\$18,569,040.07	
Transportation Fund		
Cash (+)	\$4,258,132.39	
Sub-total : Transportation Fund	\$4,258,132.39	
Social Security Fund		
Cash (+)	\$924,981.13	
Sub-total : Social Security Fund	\$924,981.13	
Municiple Retirement Fund		
Cash (+)	\$1,087,638.09	
Sub-total : Municiple Retirement Fund	\$1,087,638.09	
Capital Projects Fund		
Cash (+)	(\$19,240.00)	
Sub-total : Capital Projects Fund	(\$19,240.00)	
Working Cash Fund		
Cash (+)	\$14,930,660.95	
Investments (+)	\$20,886,567.19	
Sub-total : Working Cash Fund	\$35,817,228.14	
Tort Immunity Fund		
Cash (+)	\$603,564.29	
Sub-total : Tort Immunity Fund	\$603,564.29	
Life Safety Fund		
Cash (+)	\$4,753,231.97	
Sub-total : Life Safety Fund	\$4,753,231.97	
Total : ASSETS		\$79,982,406.99

LIABILITIES

Educational Fund		
Payroll Withholdings (+)	\$83,140.24	
Sub-total : Educational Fund	\$83,140.24	
Operations & Maintenance Fund		

Balance Sheet

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 06/30/2021

Fiscal Year: 2020-2021

Payroll Withholdings (+)	\$85.00
Sub-total : Operations & Maintenance Fund	\$85.00
Tort Immunity Fund	
Payroll Withholdings (+)	\$85.00
Sub-total : Tort Immunity Fund	\$85.00
Total : LIABILITIES	\$83,310.24
FUND BALANCE	
Educational Fund	
Fund Balance (+)	\$5,622,235.13
Sub-total : Educational Fund	\$5,622,235.13
Operations & Maintenance Fund	
Fund Balance (+)	\$250,377.03
Sub-total : Operations & Maintenance Fund	\$250,377.03
Debt Service Fund	
Fund Balance (+)	\$12,476,694.20
Sub-total : Debt Service Fund	\$12,476,694.20
Transportation Fund	
Fund Balance (+)	\$648,986.73
Sub-total : Transportation Fund	\$648,986.73
Social Security Fund	
Fund Balance (+)	\$350,785.63
Sub-total : Social Security Fund	\$350,785.63
Municiple Retirement Fund	
Fund Balance (+)	\$1,293,258.59
Sub-total : Municiple Retirement Fund	\$1,293,258.59
Working Cash Fund	
Fund Balance (+)	\$47,567,753.21
Sub-total : Working Cash Fund	\$47,567,753.21
Tort Immunity Fund	
Fund Balance (+)	(\$228,847.97)
Sub-total : Tort Immunity Fund	(\$228,847.97)
Life Safety Fund	
Fund Balance (+)	\$3,954,073.62
Sub-total : Life Safety Fund	\$3,954,073.62
NET CHANGE IN FUND BALANCE	
NET CHANGE IN FUND BALANCE (+)	\$7,963,780.58

Balance Sheet

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report As of 06/30/2021

Fiscal Year: 2020-2021

Sub-total : NET CHANGE IN FUND BALANCE	\$7,963,780.58
Total : FUND BALANCE	\$79,899,096.75
Total LIABILITIES + FUND BALANCE	\$79,982,406.99

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 06/01/2021 through 06/30/2021

Fiscal Year: 2020-2021

	<u>06/01/2021 - 06/30/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
REVENUE COLLECTED					
Educational Fund					
Local Sources (+)	\$27,713,459.12	\$73,360,636.51	\$75,125,187.54	\$1,764,551.03	97.7%
State Sources (+)	\$2,040,861.39	\$24,892,357.77	\$25,639,965.80	\$747,608.03	97.1%
Federal Sources (+)	\$1,012,962.76	\$10,964,093.12	\$11,291,235.27	\$327,142.15	97.1%
Sub-total : Educational Fund	\$30,767,283.27	\$109,217,087.40	\$112,056,388.61	\$2,839,301.21	97.5%
Operations & Maintenance Fund					
Local Sources (+)	\$5,093,015.76	\$13,017,654.59	\$12,954,217.00	(\$63,437.59)	100.5%
Federal Sources (+)	\$0.00	\$34,289.95	\$25,717.00	(\$8,572.95)	133.3%
Sub-total : Operations & Maintenance Fund	\$5,093,015.76	\$13,051,944.54	\$12,979,934.00	(\$72,010.54)	100.6%
Debt Service Fund					
Local Sources (+)	\$15,719,590.71	\$35,364,012.95	\$35,616,277.00	\$252,264.05	99.3%
Sub-total : Debt Service Fund	\$15,719,590.71	\$35,364,012.95	\$35,616,277.00	\$252,264.05	99.3%
Transportation Fund					
Local Sources (+)	\$1,979,211.70	\$4,926,189.44	\$4,923,699.00	(\$2,490.44)	100.1%
State Sources (+)	\$0.00	\$6,692,328.58	\$6,335,855.98	(\$356,472.60)	105.6%
Federal Sources (+)	\$0.00	\$6,875.00	\$12,000.00	\$5,125.00	57.3%
Sub-total : Transportation Fund	\$1,979,211.70	\$11,625,393.02	\$11,271,554.98	(\$353,838.04)	103.1%
Social Security Fund					
Local Sources (+)	\$1,152,917.38	\$3,108,430.51	\$3,034,576.29	(\$73,854.22)	102.4%
Sub-total : Social Security Fund	\$1,152,917.38	\$3,108,430.51	\$3,034,576.29	(\$73,854.22)	102.4%
Municiple Retirement Fund					
Local Sources (+)	\$783,119.72	\$1,956,628.69	\$1,962,500.00	\$5,871.31	99.7%
Sub-total : Municiple Retirement Fund	\$783,119.72	\$1,956,628.69	\$1,962,500.00	\$5,871.31	99.7%
Capital Projects Fund					
States Sources (+)	\$0.00	\$125,438.07	\$145,000.00	\$19,561.93	86.5%
Sub-total : Capital Projects Fund	\$0.00	\$125,438.07	\$145,000.00	\$19,561.93	86.5%
Working Cash Fund					
Local Sources (+)	\$495,599.76	\$1,249,474.93	\$1,229,675.00	(\$19,799.93)	101.6%
Sub-total : Working Cash Fund	\$495,599.76	\$1,249,474.93	\$1,229,675.00	(\$19,799.93)	101.6%
Tort Immunity Fund					
Local Sources (+)	\$2,502,580.68	\$6,203,768.57	\$6,153,391.00	(\$50,377.57)	100.8%
Sub-total : Tort Immunity Fund	\$2,502,580.68	\$6,203,768.57	\$6,153,391.00	(\$50,377.57)	100.8%
Life Safety Fund					
Local Sources (+)	\$494,926.75	\$1,231,840.35	\$1,229,675.00	(\$2,165.35)	100.2%
Sub-total : Life Safety Fund	\$494,926.75	\$1,231,840.35	\$1,229,675.00	(\$2,165.35)	100.2%
Total : REVENUE COLLECTED	\$58,988,245.73	\$183,134,019.03	\$185,678,971.88	\$2,544,952.85	98.6%
EXPENDITURES PAID					
Educational Fund					
Salaries (-)	\$7,229,117.37	\$84,030,083.93	\$86,507,444.36	\$2,477,360.43	97.1%
Employee Benefits (-)	\$1,284,488.88	\$14,622,156.62	\$15,510,438.00	\$888,281.38	94.3%

Operating Statement with Budget

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 06/01/2021 through 06/30/2021

Fiscal Year: 2020-2021

	<u>06/01/2021 - 06/30/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Purchased Services (-)	\$217,541.23	\$2,092,221.39	\$2,940,616.46	\$848,395.07	71.1%
Supplies and Materials (-)	\$1,008,255.74	\$8,469,037.30	\$8,473,367.86	\$4,330.56	99.9%
Capital Outlay (-)	\$261,954.12	\$1,793,517.12	\$1,983,201.40	\$189,684.28	90.4%
Other Objects (-)	\$497,040.12	\$4,611,661.12	\$5,487,377.20	\$875,716.08	84.0%
Non-Capitalized Equipment (-)	\$21,647.21	\$157,091.17	\$168,953.88	\$11,862.71	93.0%
Sub-total : Educational Fund	(\$10,520,044.67)	(\$115,775,768.65)	(\$121,071,399.16)	(\$5,295,630.51)	95.6%
Operations & Maintenance Fund					
Salaries (-)	\$558,678.26	\$6,012,054.92	\$5,984,177.00	(\$27,877.92)	100.5%
Employee Benefits (-)	\$76,406.28	\$1,021,977.00	\$1,035,140.00	\$13,163.00	98.7%
Purchased Services (-)	\$109,856.56	\$1,189,020.12	\$1,273,810.17	\$84,790.05	93.3%
Supplies and Materials (-)	\$243,525.71	\$3,432,123.47	\$3,563,403.00	\$131,279.53	96.3%
Capital Outlay (-)	\$110,114.30	\$265,847.50	\$238,359.00	(\$27,488.50)	111.5%
Other Objects (-)	\$0.00	\$1,156.07	\$1,222.00	\$65.93	94.6%
Non-Capitalized Equipment (-)	\$0.00	\$15,015.74	\$36,531.00	\$21,515.26	41.1%
Sub-total : Operations & Maintenance Fund	(\$1,098,581.11)	(\$11,937,194.82)	(\$12,132,642.17)	(\$195,447.35)	98.4%
Debt Service Fund					
Other Objects (-)	\$0.00	\$30,520,842.11	\$30,715,621.68	\$194,779.57	99.4%
Sub-total : Debt Service Fund	\$0.00	(\$30,520,842.11)	(\$30,715,621.68)	(\$194,779.57)	99.4%
Transportation Fund					
Salaries (-)	\$16,639.01	\$186,527.23	\$197,484.00	\$10,956.77	94.5%
Employee Benefits (-)	\$3,125.00	\$37,500.00	\$29,925.00	(\$7,575.00)	125.3%
Purchased Services (-)	\$931,796.60	\$6,658,255.84	\$8,821,538.00	\$2,163,282.16	75.5%
Supplies and Materials (-)	\$64,174.42	\$649,917.70	\$859,487.00	\$209,569.30	75.6%
Capital Outlay (-)	\$0.00	\$0.00	\$367,237.00	\$367,237.00	0.0%
Other Objects (-)	\$0.00	\$486,976.55	\$487,827.42	\$850.87	99.8%
Non-Capitalized Equipment (-)	\$3,469.94	\$6,097.04	\$85,183.00	\$79,085.96	7.2%
Sub-total : Transportation Fund	(\$1,019,204.97)	(\$8,025,274.36)	(\$10,848,681.42)	(\$2,823,407.06)	74.0%
Social Security Fund					
Employee Benefits (-)	\$225,053.62	\$2,534,235.01	\$2,586,707.00	\$52,471.99	98.0%
Sub-total : Social Security Fund	(\$225,053.62)	(\$2,534,235.01)	(\$2,586,707.00)	(\$52,471.99)	98.0%
Municipal Retirement Fund					
Employee Benefits (-)	\$194,407.40	\$2,162,249.19	\$2,066,909.00	(\$95,340.19)	104.6%
Sub-total : Municipal Retirement Fund	(\$194,407.40)	(\$2,162,249.19)	(\$2,066,909.00)	\$95,340.19	104.6%
Capital Projects Fund					
Purchased Services (-)	\$0.00	\$20,939.00	\$0.00	(\$20,939.00)	0.0%
Capital Outlay (-)	\$0.00	\$347,740.65	\$245,000.00	(\$102,740.65)	141.9%
Sub-total : Capital Projects Fund	\$0.00	(\$368,679.65)	(\$245,000.00)	\$123,679.65	150.5%
Tort Immunity Fund					
Salaries (-)	\$216,892.41	\$2,607,993.87	\$2,739,777.00	\$131,783.13	95.2%
Employee Benefits (-)	\$19,083.59	\$597,741.85	\$627,556.00	\$29,814.15	95.2%
Purchased Services (-)	\$29,323.33	\$2,242,066.51	\$2,082,899.00	(\$159,167.51)	107.6%
Supplies and Materials (-)	\$2,248.18	\$67,955.00	\$149,723.00	\$81,768.00	45.4%

Operating Statement with Budget

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 06/01/2021 through 06/30/2021

Fiscal Year: 2020-2021

	<u>06/01/2021 - 06/30/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Capital Outlay (-)	\$0.00	\$8,722.35	\$163,872.00	\$155,149.65	5.3%
Other Objects (-)	\$0.00	\$20,810.00	\$8,154.00	(\$12,656.00)	255.2%
Non-Capitalized Equipment (-)	\$0.00	\$5,687.15	\$45,410.00	\$39,722.85	12.5%
Sub-total : Tort Immunity Fund	(\$267,547.51)	(\$5,550,976.73)	(\$5,817,391.00)	(\$266,414.27)	95.4%
Life Safety Fund					
Purchased Services (-)	\$92,469.00	\$544,135.98	\$458,226.00	(\$85,909.98)	118.7%
Supplies and Materials (-)	\$0.00	\$0.00	\$3,116.00	\$3,116.00	0.0%
Capital Outlay (-)	\$160,714.80	\$4,893,206.77	\$5,424,795.00	\$531,588.23	90.2%
Sub-total : Life Safety Fund	(\$253,183.80)	(\$5,437,342.75)	(\$5,886,137.00)	(\$448,794.25)	92.4%
Total : EXPENDITURES PAID	(\$13,578,023.08)	(\$182,312,563.27)	(\$191,370,488.43)	(\$9,057,925.16)	95.3%
OTHER FINANCING SOURCES (USES)					
Educational Fund					
Capital Lease Proceeds (+)	\$0.00	\$1,894,344.40	\$1,894,344.40	\$0.00	100.0%
Transfers In (+)	\$12,775,998.42	\$12,775,998.42	\$13,000,000.00	\$224,001.58	98.3%
Transfers Out (-)	\$0.00	\$917,077.03	\$799,521.54	(\$117,555.49)	114.7%
Sub-total : Educational Fund	\$12,775,998.42	\$13,753,265.79	\$14,094,822.86	\$341,557.07	97.6%
Operations & Maintenance Fund					
Proceeds From Capital Asset Disposal (+)	\$0.00	\$9,278.00	\$9,278.00	\$0.00	100.0%
Transfers In (+)	\$224,001.58	\$224,001.58	\$224,000.00	(\$1.58)	100.0%
Transfers Out (-)	\$224,001.58	\$510,620.33	\$510,619.00	(\$1.33)	100.0%
Sub-total : Operations & Maintenance Fund	\$0.00	(\$277,340.75)	(\$277,341.00)	(\$0.25)	100.0%
Debt Service Fund					
Bonds Sold (+)	\$0.00	\$45,479.25	\$0.00	(\$45,479.25)	0.0%
Transfers In (+)	\$0.00	\$1,203,695.78	\$1,086,140.29	(\$117,555.49)	110.8%
Sub-total : Debt Service Fund	\$0.00	\$1,249,175.03	\$1,086,140.29	(\$163,034.74)	115.0%
Transportation Fund					
Proceeds From Capital Asset Disposal (+)	\$0.00	\$9,027.00	\$0.00	(\$9,027.00)	0.0%
Sub-total : Transportation Fund	\$0.00	\$9,027.00	\$0.00	(\$9,027.00)	0.0%
Capital Projects Fund					
Transfers In (+)	\$224,001.58	\$224,001.58	\$100,000.00	(\$124,001.58)	224.0%
Sub-total : Capital Projects Fund	\$224,001.58	\$224,001.58	\$100,000.00	(\$124,001.58)	224.0%
Working Cash Fund					
Transfers Out (-)	\$13,000,000.00	\$13,000,000.00	\$13,100,000.00	\$100,000.00	99.2%
Sub-total : Working Cash Fund	(\$13,000,000.00)	(\$13,000,000.00)	(\$13,100,000.00)	(\$100,000.00)	99.2%
Tort Immunity Fund					
Proceeds From Capital Asset Disposal (+)	\$0.00	\$179,535.42	\$0.00	(\$179,535.42)	0.0%
Sub-total : Tort Immunity Fund	\$0.00	\$179,535.42	\$0.00	(\$179,535.42)	0.0%
Life Safety Fund					
Bonds Sold (+)	\$0.00	\$5,054,520.75	\$0.00	(\$5,054,520.75)	0.0%

Operating Statement with Budget

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CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Treasurer's Report For the Period 06/01/2021 through 06/30/2021

Fiscal Year: 2020-2021

	<u>06/01/2021 - 06/30/2021</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
Other Uses (-)	\$0.00	\$49,860.00	\$0.00	(\$49,860.00)	0.0%
Sub-total : Life Safety Fund	\$0.00	\$5,004,660.75	\$0.00	(\$5,004,660.75)	0.0%
Total : OTHER FINANCING SOURCES (USES)	\$0.00	\$7,142,324.82	\$1,903,622.15	(\$5,238,702.67)	375.2%
NET CHANGE IN FUND BALANCE	\$45,410,222.65	\$7,963,780.58	(\$3,787,894.40)	(\$11,751,674.98)	210.2%

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois

Unit 5 Self-Funded Insurance As of 06/30/2021

Fiscal Year: 2020-2021

ASSETS

Current Assets

Cash In Bank (+)

\$2,984,493.88

Sub-total : Current Assets

\$2,984,493.88

Total : ASSETS

\$2,984,493.88

FUND BALANCE

Fund Balance

Fund Balance (+)

\$2,547,467.01

Sub-total : Fund Balance

\$2,547,467.01

NET CHANGE IN FUND BALANCE

NET CHANGE IN FUND BALANCE
(+)

\$437,026.87

Sub-total : NET CHANGE IN FUND
BALANCE

\$437,026.87

Total : FUND BALANCE

\$2,984,493.88

Total LIABILITIES + FUND BALANCE

\$2,984,493.88

End of Report

CUSD No. 5, McLean and Woodford Counties, Illinois**Unit 5 Self-Funded Insurance For the Period 06/01/2021 through 06/30/2021**

Fiscal Year: 2020-2021

	06/01/2021 - 06/30/2021	Year To Date
REVENUE COLLECTED		
Revenue From Payroll		
Board Contributions (+)	\$1,000,460.50	\$11,830,138.75
Employee Contributions (+)	\$267,240.96	\$3,205,517.92
Sub-total : Revenue From Payroll	\$1,267,701.46	\$15,035,656.67
Revenue From Other Sources		
Retiree Contributions (+)	\$69,284.17	\$591,885.28
Cobra Contributions (+)	\$3,077.00	\$35,641.43
Interest & Dividends (+)	\$153.99	\$1,140.34
Other Revenue (+)	\$0.00	\$490.66
Sub-total : Revenue From Other Sources	\$72,515.16	\$629,157.71
Total : REVENUE COLLECTED	\$1,340,216.62	\$15,664,814.38
EXPENDITURES PAID		
Operating Expenditures		
Heath Ins Claims (-)	\$1,289,151.20	\$13,844,301.54
HSA Contributions (-)	\$7,574.96	\$86,764.09
Health Ins Admin Fees (-)	\$104,543.31	\$1,241,274.31
Other Fees & Expense (-)	\$4,168.89	\$55,447.57
Sub-total : Operating Expenditures	(\$1,405,438.36)	(\$15,227,787.51)
Total : EXPENDITURES PAID	(\$1,405,438.36)	(\$15,227,787.51)
NET CHANGE IN FUND BALANCE	(\$65,221.74)	\$437,026.87

End of Report

McLean County Unit 5
Milk and Milk Products
2021-2022

DESCRIPTION	PRAIRIE FARMS DAIRY*, INC.				ECO INC	
	Escalator Price*		Firm Price		Escalator Price	
	With Equipment*	Without Equipment	With Equipment*	Without Equipment	With Equipment	Without Equipment
	Paper Carton	Paper Carton	Paper Cartons	Paper Cartons	Paper Cartons	Paper Cartons
Price per half-pint, chocolate,	skim .255 1% .255	skim .241 1% .241	skim .285 1% .285	Skim .271 1% .271	BID WITHDREW	
Price per half-pint, white, 1%	0.249	0.234	0.279	0.264		
Price per half-pint, white, skim	0.239	0.224	0.269	0.254		
Price per half pint, strawberry, cookies & cream, vanilla skim (List additional flavors available)	0.255	0.241	0.285	0.271		
Price 4 oz. lowfat yogurt (list flavors available)	0.52 (6 oz cartons)	0.51(6 oz cartons)	0.54 (6 oz cartons)	0.53 (6 oz cartons)		
Price per 4 oz Cottage Cheese Cup	0.550	0.540	0.580	0.560		
Price per half-pint, juice 4 oz., 100% apple, orange	0.190	0.185	0.200	0.195		
Price per 5# Vanilla, low fat Yogurt	6.10	5.85	6.50	6.25		
Price per 5# Low Fat Cottage Cheese	7.25	7.00	7.75	7.50		
Price per 5# Plain Yogurt	6.10	5.85	6.50	6.25		
Price per 5# Sour Cream	7.00	6.75	7.50	7.25		
Price per 1# Low Fat Sour Cream	1.75	1.65	1.85	1.75		
Price per 12 or 10 oz flavored, fat free milk, that meets USDA Smart Snacks Standards, in plastic bottle. List flavors available (specify size)	NA					
Price per 12 or 10 oz unflavored milk that meets USDA Smart Snacks Standards, in plastic bottle (specify size)	NA					

***Recommended Bidder**

This contract is effective for a one-year period commencing **July 1, 2021 through June 30, 2022**, with options to renew (without Rebid) on an annual basis for the **2022-2023** and **2023-2024** school years. Renegotiation of the firm price charged to the District in subsequent (rollover) years of the agreement must not exceed the Consumer Price Index for all Urban Consumers. Before price increases can be implemented, the vendor shall document through cost analysis the need for such increase.



Dealer Lease Extension Agreement

Customer Bill to Information

Company McLean County District Unit 5		
Address 1809 Hovey Ave	City, St., Zip Normal, IL 61761-4315	
Contact Accounts Payable	Phone Number 309-557-4000	Fax Number
Email hoerrtd@unit5.org		

Payment Information

Model # IN700	Customer # 00358271	Existing Lease # N16042912A
Term 24	Choose New Billing Cycle ☐ Monthly ☒ Quarterly	Monthly Lease Payment \$193.54

Terms & Conditions

This Agreement extends Customer's existing Lease, referenced by the Lease Number above, with Quadient Leasing USA, Inc., formerly known as MailFinance Inc. ("Quadient Leasing"). Except as otherwise provided herein, the terms and conditions of the existing lease shall remain the same and continue in full force and effect. In the event of a conflict between the existing Lease and this Agreement, the provisions of this Agreement shall control.

This Agreement becomes effective upon the expiration of the current term of your existing Lease. Customer agrees that this Agreement is NON-CANCELLABLE for the entire Extension Term set forth above. After the expiration of the Extension Term, this Agreement shall automatically renew on a month-to-month basis (each a "Renewal Period") at the Lease Payment and frequency set forth above. Customer may terminate this Agreement at the end of the Extension Term or at the end of any Renewal Period by notifying Quadient Leasing in writing of its desire to terminate no later than thirty (30) days prior to the desired termination date.

Customer Acknowledgment

Customer understands and agrees to comply with the terms and conditions of this Agreement. The undersigned is authorized to sign this Agreement on behalf of the Customer identified above.

Customer Signature	Date
Print Name/Title	

For Internal Use Only

By	Date

**RESOLUTION OF THE BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN & WOODFORD COUNTIES, ILLINOIS
Authorizing interfund loans from Fund Reserves to other Funds as permitted
under Illinois School Code (105 ILCS 5/10-22.33)**

WHEREAS, the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("Board of Education"), has created, maintained and administers fund reserves within individual funds for operations, capital, and debt service purposes; and

WHEREAS, the Board of Education, by authority of 105 ILCS 5/10-22.33 of *The Illinois School Code* may make interfund loans available to any other Fund from Fund(s) as available to cover temporary cash shortfalls of accounting periods should the need arise. It has been determined that certain funds of Community Unit School District No. 5 will on occasion require the transfer of monies into said fund(s) in order to appropriately make payments for expenditures

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois:

that the Treasurer is hereby authorized and directed to make any and all such interfund loans, not to exceed the amounts as authorized in *The Illinois School Code* (105 ILCS 5/10-22.33) required in order to have sufficient funds to make appropriate payments of expenditures of the School District. Further, the Treasurer is directed to make the necessary bookkeeping entries to effect this change. Said loans are to be repaid at the earliest possible time sufficient funds are available to effect partial to full reimbursement. In no case shall any reimbursement take longer than the current fiscal year

The Treasurer shall present a report of all of the interfund loans and their repayments at the board meeting immediately following such loans or repayments until all repayments as required in the school code are completed. The authorization provided herein shall expire after June 30th, 2022.

ADOPTED this 21st day of July, 2021

by the following roll call vote:

Ayes: _____

Nays: _____

Absent: _____

Amy Roser, President, Board of Education

McLean County Unit District No. 5

ATTEST:

Barry Hitchins, Secretary, Board of Education

McLean County Unit District No. 5

**RESOLUTION OF THE BOARD OF EDUCATION
COMMUNITY UNIT SCHOOL DISTRICT NO. 5, McLEAN & WOODFORD COUNTIES, ILLINOIS
Authorizing interfund loans from the Working Cash Fund to other Funds as permitted
under Illinois School Code (105 ILCS 5/20-5)**

WHEREAS, the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("Board of Education"), has created, maintained and administered a fund known as the Working Cash Fund in the manner prescribed by *The Illinois School Code* and the Illinois State Board of Education for the purpose of enabling Community Unit School District No. 5, McLean and Woodford Counties, Illinois ("School District") to have in its treasury at all times sufficient money to meet its obligations; and

WHEREAS, the Board of Education, by authority of 105 ILCS 5/20-5 of *The Illinois School Code* may loan money from the Working Cash Fund to any other Fund. It has been determined that certain funds of Community Unit School District No. 5 will on occasion require the transfer of monies into said fund(s) in order to appropriately make payments for expenditures

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Unit School District No. 5, McLean and Woodford Counties, Illinois:

that the Treasurer is hereby authorized and directed to make any and all such interfund loans, not to exceed the aggregate sum of \$48,500,000, as authorized in *The Illinois School Code* (105 ILCS 5/20-5) required in order to have sufficient funds to make appropriate payments of expenditures of the School District. Further, the Treasurer is directed to make the necessary bookkeeping entries to effect this change. Said loans are to be repaid by the transfer from the other Funds to the Working Cash Fund proceeds from the receipt of the June 2022 installment of the 2021 General Levy, estimated to be \$62,000,000. No Tax anticipation warrants have heretofore been issued by the School District. The estimated Corporate Personal Property Replacement Tax set aside for the payment of retirement obligations is \$375,000.

The Treasurer shall present a report of all of the interfund loans and their repayments at the board meeting immediately following such loans or repayments until all repayments as required in the school code are completed. The authorization provided herein shall expire after June 30th, 2022.

ADOPTED this 21st day of July, 2021, by the following roll call vote:

Ayes: _____

Nays: _____

Absent: _____

Amy Roser, President, Board of Education
McLean County Unit District No. 5

ATTEST:

Barry Hitchins, Secretary, Board of Education
McLean County Unit District No. 5

McLEAN COUNTY UNIT DISTRICT No. 5



EARLY LEARNING HANDBOOK

EARLY CHILDHOOD EDUCATION



McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: www.unit5.org

General Email: district@unit5.org

Revised June 2021

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Letter from Early Learning Coordinator

McLean County Unit District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. A significant effort is put forth to provide student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may indicate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website <http://unit5.org/board/policies/> or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

If you have questions regarding any aspect of our early learning program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Kris Pennington

Early Learning Coordinator

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue
 Normal, IL 61761-4339
 Phone: 309.557.4400
 Fax: 309.557.4501
 Web: www.unit5.org
 General E-mail: district@unit5.org

Superintendent's Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Kim Stewart, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching & Learning	557.4400
Leslie Romagnoli, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400

Human Resources

Roger Baldwin, Director of Human Resources	557-4400
Monica Wilks, Human Resources Coordinator	557-4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr, III, Director of Financial Services	557.4400
Jeff Malinowski, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4437
Doug Johnson, Supervisor – Maintenance/Grounds Services	557.4437
Craig Montgomery, Supervisor – Custodial Services	557.4437
Pat Powers, Director of Food Service	557.4437

Early Learning School Information

Brigham Early Learning Center
SAM: Erin O'Grady
201 Brigham School Rd
Bloomington, IL 61704
E-Mail: ogradye@unit5.org
Phone: 309.557.4411
Fax: 309.557.4512

Fairview Elementary
Principal: Gena Tenuta
416 Fairview St
Normal, IL 61761
E-Mail: tenutagj@unit5.org
Phone: 309.557.4415
Fax: 309.557.4516

Sugar Creek Elementary
Principal: Kristina Peifer
200 N Towanda Ave
Normal, IL 61761
E-Mail: peiferk@unit5.org
Phone: 309.557.4425
Fax: 309.557.4526



District and School Web Pages

McLean County Unit District No. 5

<http://www.unit5.org>

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, policies, curriculum, administration information, school calendar, lunch menus, policies, and current district events.

Visit our local websites for more information about each site:

Sugar Creek Elementary School
<http://www.unit5.org/Domain/23>

Fairview Elementary
<https://www.unit5.org/Domain/12>

Brigham School
<http://www.unit5.org/Domain/8>

Section 1 - Introductory Information and General Notices

Overview

This handbook is a summary of the program's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.unit5.org/board/policies/ or at the Board office, located at **1809 W. Hovey Avenue, Normal, Illinois**.

McLean County Unit District 5 Mission Statement

Unit 5 will educate each student to achieve personal excellence.

McLean County Unit District 5 Early Learning Purpose Statement

The purpose of the Unit 5 Early Learning Program is to provide a stimulating and nurturing environment for young children. Students are given the chance to become successful and build self-confidence. The program is designed to increase student opportunities, help prepare for future achievements, and meet individual needs and goals in eight domains of learning, which are guided by the Illinois Early Learning State Standards: Language Arts, Mathematics, Science, Social Studies, Physical Development and Health, Fine Arts, Foreign/Primary Language, Social/Emotional.

McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Dir. Of Communications/Community Relations
Diversity Officer

Admission Requirements

Age Requirements

To be eligible for admission, a child must be between the ages of three (3) and five (5) years old, but not five (5) on or before September 1 of that school term. Children with developmental delays, which affect normal growth and development, or who are at risk of academic failure may be eligible for services and supports. Special education eligibility will be based on the presence of noted delays in one or more of the developmental areas. Eligibility is determined by the Individualized Educational Program (IEP) team.

Admission Procedure

Eligible early learning students enrolling in the District for the first time must present:

- **Certified** birth certificate or other reliable proof of identity and age
- Proof of residence, as required by Board Policy 7.60
- Proof of disease immunization or detection and the required physical examination as required by State law and Board Policy 7.100
- Enrollment in general education classrooms is contingent upon state funding, as the program is funded by Illinois grant funds.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

School Volunteers

All school volunteers must complete the "Volunteer Information Form and Waiver of Liability" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:
Board Policy 6.250, *Community Resource Persons and Volunteers*
Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*
Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Animals on School Property

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

Cross Reference:
Administrative Procedure 6.120-AP3, *Service Animal Access Requests*

Invitations & Gifts

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

Equal Opportunity and Sex Equity

Equal educational and co-curricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:

Board Policy 7.10, *Equal Educational Opportunities*

Board Policy 2.260, *Uniform Grievance Procedure*

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross Reference:

Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

Board Policy 8.70, *Accommodating Individuals with Disabilities*

Section 2 - Attendance and Promotion

Attendance & Absences

Arrival and Dismissal

Morning Session: 7:45-10:15 AM
 Afternoon Session: 11:45-2:15 PM
 Full Day session: 7:45 AM-2:15 PM

There is no school supervision prior to the start of each session or following the dismissal times.

Leaving While School Is In Session

When a student needs to leave school early, parent(s)/guardian(s) should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

Student Absences

There are two types of absences: excused and unexcused.

The school may require documentation explaining the reason for the student's absence.

Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Court appearance (beyond student's control)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

*A student will be excused for up to five (5) days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation

Reporting Absences

Each day that a student is absent, the student's parent or guardian is required to call the school attendance line at 309.557.4460 (Brigham) or 309.557.4474 (Sugar Creek) or 309-557-4464 (Fairview) before 8:30 AM for AM students and 12:30 for PM students to explain the reason for the absence. If a call has not been made to the school by 9:45 AM/ 1:45 PM on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Tardiness

All students are expected to be in their classroom when school begins. Students who are more than 5 minutes late must be signed in at the office.

Cross Reference:

Board Policy 7.70, *Attendance and Truancy*

Prearranged Absences

Any time that parents/guardians know in advance their child will be absent from school due to family vacation or unavoidable circumstances not considered as excused, the parent/guardian must contact the Principal to request a Prearranged Absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

Chronic Absenteeism

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) valid cause, as defined in Section 26-2a of the School Code, and out-of-school suspensions for an enrolled student.

The early years are an extremely important period in a child's learning and development. Missed learning opportunities in the early years make it difficult for a child to enter kindergarten ready for success. Attendance patterns in the early years serve as predictors of chronic absenteeism and reduced educational outcomes in later school years.

The school district will collect and review its chronic absence data and determine what support and resources are

needed to positively engage chronically absent students and their families to encourage the habit of daily attendance and promote success. The school will make every effort to inform parents of excessive student absences. However, it is the responsibility of the parent to see that their child is in regular attendance.

Students who are at risk of reaching or exceeding chronic absence levels, the school staff will attempt to identify the cause of the student's absenteeism, including interviews with the student, his or her parent/guardian, and staff members or other people who may have information. For students who are chronically absent, the school will provide supportive services, consistent with Board Policy 7.70, including parent-teacher conferences, student and/or family counseling, or information about community service agencies. The school staff may visit the family and offer the family guidance, help, and resources for avoiding chronic absenteeism and promoting regular attendance. If after conducting outreach and working with the family to get the child to school, if a wait list has been established, students with chronic absenteeism may be dropped from the program. Written notification of drop will be provided to parent/guardian. Regular attendance is essential for successful completion of school.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
Board Policy 7.80, *Release Time for Religious Instruction/Observance*

Emergency School Closings

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Improvement Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the following radio stations if you suspect that early dismissal is a possibility – WJBC 1230 AM, WBNQ 101.5 FM. This information will also be available on the District's website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference:
Board Policy 4.170, *Safety*

Grading & Promotion

Progress Reporting

Early Learning Progress reports are issued to students three times per year (November, February, May). For questions regarding progress monitoring, please contact the classroom teacher.

If the student turns five (5) on or before September 1 of the upcoming school year he/she is age eligible for kindergarten and is not eligible for the early learning program.

Section 3 – Food Program

The early learning program participates in the National School Lunch Program and receives Federal funds to provide healthy meals (breakfast and lunch) to all of the enrolled children. The amount of reimbursement the program receives is based on the information you provide on the Household Eligibility Application which is provided during registration. Part of the USDA requirement is to complete the application. The information will be kept confidential and only available to staff directly connected with administering the NSLP.

Section 4 - Transportation and Parking

Bus Transportation

The district provides bus transportation to and from school for all early learning students living within district boundaries. Early Learning buses also have a bus monitor in addition to the driver.

The early learning program provides free transportation services and vehicle adaptation for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

Bus Service

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2 – Attendance and Promotion "Emergency School Closings".

Bus Conduct

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Prohibited Bus Conduct

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in 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 the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.

- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the student may be suspended from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the teacher will speak with the student to address the reported incident.
- **On the second offense**, the Principal will meet with the student to address the reported incident. A copy of the bus report will be sent home.
- **On the third offense**, the Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports may result in an immediate bus suspension and referral for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

Private Transportation

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and

procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the superintendent, principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Cross Reference:

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Bicycles

When accompanied by an adult, riding bicycles to and from school is permitted. Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

Pedestrians

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

Field Trips

The children may occasionally take field trips to enrich their language and provide new experiences. All field trips not within walking distance of the school are taken on a bus. Parents will be notified in advance of the trip.

Parking

The school has many locations available for school visitor parking.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:

Board Policy 4.110, *Transportation*

Administrative Procedure 4.170-AP3, *School Bus Safety Rules*

Board Policy 7.220, *Bus Conduct*

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Section 5- Health and Safety

Immunization, Health, Eye and Dental Examinations

School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child's school any time you have questions or concerns.

This handbook is not intended to be all inclusive. Students will be excluded from school for any health condition that in the professional, clinical judgment of the Certified School Nurse places that student or others in the school community at a health or safety risk. Certified School Nurses utilize Evidence Based Practice and collaboration with health care professionals and organizations to make decisions best for the students and school community.

Health Information

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Illness or Accidents at School

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at www.illinois.gov/hfs/medicalprograms/allkids

Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Physicals and Immunizations

ILLINOIS LAW REQUIRES that all students entering an early child-hood program, kindergarten, sixth or ninth grades, or transferring from out of state have a physical examination within one calendar year **PRIOR** to the date of entry. The examination must be reported on the Illinois DHS-Certificate of Child Health Examination form & include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois school health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply then the **LOCAL SCHOOL AUTHORITY SHALL EXCLUDE THAT CHILD FROM SCHOOL** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the **FIRST DAY OF SCHOOL**. Children without physicals and immunizations will **NOT** be allowed to start school until the school nurse receives the records. **NO** appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s) he has received a new physical exam on the IL-DHS physical exam form **BEFORE THE FIRST DAY OF SCHOOL**. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required **BEFORE THE FIRST DAY OF SCHOOL** for several grades; click on

the link below or check with your healthcare provider for details. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents or guardians who object to health examination or immunizations on religious grounds must present an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for children in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTap/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

Dental Exams

Public Act 93-946 requires all Illinois children in **kindergarten, second, and sixth grades** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

Vision Exams

Illinois law requires all children in **kindergarten** or **enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the **first day of the school year**.

Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815->

[040816.pdf](#). The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination.

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening IF a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Communicable Diseases

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A **fever** within the last 24 hours of 100° F or higher
- **Vomiting or diarrhea within the last 24 hours**
- A frequent or disruptive cough or other signs of an acute **respiratory infection**
- Any **contagious illness** such as "strep throat" that requires antibiotic therapy. Once a student has been **fever free and on antibiotics for at least 24 hours free without the use of fever-reducing medications**, he/she may return to school.
- Any **undiagnosed skin rash**. A student with a rash may attend school upon presenting a **physician's note** stating the rash is not contagious.
- Pronounced **lethargy or fatigue** that interferes with participation in learning activities.

Care of Students with Chronic Health Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

It is the parent/guardian's responsibility to inform the School Nurse or Principal of their child's health concern. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your School Nurse for further information.

Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher other than students in the full day preschool program. Full day students will be served a snack in the afternoon. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require refrigeration and must have a clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables. Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross Reference:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

Board Policy 6.50, *School Wellness*

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the student is checked by the school nurse or building principal and the child is determined to be free an active infestation.

Physical Education/-Participation

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE. An excuse may also be based on religious prohibitions. 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.

Medication at School

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 and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

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 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. 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, including asthma medication, epinephrine injector, or medication required under a qualifying plan, or the storage of any medication by school personnel. 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 asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver 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:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused 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.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 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.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross Reference:
Board Policy 7.270, *Administering Medicines to Students*
Administrative Procedure 7.270-AP1, *Dispensing Medication*
Exhibit 7.270-E1, *School Medication Authorization Form*

Disability Assistance

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement drill to address an active shooter incident, and one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross Reference:
Board Policy 4.170, *Safety*
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

Reunification Site

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following early learning schools:

School	Reunification Site
Brigham	Eastview Christian Church
Fairview	Redbird Arena
Sugar Creek	Redbird Arena

Building Security

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

Section 6-Discipline and Conduct

General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student may be expelled only by the Board of Education on recommendation of the Superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear with a hearing officer to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal, of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

General Expectations

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.

- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

Student Behavior Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to create a safe and secure climate, free from the threat of harm to person or property in all school related settings.

It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior. To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action. Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year.

Student Behavior

The goals and objectives of Board Policy 7.190, Student Behavior 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.
5. During periods of remote learning.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct. Parents/guardians

should review Board Policy 7.190, Student Behavior, for a complete list of prohibited student conduct, which includes, but is not limited to:

1. Using, possessing, controlling, or transferring a “weapon”, as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
2. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular/smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others.

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

- (a) The supervising teacher grants permission;
 - (b) Use of the device is provided in a student’s IEP; or
 - (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
3. 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.
 4. 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.
 5. 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, bullying using a school computer or a school computer network, or other comparable conduct.
 6. Taking or relocating school or personal property without permission. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
 7. Entering school property or a school facility without proper authorization.
 8. 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, a school bus, or at any school activity.
 9. 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.

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 where 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, supports and progressive discipline, 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 a disciplinary consequence.

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

Where practicable and reasonable, school officials will consider forms of non-exclusionary discipline before using transitioning. Disciplinary measures may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding of privileges.
4. Return of property or restitution for lost, stolen, or damaged property.
5. Detention 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.
6. Community service with local public and nonprofit agencies that enhances community efforts to meet human, education, environmental, or public safety needs. The District will not provide transportation. School administration may use this option as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
7. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this handbook or school disciplinary rules.
8. Planned transition to another program.
9. Temporary removal from attendance in a group setting

No early childhood student may be expelled. Planned transitions to settings that are able to better meet a child's needs are not considered an expulsion.

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 transitioning a student to another program because behavioral interventions, other than a suspension or transition to another program 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 transition to another program

Transition to Another Program

When persistent and serious challenging behaviors emerge, the early childhood program shall document steps taken to ensure that the child can participate safely in the program; including observations of initial and ongoing challenging behaviors, strategies for remediation and intervention plans to address the behaviors, and communication with the parent or legal guardian, including participation of the parent or legal guardian in planning and decision-making.

The early childhood program shall, with parental or legal guardian consent as required, utilize a range of community resources, if available and deemed necessary, including, but not limited to, developmental screenings, referrals under the Individual with Disabilities Education Act, and consultation with infant and early childhood mental health consultants and the child's health care provider. The program shall document attempts to engage these resources, including parent or

legal guardian participation and consent attempted and obtained. Communication with the parent or legal guardian shall take place in a culturally and linguistically competent manner.

If there is documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted and the program determines in its professional judgment that transitioning a child to another program is necessary for the well-being of the child or his or her peers and staff, with parent or legal guardian permission, both the current and pending programs shall create a transition plan designed to ensure continuity of services and the comprehensive development of the child. Communication with families shall occur in a culturally and linguistically competent manner.

Temporary Removal from Attendance in a Group Setting

In the case of the determination of a serious safety threat to a child or others, or if the student is determined to have brought a firearm, 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 to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school, the temporary removal of a child from attendance in group settings may be used. Temporary removal of a child from attendance in a group setting shall trigger the process detailed in this section, with the child placed back in a group setting as quickly as possible.

Cross Reference:

7.190, Student Behavior

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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 uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife, billy club, brass knuckles, or other knuckle weapon regardless of its composition;
4. A look-alike firearm;
5. Any other object if used or attempted to be used to cause bodily harm.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the Assistant Principals.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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 theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office or 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, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion, and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

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 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, Associate Principal and Assistant Principal are 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 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent or designee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parent/guardian within 15 days of the beginning of the school year or a student's enrollment.

Cross Reference:
Board Policy 7.190, *Student Behavior*
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Fighting

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another."

Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten days and a possible recommendation for expulsion from school.

Vandalism/Damage to Property

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the education 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 nonschool-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 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) 1-2.

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 District Complaint Manager, building Principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager: Name: M. Curt Richardson
 Address: 1809 West Hovey Ave; Normal, IL 61761
 Email: richardmc@unit5.org
 Telephone: (309) 557-4082

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians 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

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 ~ A student may use this policy to complain about bullying.
 - b. 6.60 ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6.65 ~ Student social and emotional development is incorporated in the District's educational program as required by State law.
 - d. 6.235 ~ 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 ~ This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
 - f. 7.185 ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7.190 ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

- h. 7.310 ~ This policy prohibits students from, and provides consequences for: (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.

Cross-References:

Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*

Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*

Board Policy 7.190, *Student Behavior*

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Making a Complaint, Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Assistant Principal, for appropriate action.

Contact the District Office for the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Complaint Manager: Name: M. Curt Richardson
and Address: 1809 West Hovey Ave; Normal IL 61761
Nondiscrimination Email: richardmc@unit5.org
Coordinator: Telephone: (309) 557-4082

Complaint Manager: Name: Dayna Brown
Address: 1809 West Hovey Ave; Normal IL 61761
Email: brownda@unit5.org
Telephone: (309) 557-4032

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy, such as, by including this policy in appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Cross Reference:
Board Policy 2.260, *Uniform Grievance Procedure*
Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

Section 7-Internet, Technology, Publications

Internet Acceptable Use

Introduction

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

Scope

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association

of government agencies as well as regional and State networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

Terms and Conditions of this Agreement

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/ guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use: Inappropriate material or communications defined:** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
 - Copyrighted material
 - Criminal activities or terrorist acts
 - Illegal solicitation
 - Threatening or obscene material
 - Sexism or sexual harassment
 - Racism
 - Material protected by trade secrets
 - Pornography
 - Inappropriate language
 - Disrupting the educational experience of others
 - Gambling
 - Explosive devices
 - Political lobbying
3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:
 - Using obscene language
 - Harassing, insulting or attacking others
 - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, documents, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Sharing confidential information on students or employees

- Sending or displaying offensive messages or pictures
- Promoting, supporting or celebrating religion or religious institutions
- Accessing personal computer devices (Peer to Peer) outside the District's electronic network.

4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.

5. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, State, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.

7. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked

administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.

9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.
10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:
- Promote, or support political functions or agenda's in any way, both internally and externally.
 - Promote, or support private business or industry, especially the originators own private concern or business.
 - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
 - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the

Acceptable Use statement as well as sign the receipt and acknowledgement section of the Early Learning Handbook before students will be granted access.

Cross Reference:

Board Policy 6.235, *Access to Electronic Networks*

Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*

Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data

- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Section 8-Search and Seizure

Search and Seizure

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

Access to Student Social Networking Passwords & Websites

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School authorities officials may not request or require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's

rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

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

Cross Reference:
Board Policy 7.140, *Search and Seizure*

Section 9- Special Education

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Improvement Act are identified, evaluated and provided with appropriate educational services.

The district provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school or district special education office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)

_____ (phone number)

_____ (office location)

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:
Board Policy 7.230, *Misconduct by Students with Disabilities*

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the Principal.

Cross Reference:

Board Policy 6.120, *Education of Children with Disabilities*

Exhibit 6.120-AP2, E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

Related Service Logs

For a child with an individualized education program ("IEP"), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP upon request and at any other time upon request.

Cross Reference:

PRESS 7:340-AP1, *School Student Records*

Section 10 - Student Records, Privacy**Student Privacy Protections****Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*

Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross Reference:

Board Policy 7.15, *Student and Family Privacy Rights*

Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Student Records

Definition

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduations or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

1. Basic identifying information;
2. Academic transcript;
3. Attendance record;
4. Accident reports and health record;
5. Record of release of permanent record information; and
6. High school State assessment test scores;

And may also consist of:

7. Honors and awards received; and
8. Participation in extracurricular activities or athletics.

A student's temporary record contains the following information:

1. A record of release of temporary record information;
2. Elementary State assessment test scores;
3. Completed home language survey form;
4. Information regarding serious infractions that resulted in discipline; and any biometric information that is collected;
5. Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act; and
And may also consist of:
6. Family background information;
7. Intelligence test scores, group and individual;
8. Aptitude test scores;
9. Reports of psychological evaluations;
10. Elementary and secondary achievement level test results;
11. Participation in extracurricular activities or athletics;
12. Honors and awards received;
13. Teacher anecdotal records;
14. Other disciplinary information;
15. Special education files;
16. Any verified reports or information from non-educational persons, agencies or organizations; and
17. Other verified information of clear relevance to the education of the student.

Inspection and Access

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. Costs for copies of school student records or any portion thereof shall be \$.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent or student request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

1. To a parent, student, or authorized representative;
2. To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;

3. To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
4. To any person for the purpose of research, statistical reporting, or planning;
5. Pursuant to a court order;
6. To any person as specifically required by State or federal law;
 - 6.5 To juvenile authorities when necessary for the discharge of their official duties;
7. To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
8. To any person, with the prior specific dated written consent of the parent;
9. To a governmental agency in furtherance of an investigation of a student's school attendance;
10. To committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
11. To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
12. To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

Challenging Student Records

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

1. Accuracy;
2. Relevance; or
3. Propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

1. The right to present evidence and to call witnesses;
2. The right to cross-examine witnesses;
3. The right to counsel;
4. The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 business days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall

so inform the school and within 10 business days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

Directory Information

The district routinely discloses “directory” type information without consent. Directory information is limited to: student’s name, address, gender, grade level, birth date and place, parents’ names and address; parent’s electronic address; information in relation to school-sponsored activities, organizations,; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

Destruction of School Student Records

The district destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

Adverse Action

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross Reference:
Board Policy 7.340, *Student Records*
Administrative Procedures 7.340-AP1, *School Student Records*

Student Records and Privacy

Medical records will only be released to the student’s parent/guardian or their designee (with written consent from the parent). Identification will be required.

Cross Reference:
Board Policy 7.340, *Student Records*

Section 11-Parental Rights and Notifications

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. Whether the teacher has met State certification requirements;

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

Erin's Law- Child Protection

"Erin's Law" (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at <http://www.cfchildren.org/child-protection> or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:
Board Policy 6.60-AP1 *Comprehensive Health Education*

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross Reference:
Administrative Procedure, 6.140-AP1, *Education of Homeless Children*

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the Director of Multilingual Services, Leslie Romagnoli at the unit office, 309.557.4039.

Cross Reference:
Board Policy 6.160, *English Learners*

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations at the Unit Office 309.557.4400.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

Cross Reference:
Administrative Procedure 4.160-AP1, *Environmental Quality of Buildings and Grounds*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:
Board Policy 5.90, *Abused and Neglected Child Reporting*

Asbestos Abatement Statement

Unit 5 has submitted its Management Plan prepared pursuant to the requirements of the *Asbestos Hazard Emergency Response Act* for each Unit 5 elementary school. Copies of the Management Plan are available in the administrative office of the school district and in each elementary school office. These plans are available for you inspection during the normal business hours Monday through Friday, and during other times by special arrangement.

The above statement is required under the rule of the *Asbestos Hazard Emergency Response Act*. It signifies that asbestos has been identified in the buildings. The asbestos was removed from the buildings. We would like to emphasize that to our knowledge, the above conditions do not pose a health hazard for those using our facilities. The above notice is required due to the law, which makes it necessary to conduct a survey, prepare and plan, notify the public and remove the designated asbestos in a timely fashion.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross References:
Board Policy 4.170, *Safety*

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.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child (ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross References:

Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State's Police website. The Illinois State Police website contains the following:

- Illinois Sex Offender Registry on the Illinois State Police's website, <http://www.isp.state.il.us/sor/>.
- Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website, <http://www.isp.state.il.us/cmvo/>
- Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Cross Reference:

Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

Title IX – Civil Rights

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, *"No person in the United States shall on the*

basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..”

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student’s file or an employee’s personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies.”

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309.557.4400

Parent/Guardian Involvement

Parent-Teacher Conferences

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parent(s)/Guardian(s) will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

Parent Groups

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child’s growth and educational progress. Unit 5 Early Learning Program offers a wide variety of family involvement opportunities throughout the year.

Volunteers and Visitors

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and extracurricular assistants/workers. Please check with the office staff at your child's school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:

Board Policy 6.250, Community Resource Persons and School Volunteers

Administrative Procedure 6.250-AP1, Securing and Screening Resource Persons and School Volunteers

Exhibit 6.250-E1, Volunteer Information Form and Waiver of Liability

Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

Appendix

Exhibit - Online Privacy Statement

Online Privacy Statement ~ The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us. There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

- 1) Network Traffic Logs ~** In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.
- 2) Website Visit Logs ~** District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.
- 3) Cookies ~** Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.
- 4) Information Voluntarily Provided by You ~** In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites ~ District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.



District 87/Unit 5 Medication Authorization Form



Name: _____
(Last, First, Middle Initial)

Date of Birth: _____

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:	
PHYSICIAN'S ADDRESS:	PHONE:
Medication:	
Purpose of Medication/Diagnosis:	
Form: (i.e. tab, injection, etc.)	
Dose:	
Time of Administration:	
If medicine to be given "when needed." Describe indications:	
How soon can it be repeated?	
Is child authorized to medicate herself/himself?	
List significant side effects:	
Length of time this treatment is recommended:	
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?	Yes No

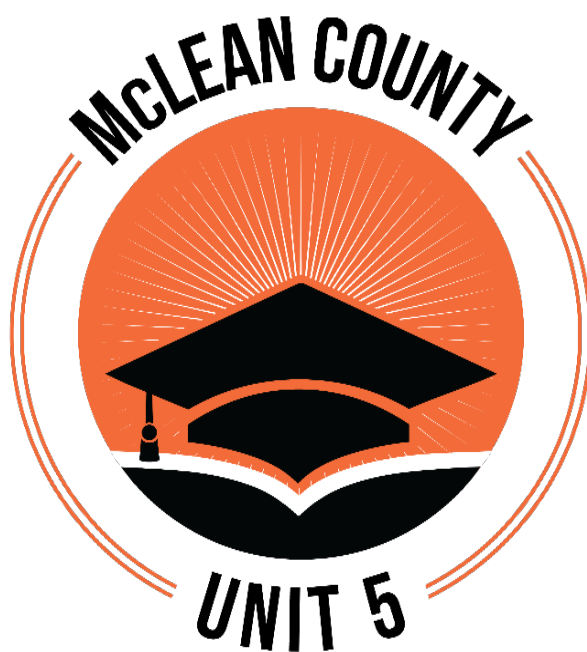
Date	Physician's Signature Only	Physician's Telephone

Nurse's Initials _____

11 December

McLEAN COUNTY UNIT DISTRICT No. 5

ELEMENTARY HANDBOOK



Kindergarten – 5th Grade



McLean County Unit School District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4439

Phone: 309.557.4400 • Fax: 309.557.4501

Web: www.unit5.org

General Email: district@unit5.org

Revised June 2021

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McLean County Unit District No. 5

1809 West Hovey Avenue

Normal, IL 61761-4339

Dear Parent/Guardian:

Welcome to the McLean County Unit District No. 5 Elementary Schools!

Our district is very pleased to present this comprehensive handbook for your use during the coming school year. All of our elementary principals have made a significant effort to provide for student transfers between buildings with a minimal degree of change. Although many daily procedures have been standardized, each school still maintains its own unique history, traditions, and school climate.

All handbook and school rules apply to all school-sponsored events, even those activities occurring off-campus. The handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District website <http://www.unit5.org/board/policies/> or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

If you have questions regarding any aspect of our elementary program, please feel free to contact your child's teacher or the building principal.

We pledge to make every effort to assure that your child has a meaningful and enjoyable education in our school district.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339

Phone: 309.557.4400 ~ Fax: 309.557.4501

Web: WWW.UNIT5.ORG ~ General E-mail: DISTRICT@UNIT5.ORG

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent 557.4400

Michelle Lamboley, Assistant Superintendent 557.4400

Dayna Brown, Director of Communications/Community Relations 557.4400

Kim Stewart, Assistant to the Superintendent, Clerk of Board 557.4400

Curriculum Department

Carrie Chapman, Director of Special Education 557.4400

Maureen Backe, Director of Elementary Education 557.4400

Dan Lamboley, Director of Secondary Education 557.4400

Darrin Cooper, Director of Teaching & Learning 557.4400

Leslie Romagnoli, Director of Multilingual Services 557.4400

Kris Pennington, Early Learning Coordinator 557.4400

Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion 557.4400

Human Resources

Roger Baldwin, Director of Human Resources 557-4400

Monica Wilks, Human Resources Coordinator 557-4400

Legal

M. Curt Richardson, Attorney for the District 557.4400

Finance

Martin Hickman, Chief Financial Officer 557.4400

Thomas Hoerr III, Director of Financial Services 557.4400

Jeff Malinowski, Payroll Administrator 557-4400

Technology

David Schumer, Director of Technology 557.4400

Operations

Joe Adelman, Director of Operations 557.4437

Doug Johnson, Supervisor – Maintenance/Grounds Services 557.4437

Craig Montgomery, Supervisor – Custodial Services 557.4437

JoAnna Rewerts, Director of Food Service

557.4437

Elementary School Information

Benjamin Elementary School**Marlys Bennington, Principal**

6006 Ireland Grove Rd.
Bloomington, IL 61704
E-mail: benninmm@unit5.org
Phone: 309.557.4410
Fax: 309.557.4511

Carlock Elementary School**Megan Bozarth, Principal**

301 W. Washington St.
Carlock, IL 61725
E-mail: bozartm@unit5.org
Phone: 309.557.4412
Fax: 309.557.4513

Cedar Ridge Elementary School**Heather Rogers, Principal**

2808 Breezewood Blvd.
Bloomington, IL 61704
E-mail: rogersh@unit5.org
Phone: 309.557.4413
Fax: 309.557.4515

Fairview Elementary School**Gina Tenuta, Principal**

416 Fairview St.
Normal, IL 61761
E-mail: tenutagj@unit5.org
Phone: 309.557.4415
Fax: 309.557.4516

Fox Creek Elementary School**Leslie Davenport, Principal**

3910 Fox Creek Rd.
Bloomington, IL 61704
E-mail: davenportla@unit5.org
Phone: 309.557.4416
Fax: 309.557.4517

Glenn Elementary School**Cari Roop, Principal**

306 Glenn Ave.
Normal, IL 61761
E-mail: roopc@unit5.org
Phone: 309.557.4418
Fax: 309.557.4519

Grove Elementary School**Sarah Edwards, Principal**

1101 N. Airport Rd.
Normal, IL 61761
E-mail: fogalt@unit5.org
Phone: 309.557.4417
Fax: 309.557.4518

Hoose Elementary School**Adam Zbrozek, Principal**

600 Grandview Dr.
Normal, IL 61761
E-mail: zbrozekaw@unit5.org
Phone: 309.557.4414
Fax: 309.557.4515

Hudson Elementary School**Julia Knepler, Principal**

205 S. McLean St.
Hudson, IL 61748
E-mail: kneplej@unit5.org
Phone: 309.557.4419
Fax: 309.557.4520

Northpoint Elementary School**Matt Harr, Principal**

2602 E. College Ave.
Bloomington, IL 61704
E-mail: harm@unit5.org
Phone: 309.557.4420
Fax: 309.557.4521

Oakdale Elementary School**Elizabeth Holtz, Principal**

601 S. Adelaide St.
Normal, IL 61761
E-mail: holtzem@unit5.org
Phone: 309.557.4421
Fax: 309.557.4522

Parkside Elementary School**Christine Ellis, Principal**

1900 W. College Ave.
Normal, IL 61761
E-mail: ellisc@unit5.org
Phone: 309.557.4422
Fax: 309.557.4523

Pepper Ridge Elementary School**Tina Fogal, Principal**

2602 Danbury Dr.
Bloomington, IL 61704
Email: edwardsl@unit5.org
Phone: 309.557.4423
Fax: 309.557.4523

Prairieland Elementary**Scott Peters, Principal**

1300 E. Raab Rd.
Normal, IL 61761
E-mail: peterssd@unit5.org
Phone: 309.557.4424
Fax: 309.557.4525

Sugar Creek Elementary School**Kristina Peifer, Principal**

200 N. Towanda Ave.
Normal, IL 61761
E-mail: @unit5.org
Phone: 309.557.4425
Fax: 309.557.4526

Towanda Elementary School**Scott Vogel, Principal**

304 S. East St.
Towanda, IL 61776
E-mail: vogels@unit5.org
Phone: 309.557.4426
Fax: 309.557.4527

Brigham Elementary School**Early Learning Center****Erin O'Grady, SAM**

201 Brigham School Road
Bloomington, IL 61704
Email: ogradye@unit5.org
Phone: 309.557.4411
Fax: 309.557.4512

District and School Web Pages



McLean County Unit District No. 5

<http://www.unit5.org>

Visit our McLean County Unit District No. 5 website. The website is an excellent source for learning more about Unit 5's mission, policies, curriculum, administration information, school calendar, lunch menus, and current district events.

Visit our local elementary schools' websites for more information about each school.

Benjamin Elementary School

<http://www.unit5.org/benjamin/index.html>

Carlock Elementary School

<http://www.unit5.org/carlock/index.html>

Fairview Elementary School

<http://www.unit5.org/fairview/index.html>

Glenn Elementary School

<http://www.unit5.org/glenn/index.html>

Colene Hoose Elementary School

<http://www.unit5.org/hoose/index.html>

Northpoint Elementary School

<http://www.unit5.org/northpoint/index.html>

Parkside Elementary School

<http://www.unit5.org/parkside/index.html>

Prairieland Elementary School

<http://www.unit5.org/prairieland/index.html>

Brigham Elementary School

<http://www.unit5.org/brigham/index.html>

Cedar Ridge Elementary School

<http://www.unit5.org/cedarridge/home.htm>

Fox Creek Elementary School

<http://www.unit5.org/foxcreek/index.html>

Grove Elementary School

<http://www.unit5.org/grove/index.html>

Hudson Elementary School

<http://www.unit5.org/hudson/index.html>

Oakdale Elementary School

<http://www.unit5.org/oakdale/index.html>

Pepper Ridge Elementary School

<http://www.unit5.org/pepper/index.html>

Sugar Creek Elementary School

<http://www.unit5.org/sugarcreek/index.html>

Towanda Elementary School <http://www.unit5.org/towanda/index.html>

Section 1 - Introductory Information and General Notices

Overview

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. **Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see <http://www.unit5.org/board/policies/> for current information.**

McLean County Unit District 5 Mission Statement

Unit 5 will educate each student to achieve personal excellence.

McLean County Unit District 5 Diversity Statement

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Diversity Officer

Admission Requirements

Age Requirements

To be eligible for admission, a child must be five (5) years old on or before September 1 of that school term. Children ages three (3) to twenty-one (21) years with exceptional needs who qualify for special education are also eligible for admission.

Children reaching the age of six (6) on or before September 1 of a school year shall be eligible for first grade enrollment. Children reaching the age of six after September 1 shall enter first grade the following year.

For a student entering the District for the first time after having completed a full year of kindergarten, but who will not be six (6) on or before September 1, the Building Principal will determine whether the child is placed in kindergarten or first grade.

Admission Procedure

Students enrolling in the District for the first time must present:

- **Certified** birth certificate or other reliable proof of identity and age
- Proof of residence, as required by Board Policy 7.60
- Proof of disease immunization or detection and the required physical examination as required by State law and Board Policy 7.100

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their badge and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:

Board Policy 8.30, *Visitors to and Conduct on School Property*

School Volunteers

All school volunteers must complete the “Volunteer Information Form and Waiver of Liability” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:

Board Policy 6.250, *Community Resource Persons and Volunteers*

Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*

Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

Animals on School Property

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

Invitations & Gifts

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

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and co-curricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Unit Office, 309.557.4400.

Cross Reference:

Board Policy 7.10, *Equal Educational Opportunities*

Board Policy 2.260, *Uniform Grievance Procedure*

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for

imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross Reference:
Board Policy 4.110, *Transportation*

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:
Board Policy 8.70, *Accommodating Individuals with Disabilities*

Birthday Treats

Unit 5 believes that birthdays are special for children. As a school district, in order to promote a healthy school environment, birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Section 2 - Attendance and Promotion

Attendance & Absences

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

Arrival and Dismissal Procedures

Students should plan to arrive at school **AFTER** 7:30 AM unless other arrangements have been made with the principal or students are participating in supervised activities. **There is no school supervision prior to 7:30 AM.** The opening bell rings at 7:40 and students are expected to be seated and ready to begin at 7:45. School is dismissed daily at 2:30 PM.

Leaving While School Is In Session

When a student needs to leave school early, parents/guardians should call the school or send a note indicating what time the child will be leaving. Students must be signed out in the office by a parent/guardian. If the student returns on the same day, he/she must be signed in by a parent/guardian in the office before returning to class.

Student Absences

There are two types of absences: excused and unexcused as defined below.

Excused Absences

Absences for the reasons listed below are considered “valid causes” and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
7. Court (subpoenaed as witness)
8. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound “Taps” if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

*A student will be excused for up to five (5) days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation
10. Court (personal reasons)

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the school's Attendance Line before 7:45 a.m. to explain the reason for the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 9:45 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

Tardiness

All students are expected to be in their classroom seats when school begins and again after their lunch/recess. Please do not inconvenience others or waste class time by arriving late. Students who are more than 5 minutes late must sign in at the office.

Truancy

A "truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" from such attendance for 5% or more of the previous 180 regular attendance days. A "truant minor" is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, the school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE's online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Refer the truancy issue to the School Resource Officer or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence

of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

Cross Reference:

Board Policy 7.70, *Attendance and Truancy*

Prearranged Absences

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the school office to request a Prearranged Absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

Parent/Guardian Role

According to the Illinois School Code, it is the parent's responsibility to see that his/her child is in regular school attendance. This includes arriving to school on time. Article 26 of the School Code recognizes the following reasons as valid cause for missing school: (a) illness; (b) death in the immediate family; (c) other absences determined by the Board of Education; (d) circumstances which cause reasonable concern to the parent for the safety or health of the student. Absences other than those stated above will be considered unexcused. Those include (a) keeping a child home to baby-sit; (b) helping a parent at home (especially the day before a holiday); (c) going shopping; (d) vacation, visiting friends or relatives; and/or (e) participating in a community sponsored activity such as gymnastics, a play, or church related programs. This is not all-inclusive. Any exceptions to the list will be considered by the administration.

Falsification of Attendance Information

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention or suspension from school.

Chronic Absenteeism

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse and the student's counselor. The purpose will be to discuss the reasons for those absences.

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

“Chronic absence” means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a “valid cause” and out-of-school suspensions for an enrolled student.

“Student” means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student's chronic absenteeism, including requesting documentation for absences and interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. .

Withdrawal from School

Parents must notify the principal of their student's intent to withdraw. On the student's last day of attendance he/she must report to the office before school. After all financial obligations have been met, he/she will be eligible for a refund of the unused portion of Book Rental charges. The student's records will be forwarded as soon as the office receives written authorization for the records to be released.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:
Board Policy 7.80, *Release Time for Religious Instruction/Observation*

Emergency School Closings

When it is necessary for school to dismiss early or be canceled, verification will be given to the news media, as well as by a school message system, so parents will know when to expect their children home. School may be dismissed early due to weather (such as snow or excessive heat), on Staff Development Days or on other special days as determined by the Board of Education.

The decision to dismiss early due to inclement weather is made prior to 11:00 AM and the media will be notified at that time. It is best to tune in one of the local radio stations if you suspect that early dismissal is a possibility. This information will also be available on the District's website, www.unit5.org. Please do not call the school or Unit Office for this information.

Please arrange with your children what they are to do in case of early dismissal. It is difficult for last minute arrangements to be made for students.

All school functions are canceled when school is dismissed early.

Cross Reference:
Board Policy 4.170, *Safety*

Grading & Promotion

School report cards are issued to students at the end of the year. Student performance is available through the online portal at any time. Progress reports are available the end of October and February. For questions regarding grades, please contact the classroom teacher.

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

Cross Reference: Board Policy 6.280, <i>Grading & Promotion</i>

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Make up Work, Advance Assignments, and Picking up Assignments

A parent/guardian may phone the school before 9:15 AM to pick up assignments and books in the office after school that same day. Requests made after 9:15 AM may be picked up the following day after school. Arrangements also may be made to send work home with a sibling or a friend.

All assignments and tests missed due to absences must be made up, regardless of the reason for the absence. A student that has an excused absence will generally be allowed twice the number of days absent to turn in assignments. However, a student may be required to take previously announced tests on the day he or she returns to school.

Parents must contact the school if it is known in advance that there will be an absence from school for an extended time due to family obligations or other unavoidable reasons. Requests for assignments may be made no more than one week before the absence. In general, assignments are available for only one week at a time. All advanced assignments are expected to be turned in on the day of the student's return to school. Students should also check for additional missed work when they return. Although written materials can be worked on away from school, much of classroom instruction involves discussions, demonstration, and "hands on" activities. These instructional methods are a vital part of the learning process and cannot be duplicated away from school.

Home and Hospital Instruction

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time or on an intermittent basis because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

For information on home or hospital instruction, contact the Principal's office.

Cross Reference:

Board Policy 6.150, *Home and Hospital Instruction*

Section 3 - Student Fees

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met: The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

1. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the Building Principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the Building Principal.

Cross Reference:Board Policy 4.110, *Transportation*Board Policy 4.140, *Waiver of Student Fees*Administrative Procedure 4.140-AP 1, *Fines, Fees, and Charges – Waiver of Student Fees*Exhibit 4.140-E1, *Application for Fee Waivers*Exhibit 4.140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal***School Breakfast & Lunch Program**

Breakfast and lunch are served in every school, every school day, unless there is an emergency early dismissal.

Menus and meal prices are listed on the Unit 5 webpage. Free or reduced price meals are available for qualifying students.

For an application, contact the building principal.

Cross Reference:Board Policy 4.130, *Free and Reduced-Price Food Services*

Section 4 - Transportation and Parking

Bus Transportation

The district provides free bus transportation to and from school for all students living 1.5 miles or more from his or her assigned school, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available, or within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parents/guardians may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation services and vehicle adaptation for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

A list of bus stops will be published at the beginning of the school year. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the Building Principal.

For questions regarding school transportation issues, contact the transportation call center at 309.557.4287 (557-4BUS).

Bus Assignment

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the Transportation Department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents or the Transportation Department.

Bus Service

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2 – Attendance and Promotion "Emergency School Closings".

Bus Conduct

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Prohibited Bus Conduct

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in 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 the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus.
- Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

- Be waiting at your bus stop on time.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles.
- Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Parents will be liable for any defacing or damage students do to the bus.
- Instructions for crossing the road must be followed to the smallest detail at all times.
- Cross at least ten feet in front of the bus and then cross the street when the driver signals.
- While unloading, allow the closest to the front off first.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels.
- Never walk behind the bus.
- No headphones, food, drink, or candy.
- No talking when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
- Do not talk to the driver unless it is an emergency.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the superintendent may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Bus Discipline

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action.

Generally, the following procedures will be used in disciplining a rider:

- **On the first offense**, the Building Principal will meet with the student to address the reported incident. This may include a reprimand for inappropriate behavior and may result in a detention. A copy of the bus report may be taken home by the student to be signed by the parent and returned the next day.
- **On the second offense**, the Building Principal will meet with the student to address the reported incident. The student may be assigned up to three days of detention. A copy of the bus report will be sent home.
- **On the third offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The result of this telephone conference may be suspension from riding the bus for up to 3 days. A copy of the bus report will be sent home.
- **On the fourth offense**, the Building Principal will meet with the student to address the reported incident and the parents will be telephoned. The parents may be required to come to the school office for a conference. The student may be suspended from the bus for up to 5 days. A copy of the bus report will be given to the parents.
- **On the fifth offense**, the Building Principal will meet with the student to address the reported incident, and the parents telephoned. The student may be suspended from the bus for up to ten days. A copy of the bus report will be sent to the parents.

Any further reports may result in an immediate bus suspension and referral to the superintendent for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

Private Transportation

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

Use of Video Cameras on School Buses

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Principal, transportation director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Cross Reference:

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Bicycles

Bicycles may be parked in the bicycle racks located at the school. Bicycles should always be locked when unattended.

Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

Pedestrians

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

Transportation for School Activities

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

Parking

The school has many locations available for school visitor parking.

Those dropping off and picking up children may do so in the drop off lane location during the following hours: 7:30 AM until 7:40 AM and after 2:25 PM.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:

Board Policy 4.110, *Transportation*

Administrative Procedure 4.170-AP3, *School Bus Safety Rules*

Board Policy 7.220, *Bus Conduct*

Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

Section 5 - Health and Safety

Immunization, Health, Eye and Dental Examinations

School Nurse

The primary function of the school nurse is to promote student health and safety and maintain student records. All elementary Certified School Nurses are assigned to multiple schools. If a student becomes ill or injured at school when the nurse is not present, another school official will provide care. Please contact the school nurse at your child's school any time you have questions or concerns.

This handbook is not intended to be all inclusive. Students will be excluded from school for any health condition that in the professional, clinical judgment of the Certified School Nurse places that student or others in the school community at a health or safety risk. Certified School Nurses utilize Evidence Based Practice and collaboration with health care professionals and organizations to make decisions best for the students and school community.

Health Information

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Illness or Accidents at School

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children, which includes accident insurance. Information about the All Kids program can be found at:

www.illinois.gov/hfs/medicalprograms/allkids

Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Physicals and Immunizations

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply...then the local school authority **shall exclude that child from school** until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted.

I understand that if my student will be entering a pre-kindergarten program (for the first time), kindergarten, sixth, or ninth grade, that I must show proof that (s)he has received a new physical exam on the IL-DHS physical exam form BEFORE THE FIRST DAY OF SCHOOL. *Sports physicals are NOT accepted for this requirement.* Immunizations are *also* required BEFORE THE FIRST DAY OF SCHOOL for several grades; click on the link below or check with your health care provider for details. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents or guardians who object to health examination or immunizations on religious grounds must present an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for children in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTap/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubells (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

Dental Exams

Public Act 93-946 requires all Illinois children in **kindergarten, second and sixth grades** to have an oral health exam. Each child shall present proof of exam by a dentist prior to **May 15** of the school year.

Vision Exams

Illinois law requires all children in **kindergarten** or **enrolling for the first time in an Illinois school** to have an eye examination completed by an eye doctor. Each child shall present proof of exam by an eye doctor prior to the first day of the school year.

Exemptions

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the building principal; an Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form found at:

<http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf>. The form must be signed by the child's parent or legal guardian, **AND** the child's health care provider responsible for performing the child's health examination.

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Communicable Diseases

For everyone's protection, sick children must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

Care of Students with Chronic Health Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

It is the parent/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent before they will be implemented. Please contact your School Nurse for further information.

Cross Reference:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

Treats and Snacks

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Snacks are not to require refrigeration and must have a clearly printed label. We strongly encourage you to select a snack with nutritional value, such as fresh fruits and vegetables.

Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross Reference:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

Board Policy 6.50, *School Wellness*

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school until the child has been cleared by the school nurse.

Physical Education Participation

Students who have restrictions for participation in physical education due to medical prohibitions beyond three days must present documentation from the physician, signed and dated, stating the restriction and length of time it is to be in effect. A parent note is sufficient for 3 days of exemption from PE.

An excuse may also be based on religious prohibitions. An excuse based on religious reasons must include a signed statement from a member of the clergy the corroborates the religious reason for the request.

Medication at School

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 and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

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 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. 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, including asthma medication, epinephrine injector, or medication required under a

qualifying plan, or the storage of any medication by school personnel. 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 asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver 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:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused 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.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 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.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross Reference:

Board Policy 7.270, *Administering Medicines to Students*

Administrative Procedure 7.270-AP1, *Dispensing Medication* Exhibit 7.270-E1, *School Medication Authorization Form*

Disability Assistance

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, one (1) severe weather (shelter-in-place) drill, one (1) law enforcement drill to address an active shooter incident, and one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross Reference:

Board Policy 4.170, *Safety*

Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

Reunification Site

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following elementary schools:

School	Reunification Site
Benjamin	Eastview Christian Church
Carlock	Carlock Community Center
Cedar Ridge	Eastview Christian Church
Colene Hoose	Redbird Arena
Fairview	Redbird Arena
Fox Creek	Eastview Christian Church
Glenn	Redbird Arena
Grove	Eastview Christian Church
Hudson	Methodist Church
Northpoint	Eastview Christian Church
Oakdale	Redbird Arena
Parkside Elem.	Redbird Arena
Pepper Ridge	Eastview Christian Church
Prairieland	Redbird Arena
Sugar Creek	Redbird Arena
Towanda	Towanda Community Building

Building Security

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

Section 6 - Discipline and Conduct

General Building Conduct

Students enrolled in the Unit 5 schools shall conduct themselves in a mature manner, acting with due regard for the supervisory authority vested by the Board of Education in district employees. Good self-discipline is positive and encourages the student to exercise his/her individual rights, within established guidelines, and to respect the rights and welfare of others.

Education proceeds effectively with appropriate and consistent discipline. Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to the conduct and discipline of the students, they stand in the relationship of parents and guardians to the students. They shall exercise such control over students as would be exercised by a kind, firm, and judicious parent. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students.

When a certified employee acts to help a student conduct himself properly, emphasis shall be placed upon the growth of the student toward self-discipline. A progressive form of discipline, tempered by the conditions and circumstances of the offense, shall be followed. Unit 5 does not permit the use of corporal punishment as a means of disciplining students. A teacher is granted the right to remove a student from the classroom for disruptive behavior. Physical contact or restraint may be appropriate when a teacher or other supervisor is required to employ it in self-defense, for the safety of students, or to help maintain control. In all instances necessitating disciplinary action, due process will be afforded the student as outlined in the Illinois School Code, 105 ILCS 5/10-22.6.

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended, not to exceed ten days, by the Principal. Such suspension will be reported immediately to the Superintendent and the student's parents or guardians, along with a full statement of the reasons for such suspension. The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The Principal shall inform the Superintendent if the parents or guardians wish to request or waive the review.

A student may be expelled only by the Board of Education on recommendation of the Superintendent for gross disobedience or misconduct. Expulsion shall take place only after the parents or guardians have been requested to appear at a meeting with the hearing officer to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. If the Board's decision is to expel the student, the reasons for dismissal and the date on which the expulsion is to become effective will be stated.

School personnel may order the removal of a child with a disability (IEP) from the child's current placement for not more than ten consecutive school days for any violation of school rules, and additional removal, of not more than ten consecutive school days in the same school year for separate incidents of misconduct. The parents or guardians of the special education student are afforded all rights and privileges to have a hearing pertaining to either the decision about the relationship of the behavior to the suspension and expulsion itself.

The discipline policy of Unit 5 has been formulated by the Board with input from teachers, parents, and administrators. The policy is subject to an annual review.

General Expectations

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No portable listening devices, electronic devices or cameras are permitted without permission from the principal

Arrival time

Students shall not arrive at school before 7:30 a.m. and classes begin at 7:45 a.m. and students are dismissed at 2:30 p.m. each day.

School Dress Code / Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing which fails to adequately cover the body will not be permitted.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

If students have any questions regarding acceptability of a particular item of clothing, check with the principal **before** wearing the items to school.

Cross Reference:
Board Policy 7.160, *Student Appearance*

Student Behavior Philosophy

In support of our mission to educate each student to achieve personal excellence, the District will endeavor to

(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 other 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. It is the shared responsibility of schools, families and communities to achieve this by teaching, recognizing and reinforcing appropriate behavior.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parent/guardian are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

Cross Reference:

Board Policy 7.125, *Student Discipline Philosophy*

Student Behavior

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.
5. During periods of remote learning.

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, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale 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, bartering, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
 - e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
 - f. Any inhalant, regardless of whether it contains an illegal drug
 - g. 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.
 - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - i. "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, or 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.
 - j. 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 knife, a “weapon”, as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, commonly known as “sexting.”

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

- (a) The supervising teacher grants permission;
 - (b) Use of the device is provided in a student’s IEP; or
 - (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer 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, or 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, 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.
 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, or relocating personal or 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, a school bus, or at any school activity.
 15. Being absent without a recognized excuse; State law and 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 the display of 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 with 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.

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 where 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, supports and progressive discipline, 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 a disciplinary consequence.

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 may include, without limitation, any of the following:

1. Notifying parent/guardian.
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 in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.

7. Detention 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, education, environmental, or public safety needs. The District will not provide transportation. School administration may use this option 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 handbook 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 is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or expulsion will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified 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.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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 uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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 theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

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 or 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, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 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 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, Associate Building Principal, Assistant Building Principal or School Administration manager (SAM) 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 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent or designee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parent/guardian within 15 days of the beginning of the school year or a student's enrollment.

Cross Reference:

Board Policy 7.190, *Student Behavior*

Board Policy 7.125 Student Discipline Philosophy

Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Fighting

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten days and a possible recommendation for expulsion from school.

Vandalism/Damage to Property or Loss of School Property

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will be held responsible for the loss of school property. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. In the case of vandalism or damage of property, the offender may be reported to appropriate law enforcement agencies.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 District or school if the bullying causes a substantial disruption to the education 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 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) 1-2.

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 building principal, District Complaint Manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:	Name:	M. Curt Richardson
and	Address:	1809 West Hovey Ave; Normal IL 61761

Nondiscrimination Coordinator: Email: richardmc@unit5.org
Telephone: (309) 557-4082

Complaint Manager: Name: Dayna Brown
Address: 1809 West Hovey Ave; Normal IL 61761
Email: brownda@unit5.org
Telephone: (309) 557-4032

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians 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.
6. 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.
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 ~ A student may use this policy to complain about bullying.
 - b. 6.60 ~ Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6.65 ~ Student social and emotional development is incorporated in the District's educational program as required by State law.
 - d. 6.235 ~ 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 ~ This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic (the list of characteristics in 7.20 is the same as the list in this policy).
 - f. 7.185 ~ This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7.190 ~ This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7.310 ~ This policy prohibits students from, and provides consequences for: (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.

Cross-References:

Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*

Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*

Board Policy 7.190, *Student Behavior*

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:

- a. Substantially interfering with a student's educational environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Making a Complaint, Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Associate Principal, Assistant Principal, or a Complaint Manager, or anonymously via the District's *Bullying Hotline* (phone number is located on the District's website and in the *Parent/Student Handbook*). A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Assistant Principal, for appropriate action.

Contact the District Office for the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Complaint Manager: and Nondiscrimination Coordinator:	Name:	M. Curt Richardson
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	richardmc@unit5.org
	Telephone:	(309) 557-4082

Complaint Manager:	Name:	Dayna Brown
	Address:	1809 West Hovey Ave; Normal IL 61761
	Email:	brownda@unit5.org
	Telephone:	(309) 557-4032

The Superintendent or designee shall use reasonable measures to inform staff members and students of this policy, such as, by including this policy in appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Cross Reference:
Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*
Board Policy 7.180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7.190, *Student Behavior*

Theft or Possession of Stolen Property

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (10) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate or Assistant Principal 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 10 consecutive school days, provided the appropriate procedures are followed. The superintendent may suspend a student from riding the bus in excess of 10 days for safety reasons.

Cafeteria Rules

- Students shall not save seats for other students.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross Reference:
Board Policy 6.240, *Field Trips*

Section 7 - Internet, Technology, Publications

Internet Acceptable Use

Introduction

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

Scope

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and State networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

Terms and Conditions of this Agreement

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/ guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use: Inappropriate material or communications defined:** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:

- Copyrighted material
 - Criminal activities or terrorist acts
 - Illegal solicitation
 - Threatening or obscene material
 - Sexism or sexual harassment
 - Racism
 - Material protected by trade secrets
 - Pornography
 - Inappropriate language
 - Disrupting the educational experience of others
 - Gambling
 - Explosive devices
 - Political lobbying
3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:
- Using obscene language
 - Harassing, insulting or attacking others
 - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, documents, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Sharing confidential information on students or employees
 - Sending or displaying offensive messages or pictures
 - Promoting, supporting or celebrating religion or religious institutions
 - Accessing personal computer devices (Peer to Peer) outside the District's electronic network.
4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
5. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, State, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to

websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.

7. **Network:** The use of an assigned account must be in support of education, business, research, and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.
9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the

District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.

10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:

- Promote, or support political functions or agenda's in any way, both internally and externally.
- Promote, or support private business or industry, especially the originators own private concern or business.
- Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
- Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Elementary students and their parents/guardians must initial next to the Acceptable Use statement as well as sign the receipt and acknowledgement section of the Elementary Handbook before students will be granted access.

Cross Reference:

Board Policy 6.235, *Access to Electronic Networks*

Administrative Procedure 6.235-AP1 *Student Acceptable Use of Electronic Networks*

Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

Non-School-Sponsored Publications/Websites

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Principal, such as, before the beginning or ending of classes at a central location inside the building.

3. The Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4-7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference: Board Policy 7.310, <i>Restrictions on Publications</i>

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data

- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Section 8 - Search and Seizure

Search and Seizure

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

Access to Student Social Networking Passwords & Websites

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

Cross-references:

Board Policy 7.140, *Search and Seizure*

Board Policy 7.190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

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

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

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

Students

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:

Board Policy 7.140, *Search and Seizure*

Section 9 - Special Education**Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each "child with a disability" enrolled in the school. The term "child with disability" means a child between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of

the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)

_____ (phone number)

_____ (office location)

Discipline of Children with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (“IDEA”) and the Illinois State Board of Education’s *Special Education* rules when disciplining a child with a disability as defined under IDEA. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No child with a disability shall be expelled if the child’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Exemption from Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services 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.

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 above.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Cross Reference:

Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the Principal.

Cross Reference:

Board Policy 6.120, *Education of Children with Disabilities*

Exhibit 6.120-AP2,E1 *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

Related Service Logs

For a child with an individualized education program ("IEP"), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Cross Reference:

PRESS 7:340-AP1, *School Student Records*

Section 10 - Student Records, Privacy

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*

Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

Student Records

Definition

A school student record is any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

A school record does not include any of the following:

1. Writings or other recorded information maintained by an employee for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a substitute teacher ILCS 105 ILCS 10/2(d)
2. Information maintained by law enforcement professionals working in the school 105 ILCS 10/2(d)

Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

- (1) Basic identifying information;
- (2) Academic transcript; Report cards
- (3) Attendance record;
- (4) Record of release of permanent record information; and

- (5) High school State assessment test scores;

And may also consist of:

- (7) Honors and awards received; and
- (8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

- (1) A record of release of temporary record information;
- (2) Elementary State assessment test scores;
- (3) Completed home language survey form;
- (4) Information regarding serious infractions that resulted in discipline; and
- (5) Indicated Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act
- (6) Accident Reports
- (7) Health related information

And may also consist of:

- (7) Family background information;
- (8) Intelligence test scores, group and individual;
- (9) Aptitude test scores;
- (10) Reports of psychological evaluations;
- (11) Elementary and secondary achievement level test results;
- (12) Participation in co-curricular activities or athletics;
- (13) Honors and awards received;
- (14) Teacher anecdotal records;
- (15) Other disciplinary information;
- (16) Special education files;
- (17) Any verified reports or information from non-educational persons, agencies or organizations; and
- (18) Other verified information of clear relevance to the education of the student.

Inspection and Access

A parent or any person specifically designated as a representative by a parent has the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his or her school student permanent record. Costs for copies of school student records or any portion thereof shall be \$.15 per page, provided, however, no parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than 15 school days after the date of receipt of such request.

Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- (1) To a parent, student, or authorized representative;
- (2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
- (3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- (4) To any person for the purpose of research, statistical reporting, or planning;
- (5) Pursuant to a court order;
- (6) To any person as specifically required by State or federal law;
- (6.5) To juvenile authorities when necessary for the discharge of their official duties;
- (7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (8) To any person, with the prior specific dated written consent of the parent;
- (9) To a governmental agency in furtherance of an investigation of a student's school attendance;
- (10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
- (11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- (12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

Challenging Student Records

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

- 1) accuracy;
- 2) relevance; or
- 3) propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 10 business days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by

the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

- (1) The right to present evidence and to call witnesses;
- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 business days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 business days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

Directory Information

The district routinely discloses “directory” type information without consent. Directory information is limited to: student’s name, address, gender, grade level, and birth date and place, and parents’ names, mailing addresses, electronic mail addresses, and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal within 30 days of the date of this notice.

Destruction of School Student Records

The district destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

Adverse Action

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Section 11 - Parental Rights and Notifications

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, McLean County Unit 5 is notifying every parent that you have the right and may request information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If you would like to receive any of this information, please contact the school office.

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

Standardized Testing

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms. The Superintendent or designee shall develop and supervise a student assessment program that, at a minimum:

1. Administers the State assessment system, known as the Illinois Assessment of Readiness (IAR), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See Board policy 6.280.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7.340, and its implementing procedures govern recordkeeping and access issues.

Cross Reference:
Board Policy 6.340, *Student Testing and Assessment Programs*

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross Reference:Board Policy 6.60, *Curriculum Content*Administrative Procedure 6.60-AP1 *Comprehensive Health Education Program*Exhibit 6.60-E1, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes***Erin's Law- Child Protection**

"Erin's Law" (Public Act 96-1524) requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten through fifth grade will participate in the Second Step Child Protection program. Parents or guardians may see an overview of the program at <http://www.cfchildren.org/child-protection> or examine the instructional materials to be used for the lesson by contacting the school. Lessons are provided annually to all students in kindergarten through fifth grade.

Cross Reference:Board Policy 6.60-AP1 *Comprehensive Health Education***Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross Reference:Board Policy 6.140, *Education of Homeless Children*Administrative Procedure 6.140-AP1, *Education of Homeless Children***Parental Involvement (Title I)**

Schools that are eligible for Title I services have an annual meeting for all parents/guardians.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

If you have any questions, please contact the parent liaison for Title I services at the unit office, 309.557.4400

The school provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the State, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Title 1 District Coordinator at the unit office, 309.557.4400.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Coordinator of Title I services at the unit office, 309.557.4400.

The State's resources on parental involvement can be located at <http://illinoisparents.org/>. The State's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Cross Reference:
Board Policy 6.170, *Title I Programs*

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the Director of Multilingual Services, Leslie Romagnoli at the unit office, 309.557.4039.

Cross Reference:

Board Policy 6.160, *English Learners*

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations at the unit office 309.557.4000.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property in which case the Structural Pest Control Act shall control.

Cross Reference:

Board Policy 4.160-AP1, *Environmental Quality of Buildings and Grounds*

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:

Board Policy 5.90, *Abused and Neglected Child Reporting*

Asbestos Management Plans

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross Reference:

Board Policy 4.170, *Safety*

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.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the Superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the Principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross Reference:

Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

Sex Offender & Violent Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police website.

The Illinois State Police website contains the following:

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Illinois Sex Offender Registry, <http://www.isp.state.il.us/sor/>

Illinois Murderer and Violent Offender Against Youth Registry, <http://www.isp.state.il.us/cmvo/>

Cross Reference:

Board Policy 4.170, *Safety*

Exhibit 4.170-AP2,E1, *Informing Parents About Offender Community Notification Laws*

Title IX – Civil Rights

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX,

“No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..”

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

"McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies."

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309-557-4400

The Title IX Coordinator and 504 Coordinator may be reached at the same address.

- Attorney for the District--Title IX Coordinators
- Attorney for the District-- 504 Coordinator

Parent/Guardian Involvement**Parent-Teacher Conferences**

Periodically during the school year, scheduled Parent-Teacher Conferences may be held. We believe these conferences are one of the best methods of sharing information about your child. Parents/Guardians will be notified as to the date and time of these scheduled conferences. In addition to these conferences, parents or teachers are encouraged to request additional conference times whenever the need arises. Please call ahead or send a note indicating the desire for a conference. Catching the teacher in the hall or after school without prior notification or during Open House activities does not provide for the best parent-teacher communication.

Parent Groups

Parent groups help build a bridge between home and school. All parents are encouraged to become active members. A good working relationship between parents and school personnel is essential to a child's growth and educational progress. Please contact your school for contact names and meeting dates of your school's parent group.

Volunteers and Visitors

In order to ensure the safety of all students, Unit 5 requires a background check for the following volunteer groups: tutors, mentors, classroom assistants, office/clerical assistants, media center/library assistant, chaperones, and co-curricular assistants/workers. Please check with the office staff at your child's school for additional details.

Volunteers help increase the effectiveness of our educational program. They assist in a wide variety of ways including help in the IMC, office, and classrooms.

All parents, guardians, and other visitors are required by law to report to the principal's office upon arrival at any school. They need to sign-in in the office and wear an ID Badge indicating they are visitors. When visitors leave, they should stop in the office to sign-out and return the ID Badge.

Parents and guardians are invited to visit classrooms during the school year, but to avoid testing days, and the weeks prior to and following vacation periods. Small children with parents frequently disturb the classroom process. Students who have school age guests visiting in their homes from out of town must obtain permission from the principal to bring those guests to school.

Cross Reference:

Board Policy 6.250, *Community Resource Persons and School Volunteers*

Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and School Volunteers*

Exhibit 6.250-E1, *Volunteer Information Form and Waiver of Liability*

Protective Orders and Divorce Decrees

It is the policy of Unit 5 that each school cooperates as much as is reasonably possible with all parents/guardians of students in Unit 5. It is also important that teachers and administrators not become involved or embroiled in custody matters and enforcement of protective orders. If a situation arises in which a parent defies a protective order or custody agreement at school, every effort will be made to contact the other parent and/or the local police. The police agency should have information about the orders of protection and enforcement of those orders.

Enforcement of Visitation Rights

The Unit 5 school district is not to become involved in the enforcement of visitation rights. Administrators and teachers cannot become involved in determining who is to have what week and/or daily custody or visitation rights even when the schools have a copy of a divorce decree that states visitation and custody rights.

McLean County Unit District No. 5
Exhibit

Appendix

Online Privacy Statement

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

1) Network Traffic Logs ~ In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

2) Website Visit Logs ~ District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

3) Cookies ~ Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

4) Information Voluntarily Provided by You ~ In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites ~ District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

McLean County Unit District No. 5

Exhibit

Student Authorization of Acceptable Use of Electronic Networks**User Signature of Agreement:**

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print): _____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____

Date: _____

Office Use Only:

Date Received for File: _____ **By:** _____

McLean County Unit District No. 5

Exhibit

Acceptable Use Letter to Parents/Guardians

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed _____

Date _____



McLean County Unit District No. 5

District 87/Unit 5

**MEDICATION AUTHORIZATION FORM**

Name: _____ **Date of Birth:** _____
 (Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:

PHYSICIAN'S ADDRESS:

PHONE:

Medication:

Purpose of Medication/Diagnosis:

Form: (i.e. tab, injection, etc.)

If medicine to be given "when needed." Describe indications:

How soon can it be repeated?

Is child authorized to medicate herself/himself?

List significant side effects:

Length of time this treatment is recommended:

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?

Yes

No

Date _____
 Nurse's Initials _____

Physician's Signature **Only**

Physician's Telephone _____

McLean County Unit District No. 5

Exhibit**Exhibit Request for Authorized Personnel to Perform a Procedure at School****TO THE LICENSED PRESCRIBER:**

When it is necessary for a student to have a physician-prescribed procedure performed at school, the following information **must be provided**:

_____ is to have
(Name of Student)

_____ at _____
(Name of Procedure) (Time(s) of Day)

Special Instructions _____

Prescriber's Name (Print or Stamp) _____

Prescriber's Signature _____

Telephone _____ Date _____

Medication student takes at home or at school _____

TO THE PARENT OR GUARDIAN

I authorize McLean County Unit District No. 5 personnel to perform the procedure(s) prescribed above for my student:

_____. I acknowledge that it may be necessary for the procedure to be performed by an individual other than a school nurse, and specifically consent to such practices. I agree to provide the school with all necessary supplies and equipment for the performance of the procedure. I also consent to the sharing of relevant medical information between the school and the physician's office. I agree, on behalf of myself, my spouse and my child, to indemnify and hold harmless McLean County Unit District No. 5 and its board members, officers, employees and agents from and against any claims, suits or damages in any way relating to the procedure, except for claims based on willful and wanton misconduct.

Parent or Guardian Signature _____

Address _____

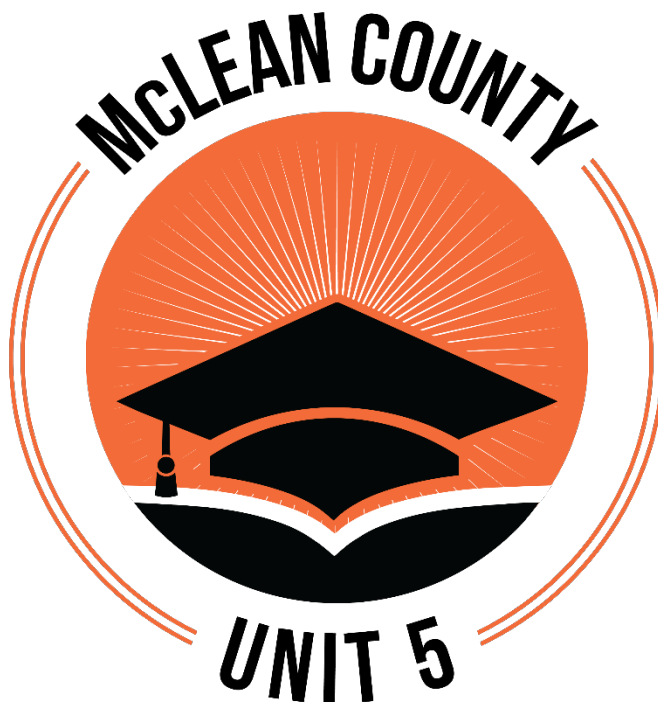
Telephone _____

Date _____ Nurse's Initials _____

McLean County Unit District No. 5

Junior High School Handbook

2021-2022



**Chiddix Junior High School
Evans Junior High School
Kingsley Junior High School
Parkside Junior High School**

McLean County Unit District No. 5

Chiddix Junior High School

300 S. Walnut Street

Normal, Illinois 61761

Main Line: (309) 557.4405

Attendance Line: (309) 557.4454

Fax: (309) 557.4506

Web address: www.unit5.org/cjhs

Mr. Jim Allen, Principal

Mrs. Elisa Palmer, Associate Principal

Evans Junior High School

2901 Morrissey Drive

Bloomington, Illinois 61704

Main Line: (309) 557.4406

Attendance Line: (309) 557.4455

Fax: (309) 557.4507

Web address: www.unit5.org/ejhs

Mr. Christopher McGraw, Principal

Ms. Rachael Hernandez, Associate Principal

Kingsley Junior High School

303 Kingsley Street

Normal, Illinois 61761

Main Line: (309) 557.4407

Attendance Line: (309) 557.4456

Fax: (309) 557.4508

Web address: www.unit5.org/kjhs

Ms. Stacie France, Principal

Mr. Shane Hill, Associate Principal

Mr. Dennis Larson, Assistant Principal

Parkside Junior High School

101 N. Parkside Road

Normal, Illinois 61761

Main Line: (309) 557.4408

Attendance Line: (309) 557.4457

Fax: (309) 557.4912

Web address: www.unit5.org/pjhs

Ms. Karrah Jensen, Principal

Mr. Jon Haws, Associate Principal

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McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339
 Phone: 309.557.4400 ~ Fax: 309.557.4501
 Web: WWW.UNIT5.ORG
 General E-mail: DISTRICT@UNIT5.ORG

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Kim Stewart, Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

557.4400

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching and Learning	557.4400
Leslie Romagnoli, Director of Multilingual Services	557.4400
Kris Pennington, Early Learning Coordinator	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400

Human Resources

Rodger Baldwin, Director of Human Resources	557.4400
Monica Wilks, Human Resources Coordinator	557.4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Jeff Malinowski, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4103

Doug Johnson, Supervisor – Maintenance/Grounds Services	557.4103
Craig Montgomery, Supervisor – Custodial Services	557.4103
JoAnna Rewerts, Director of Food Service	557.4437

SECTION 1 - GENERAL INFORMATION AND NOTICES

OVERVIEW

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website WWW.UNIT5.ORG/BOARD/POLICIES/ or at the Board office, located 1809 West Hovey Avenue, Normal, Illinois for current information.

McLEAN COUNTY UNIT 5 SCHOOLS MISSION STATEMENT

"Unit 5 will educate each student to achieve personal excellence."

McLEAN COUNTY UNIT 5 SCHOOLS DIVERSITY STATEMENT

Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the District will continue to establish and achieve diversity goals that will enrich our educational community. Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Director of Communications/Community Relations
Diversity Officer

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, identifying their name, the date and time of arrival, and the classroom or location they are visiting, show identification, and wear a visitor's badge. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office to sign out and return their badge before leaving the school.

Visitors are expected to abide by all school policies and procedures during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:
Board Policy 8.30, *Visitors to and Conduct on School Property*

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

Cross Reference:

Board Policy 6.100, *Using Animals in the Educational Program*

Exhibit 6.100-E1, *Guidelines and Application for Using Animals in School Facilities*

SCHOOL VOLUNTEERS AND VISITORS

All school volunteers must complete the “Volunteer Information Form and Waiver of Liability” and be approved by the Building Principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Building Principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:

Board Policy 6.250, *Community Resource Persons and Volunteers*

Administrative Procedure 6.250-AP1 *Securing and Screening Resource Persons and Volunteers*

Exhibit 6.250-E1 *Volunteer Information Form and Waiver of Liability*

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station and the Unit 5 website to be advised of school closings. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If schools dismiss early for an emergency, all after-school functions are automatically cancelled.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross Reference:

Board Policy 4.110, *Transportation*

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities. The District will provide auxiliary aids or services where necessary and appropriate. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

Board Policy 8.70, *Accommodating Individuals with Disabilities*

MCLEAN COUNTY UNIT 5 MEAL PROGRAMS INFORMATION

McLean County Unit District 5 uses the family portal computerized point of sale system to track meal deposits and purchases. Parents and guardians may view activity in their accounts through the family portal from the McLean County Unit 5 webpage at www.unit5.org. Accounts are usually updated by 5 pm each day.

ENTERING PAYMENTS ONLINE USING FAMILY PORTAL

Parents may enter Visa or MasterCard payments from the Food Service tab in the family portal. Instructions for entering lunch payments through Family Access are available at www.unit5.org. Online payments are processed in “real time” and a confirmation email will be sent when credit card payments are added to your account.

IDENTIFYING STUDENTS IN THE BREAKFAST & LUNCH LINES

To identify students in the breakfast and lunch lines, each student enters a five digit personal identification number (pin) at the end of the serving line. Please remind your child not to share their pin number.

FOOD SERVICE ACCOUNT

Each family will have a food service account. If you have children in elementary or high school, all family members’ purchases will be deducted from the same account. Deposits are made to one family account and the price of each child’s lunch is subtracted from that account. Your head of household’s username will give you access to view payments and purchases as well as enter payments online. If you need a username and password please contact the school office. If you would like separate lunch accounts for your children, please call the Food Service office at 309-557-4437. Once students have individual accounts, deposits must be sent separately for each student.

Please send deposits in an envelope listing student’s legal name, head of household’s full name and amount to deposit into the family account. Envelopes are available in the junior high cafeterias, and a drop box is located on the serving room door. Deposits in the drop box by 9:30 a.m. will be in your child’s account before lunch that same day. Checks should be made payable to McLean County Unit 5 Food Service. The meal costs for breakfast and lunch are posted on the menus at unit5.org. Please do not combine checks for anything else with your food service deposit. There will be no change given. Whatever you send will be deposited into your account. Any checks returned from the bank will be subtracted from the lunch account and a \$25 fee will be charged for each returned check.

If students have a negative balance in their account, they will be offered a substitute lunch (such as peanut butter, crackers, milk, and fruit/vegetable) and charged for the cost. If the negative balance continues, the account will be turned over to collections.

Please use the family portal to view your child’s account transactions. If you have any questions or concerns about your account please call the food service office (309-557-4437) as soon as possible. Adjustments to accounts must be made within 10 days of month end. If there is money left in the account at the end of the school year, the balance will be rolled over to the family account for the next school year. Families leaving the District should send a letter to the Food Service Office requesting payment of remaining balance. The District will refund balances that are over the cost of processing the refund check.

ALA CARTE PURCHASES

In addition to the lunch choices, students have the option of purchasing ala carte items each day. Some of our most popular choices are: the lunch entrée: bottled juice, cookie, or breadsticks w/pizza sauce. Please talk to your children to determine the amount of money needed in their account to cover these costs. If you prefer that your child be allowed to purchase only lunch and no ala carte items, please call the Food Service office at 309-557-4437.

STUDENTS QUALIFYING FOR FREE OR REDUCED-PRICED MEALS

Students that qualify for free meals do not need to deposit money for lunch. If your child wishes to purchase ala carte items, such as extra entrée, cookie, or bottled juice, you will need to deposit money for those items. The steps for payment are the same as described above.

Thank you for supporting the school breakfast & lunch programs. We hope this system will be convenient for you and your family. If you have any questions or concerns, please call 309-557-4437.

SECTION 2 - ACADEMIC PROGRAM**OVERVIEW**

The junior high school curriculum offers students a wide variety of educational experiences designed to enrich and intellectually challenge all students. Students in 6th, 7th and 8th grade will take a core group of classes consisting of Language Arts, Literature and Composition, Math, Science, and Social Studies. All students will take Physical

Education/Health. This is a yearlong course that combines physical fitness and conditioning, team and individual activities, and 6 weeks of classroom instruction in health education.

Students also enroll in a series of semester long elective classes. In 6th and 7th grade, this may include Art, Computers, Digital Media, FACS, and Gateway to Technology. In 8th grade, two semester long elective course options will be available from the following areas: Art, Digital Media, FACS, and Gateway to Technology.

In 6th, 7th and 8th grade, all music is an elective in which students may enroll in band, orchestra or chorus. Foreign language is also an elective in 8th grade, and includes choices in French, Spanish or German. These are high school courses and are offered during zero hour at each high school. Parents are required to transport students to the high school and they will return to their middle school via district transportation. Foreign language is a yearlong course and students that enroll will remain in the class for the duration of the year.

Specialized education programs are available that provide services for students with special needs. Their services include gifted education programs, 504 services, speech and language programs, CARES plans, and a variety of special education programs to meet the needs of all learners.

INSTRUCTIONAL MATERIALS CENTER

The IMC provides Information Literacy Instruction and 21st Century Skills through collaboration with classroom teachers. Various materials including print, audio, and online resources are available for use and check out; the loan period for most items is three weeks. Students are assessed late fees per school day per item if not returned by the due date. The IMC also promotes lifelong learning and reading through collaboration with the local public libraries and other Junior High libraries in programming and special events.

PHYSICAL EDUCATION

The basic uniform for physical education class consists of black shorts, grey T-shirt, socks and gym shoes. The student's last name should be on the back of the shirt in black letters and should also be on all other pieces of clothing and equipment. Towels must be brought from home.

MEDICAL EXCUSE FROM PHYSICAL EDUCATION/HEALTH

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

RELIGIOUS EXEMPTION FROM PHYSICAL EDUCATION/HEALTH

Students may be excused from physical education courses based on religious prohibitions. A student must present an appropriate excuse from his/her guardian or a member of the clergy. 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.

Cross references:

Board Policy 7.260, *Exemption from Physical Activity*

COMPUTER TECHNOLOGY

Unit 5 provides access to a variety of electronic devices, networking systems and software in order to promote educational excellence. Students who violate terms of the District's Acceptable Use of Electronic Networks Policy and related procedures will lose the privilege of using these resources and may also receive disciplinary action ranging from detention, suspension, expulsion, and/or appropriate legal action.

HOMEWORK

The assignment of homework serves several purposes. It provides opportunities for students to reinforce and practice newly acquired skills or to apply recent learning to real-life situations. Homework may also consist of assignments that help students prepare for class participation. Extended homework assignments provide students the opportunity to apply time management and organization skills in order to monitor and complete assignments within the allotted time frame.

The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

GRADE REPORTS

Student Academic Grade Reports are available through the parent portal link from either the Unit 5 website or the individual school website. Academic Report Cards are not mailed to parents with 6th – 12th grade students who have internet access, unless requested through the Guidance Office. If parents do not have internet access, your student's Academic Report Cards will be mailed to you at the end of each nine-week grading period. Parents/guardians are invited to contact teachers or counselors with any questions or comments regarding grades.

SECTION 3 - ATTENDANCE & PROMOTION**ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross references:
Board Policy 7.70, *Attendance and Truancy*

ARRIVAL TIME PROCEDURE**OVERVIEW**

The school day starts at 8:45 a.m. The school will open for students at 8:20 a.m. All students must enter the building through the front doors. After students arrive on school grounds, they must stay until the end of the scheduled day. Leaving school grounds without permission after arrival is not permitted and will result in consequences ranging from a verbal reprimand to suspension from school.

DISMISSAL TIME PROCEDURE

At the end of the school day, students are expected to go to their lockers immediately and then leave the classroom area promptly, unless they have a scheduled activity or a meeting with a teacher. Students are to leave the building by 3:55 p.m.

Unit 5 Bus Riders

All students who are transported by Unit 5 buses must exit through the doors designated by the building administration.

Car Transportation

All students who are picked up after school by car should exit the building and be picked up in a location designated by the building administration.

Walkers

Walkers must exit through the doors designated by the building administration. Walkers may not be on the bus lane, or they will be treated as if they were out of their assigned area.

EARLY DISMISSAL

When weather requires that school be dismissed early, notification will be given to the news media so parents/guardians will know when school will be dismissed. All school functions are cancelled when school is dismissed early, unless a team is involved in IESA State Tournament play.

Student Absences

There are two types of absences: excused and unexcused as defined below. The school may require documentation explaining the reason for the student's absence.

Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

- Illness or injury
- Serious illness or death in the family
- Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required)
- Unavoidable accident or emergency
- Official school trips
- Observance of a Religious holiday or event
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
- Court Appearance (beyond student's control)
- Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
- Military Family Absence*
- Other situations beyond the control of the student as determined by the board of Education in Board Policy 7.70

*A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

- Lack of a ride to school
- Missing the school bus
- Oversleeping
- Participation in non-school sponsored activities
- Personal business
- Private vehicle breakdown or failure to start
- Vacation

Please note that by state law, students must be in academic classes 300 minutes a day (not including passing time) to receive a full day of attendance credit and 150 minutes to receive a half day attendance credit.

The school may require documentation explaining the reason for the student's absence.

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the Attendance Line before 8:45 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 10:45 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the

attendance line. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.

Procedure for Leaving School Early

1. A parent/guardian must call the school to make arrangements for a student to check out early. This call should be made in advance when possible.
2. If the student's check out time is during a class period, the pass will be delivered to the classroom. If his/her check out time is during a passing period, the student may report directly to the office.
3. At the appropriate time, the student should report to the office and sign the Student Check-Out List. The student's copy of the Absent/Tardy Notice will be kept in the office until he/she returns to school.
4. All students checking out early must be picked up in the office and signed out by a parent or guardian, unless specific alternate arrangements have been approved.

If a student returns to school during the same school day in which the student left early, the student must report to the office to pick up his/her Absent/Tardy Notice, which will be the student's pass for re-admission to class.

Procedure for Arriving Late to School

1. If students are not in their first period class at 8:45 a.m., they must check in at the main office before reporting to any class. If the tardiness was not previously reported, the student's parent/guardian may be contacted.
2. Students will be given the yellow copy of an Absent/Tardy Notice with which they will be admitted to class that day. This copy is for the student to keep.
3. Students will receive progressive consequences for repeated unexcused tardies.

Prearranged Absences

Any time that students know in advance that they will be absent from school due to family vacation, required court appearance, or unavoidable circumstances not considered as excused, the parent or guardian must contact the Associate Principal to request a Prearranged Absence. It is the student's responsibility to secure a prearranged Absent/Tardy Notice from the office and to make arrangements with each of his/her teachers regarding assignments. This should be done at least three days prior to his/her absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

WITHDRAWAL FROM SCHOOL

Parents must notify the guidance office of their student's intent to withdraw. On the student's last day of attendance he/she must report to the guidance office before school. After the student checks out of each class and clears all financial obligations, he/she will be eligible for a refund of the unused portion of registration fees. The student's records will be forwarded as soon as the guidance office receives written authorization for the records to be released.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

Board Policy 7.80, *Release Time for Religious Instruction/ Observance*

ATTENDANCE AT SCHOOL ACTIVITIES

Students must be in regular school attendance all day on the day of an activity in order to be eligible to participate in or attend any after school co-curricular activity. Exceptions due to unusual circumstances may be granted only by a building administrator.

Students leaving the building during any co-curricular activities, athletic games, etc. will not be re-admitted to the scheduled event. Exceptions due to unusual circumstances may be granted only by the administration.

MAKE-UP WORK

For all absences, a student will be permitted to make up any missed work, including homework and tests. The student is responsible for obtaining assignments from his/her teachers.

Arranging Make-Up Work

- If a student will be out of school two or more days, the parent/guardian should contact the school before 9:00 a.m. on the second day of absence. Assignments will be available for pickup after 2:45 p.m. that day.
- If a student will be absent two weeks or more, the parent/guardian should contact their student's counselor to inquire about homebound instruction.

Make-Up Work for Absences

All assignments and tests missed due to absence must be made up, regardless of the reason for a student's absence. Students will generally be allowed the number of days absent, not to exceed one week, to make up work missed due to absence. However, students may be required to take previously announced tests or turn in long-term assignments and projects on the day they return to school.

It is the responsibility of each student to get class notes or other material missed due to an absence. The student's teacher or other students may be contacted to get these materials. Students should be fully prepared to take any announced exam that was scheduled before his/her absence. The following guidelines should be used in setting deadlines for completion of make-up work:

- Make-up - given one day's notice, a student may be required to take a test or complete other make-up work at a prearranged time. The penalty for not completing this work will be decided by the teacher. The student must meet deadlines for tests and class work. It is the student's responsibility to be aware of all class assignments.
- Prearranged - as determined prior to absence.
- School-Initiated Absence (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. A student may be excluded from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor, or coach as early as possible to discuss any such problems.

Cross Reference:

Board Policy 7.70, *Attendance and Truancy*

TRUANCY

A "truant" is defined as an unauthorized absence from homeroom, an entire class or classes a child who is subject to compulsory school attendance and who is absent without "valid cause" (see Excused Absences above) from such

attendance for more than 1% but less than 5% of the past 180 school days. A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without “valid cause” from such attendance for 5% or more of the previous 180 regular attendance days. A “truant minor” is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, If a student is truant, the following consequences will be applied. School will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE’s online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Additionally, a citation from the truancy issue to the School Resource Officer may be assigned or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District’s normal registration process at any time.

Cross Reference:
Board Policy 7.70, *Attendance and Truancy*

FALSIFICATION OF ATTENDANCE INFORMATION

Accurate attendance information is required by the State of Illinois and is important to ensuring student safety. Students may not falsify, or contribute to falsification of, attendance information through either written or telephone means. Violators of this provision will be subject to a detention, or suspension from school.

CHRONIC ABSENTEEISM

Parents/Guardians may receive automated notifications of their child’s absences.

According to the State Board of Education Excessive Absenteeism is defined as those students who have missed 5% out of the last 180 school days.

Therefore, during the school year, the school will be requesting medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school nurse, the student's counselor and an administrator. The purpose will be to discuss the reasons for those absences.

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence

be understood and reviewed regularly.

“Chronic absence” means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a “valid cause” and out-of-school suspensions for an enrolled student.

“Student” means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student’s absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student’s chronic absenteeism, including requesting documentation for absences and interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student’s attendance problem. Students with excessive absences will be subject to administrative consequences.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time, or on an intermittent basis because of a medical condition, may be eligible for instruction in the student’s home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student’s individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction: (1) before the birth of the child when the student’s physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction; and (2) as well as for up to 3 months after the child’s birth or a miscarriage.

Cross Reference:
Board Policy 6.150, *Home and Hospital Instruction*

GRADING & PROMOTION

School report cards are electronically posted to the parent portal each semester. Parents can view grades at any time throughout the year by logging in to the Infinite Campus Parent Portal. For questions regarding grades, please contact the classroom teacher.

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

Cross Reference:
Board Policy 6.280, *Grading and Promotion*

SECTION 4 - STUDENT FEES

OVERVIEW

The district establishes fees and charges to fund certain school activities. Some students may not be able to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay or owes money for a meal.

Fees for 2021-2022 School Year

All Grades	\$125.00
Middle School Before School Program	\$ 85.00 (Per Quarter)
Activity Fee	\$ 85.00 (Per Activity)
Technology Fee	\$ 55.00
1:1 Device Rental Fee	
Grade 6, 7 & 8 (Chrome Book)	\$ 0.00
Breakfast Prices	\$ 1.50
Reduced	\$ 0.30
Lunch Prices	\$ 2.40
Reduced	\$ 0.40
Extra Milk	\$ 0.55

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES

Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the following prerequisite is met:

- The student currently lives in a household that meets the income guidelines, with the same limits based on household size that are used for the federal free meals program.

The Building Principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The Building Principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the Building Principal.

Cross Reference:

Board Policy 4.140, *Waiver of Student Fees*

Administrative Procedure 4.140-AP1, *Fines, Fees, and Charges – Waiver of Student Fees*

Exhibit 4.140-E1, *Application for Fee Waiver*

SECTION 5 - TRANSPORTATION & PARKING

OVERVIEW

Many students must be transported to school by bus. The Unit 5 Transportation Director will make bus assignments for eligible students. Any request for a change in bus assignment or for a change in pick-up or departure point must be made to the Transportation Director.

The telephone number is 557-4287 (557-4BUS).

BUS TRANSPORTATION

Bus Assignment

- All bus riders must ride their assigned bus to and from school.
- Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents or the Transportation Department.
- Bus riders having a friend ride the bus to or from school must have written permission from their parents and the Transportation Department.

Bus Service

- The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.
- The driver is not required to wait at any loading point; therefore, be ready to board the bus five (5) minutes ahead of your designated stop time.
- Bus service will be available if inclement weather causes early dismissal. See information under Section 2-Attendance and Promotion "Emergency School Closings."

GENERAL RULES FOR UNIT 5 SCHOOL BUS RIDERS

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal.

Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

1. Bus behavior has the same expectations as the school/classroom.
2. Talking and other distractions to the driver must be kept to a minimum.
3. No talking at all when the bus comes to a railroad crossing, so the driver can hear any approaching trains.
4. While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
5. Get permission before opening a window, and do not throw or stick anything out of the window.
6. There is to be no loud talking and/or yelling on the bus.
7. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
8. While unloading, let the student closest to the front get off the bus first.
9. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
10. No inappropriate use of cell phones will be allowed on the bus (i.e. taking pictures, movies, recordings, etc.).

In the interest of the student's safety, and in compliance with State law, students are expected to observe the following rules:

- Be waiting at your bus stop on time.
- Enter and exit the bus only when the bus is fully stopped.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.

GROSS MISCONDUCT

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

- Prohibited student conduct as defined in the Student Discipline policies.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration.

BUS DISCIPLINE

The driver may report students who refuse to follow the bus behavior rules or maintain appropriate behavior to the school office for disciplinary action. Depending on the severity of the offense and past bus behavioral concerns, consequences will range from a student conference to an out of school suspension.

Frequent or severe reports may result in an immediate bus suspension and referral to the Board of Education for possible suspension from the bus for the remainder of the school year. Bus riding is a privilege that may be revoked.

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. Additionally, the School Board may suspend the student from riding the bus for a period in excess of 10 days if the student has engaged in gross disobedience or misconduct that endangers others. Parents will be liable for any defacing or damage students do to the bus.

Video and audio recording devices may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Recordings may be used for the purposes of investigation into misconduct or accidents on the bus.

PRIVATE TRANSPORTATION

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents may call the office regarding transportation arrangements with anyone other than an appropriate family member or a Unit 5 school bus.

BICYCLES

Bicycles may be parked in the bicycle racks located at each school. Bicycles should always be locked when unattended.

Ride safely by observing the following practices:

- Obey all traffic signs and regulations.
- Stay to the right.
- Ride single file.
- Yield to motor vehicles and pedestrians.
- Signal your intentions.
- Do not ride near vehicles parked in the parking lot.

PEDESTRIANS

Students are expected to use sidewalks wherever available and to observe safety precautions when crossing streets.

TRANSPORTATION FOR SCHOOL ACTIVITIES

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent to arrange safe transportation.

PARKING

The school has many locations available for school visitor parking.

Vehicles MAY NOT be parked or located in the BUS LANES or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Cross Reference:
 Board Policy 4.110, *Transportation*
 Administrative Procedure 4.170-AP3, *School Bus Safety Rules*
 Board Policy 7.220, *Bus Conduct*
 Administrative Procedure 7.220-AP1, *Electronic Recordings on School Buses*

SECTION 6 - HEALTH & SAFETY

SCHOOL NURSE

The Nurse's Office is accessible through the main office. If a student becomes ill or injured, he/she should report to the Nurse's Office with a Hall Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. The parent/guardian should contact the nurse with regard to any health-related problems or concerns.

PROCEDURES

1. If you become ill or injured during the school day, report to the Nurse's Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse's Office on the sign-in sheet on the nurse's desk.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/ guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.

ILLNESS OR ACCIDENTS AT SCHOOL

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for children which includes accident insurance. Information about the All Kids program can be found at www.illinois.gov/hfs/medicalprograms/allkids.

Cross Reference:
 Board Policy 4.170, *Safety*

EMERGENCY NUMBERS

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: “If a child does not comply...then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately.”

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. *Sports physicals are NOT accepted for this requirement.* It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents/guardians who object to the health examination or immunizations on religious grounds must present an “Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination” form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf> to the local school authority. This form must be signed by both the parent/guardian and the child’s health care provider responsible for performing the child’s health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for students in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

EYE EXAMINATION

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois School to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school by the first day of school.

DENTAL EXAMINATION

Effective July 1, 2005 – Public Act 93-946 requires all Illinois children in kindergarten, second and sixth grades to have an oral health exam. Each child shall present proof of exam by a dentist prior to May 15 of the school year.

EXEMPTIONS

A student will be exempted from the above requirements for:

- Religious grounds if the student’s parent/guardian presents to the Building Principal an “Illinois Certificate of Religious Exemption” form signed by both the parent/guardian and the health care provider;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;

- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

Board Policy 7.100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

STUDENT 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 and healthcare provider with prescriptive authority must complete a School Medication Authorization Form requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a School Medication Authorization Form has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

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 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a School Medication Authorization Form. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. 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, including asthma medication, epinephrine injector, or medication required under a qualifying plan, or the storage of any medication by school personnel. 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 asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver 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:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused 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.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 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.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication 255

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

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Cross References:

Board Policy 7.270, *Administering Medicines to Students*

Administrative Procedure 7.270-AP1, *Dispensing Medication*

Exhibit 7.270-E1, *School Medication Authorization Form*

FAILURE TO FOLLOW MEDICAL PROCEDURES

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to consequences ranging from suspension or a recommendation for expulsion, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

STUDENT CONCUSSIONS AND HEAD INJURIES

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with the Unit 5 Concussion Staging Document, signed by the student, the student's parent/guardian, and the student's physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

VISION AND HEARING SCREENINGS

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

DISABILITY ASSISTANCE

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

HEALTH INFORMATION

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers

or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

COUNSELING

Each building has counselors available to assist students who require additional assistance. Counselors will assist students in several areas including the following:

- Personal/Social - peer relationships, communication, and decision-making.
- Educational – study habits, homework, student/teacher relationships, grades, course selection.
- Vocational – career information and exploration, interests, abilities, career planning, and training opportunities.
- Testing – achievement, ability, and aptitude.

Students will be assigned a particular counselor; however, students can request to talk to the counselor of their choice. The services of a school psychologist and school social worker are also available through the Counseling Office.

Cross Reference:
Board Policy 6.270, *Guidance and Counseling Programs*

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of:

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement drill to address an active shooter incident.

There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross References:
Board Policy 4.170, *Safety*
Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

REUNIFICATION SITE

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for the following junior high schools:

School	Reunification Site
CJHS	Eastview Christian Church
EJHS	Eastview Christian Church
KJHS	Eastview Christian Church
PJHS	Eastview Christian Church

COMMUNICABLE DISEASES

For everyone's protection, sick students must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.

- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- The parent/guardian is required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
- The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross References:

Board Policy 7.280, *Communicable and Chronic Infectious Disease*

Administrative Procedure 7.280-AP1, *Managing Students with Communicable or Infectious Diseases*

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. The parent/guardian is required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or Building Principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross References:

Board Policy 7.250, *Student Support Services*

STUDENT INSURANCE

A low cost accident policy is available to all students. While the school has no obligation in case of an accident, the District is glad to make available this limited policy. Briefly, students may be insured for accidents which may occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices or online.

CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

It is the parent/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent/guardian's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent/guardian before they will be implemented. Please contact your School Nurse for further information.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504.

Our school district also may be able to appropriately meet a student's needs through other means (from below).

Cross References:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

PROCEDURES AT SCHOOLS

If a student must have a medical procedure performed at school to protect their health and well-being, an “Authorized School Personnel to Perform a Medical Procedure” form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian. The form is included in the back of the handbook. No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until this form is received by the school. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.

Reasonable accommodations will be made by Unit 5 schools to insure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician’s assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

Cross References:

Board Policy 7.270, *Administering Medicines to Students*

Administrative Procedure 7.270-AP1, *Dispensing Medication*

Exhibit 7.270-E1, *School Medication Authorization Form*

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross References:

Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

TREATS AND SNACKS [K-8]

Due to health concerns, allergies and scheduling, snacks for any occasion must be arranged in advance with the classroom teacher. All snacks must be store bought. No homemade snacks are allowed at school. Birthday recognitions cannot include food items. The decision will be left up to each school as to how they would like to recognize a student's birthday, but it cannot include food items.

Cross References:

Board Policy 7.285, *Food Allergy Management Program*

Administrative Procedure 7.285-AP1, *Implementing a Food Allergy Management Program*

Exhibit 7.285-E1, *Food Allergy Awareness*

Board Policy No. 6.50 *School Wellness*

BUILDING SECURITY

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked with the exception of the front doors outside the office.

All visitors to the building are required to check into the office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay. We encourage everyone to cooperate in providing a safe learning environment for the children.

SECTION 7 - DISCIPLINE & CONDUCT

STUDENT BEHAVIOR

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.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

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.
5. During periods of remote learning.

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, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling, or offering for sale 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, bartering, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription medication when not prescribed for the student by a physician, or licensed practitioner when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 2.270. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
 - f. 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.
- g. 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.
 - h. "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, or 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.
 - i. 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.
 - j. 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 knife, a "weapon", as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
 5. Students are allowed to possess and use electronic mobile devices before 8:45 a.m. and after 3:45 p.m., provided they do not cause a disruption. Throughout the school day, devices should not be seen but rather kept in a student's locker or backpack. Students may use devices during school hours if:
 - a. The supervising staff member grants permission;
 - b. Use of the device is provided in a student's IEP; or
 - c. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, smart watch, or other similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the devices to take photographs in locker rooms or bathrooms, cheat, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, including but not limited to 'sexting' or physical aggression.
 6. 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.
 7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, or wrongfully obtaining test copies or scores.
 8. 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, bullying using a school computer or a school computer network, or other comparable conduct.
 9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
 10. Teen dating violence, as described in Board policy 7.185, *Teen Dating Violence Prohibited*.
 11. Causing or attempting to cause damage to, or stealing or attempting to steal, or relocating personal or school property or another person's personal property.
 12. Entering school property or a school facility without proper authorization.

13. 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, a school bus, or at any school activity.
14. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
15. 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.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied with the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an 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.
20. Engaging in any activity, on or off campus, that: interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Students are not allowed to receive deliveries during school hours including, but not limited to food items (Pizza, etc.) gifts (bouquets, balloons, etc.). Any deliveries will remain in the office until the end of the school day. Deliveries for food items will be refused, unless arranged in advance with school administration.

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 where 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, supports and progressive discipline, 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 a disciplinary consequence.

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 may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.

6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention 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 may use this option 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 handbook 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 is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or expulsion will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified 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.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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 uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);

4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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 theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.



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, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 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 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, Associate Building Principal, Assistant Building Principal or School Administration Manager (SAM) 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 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

STUDENT HANDBOOK

The Superintendent or designee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be posted on the district and school websites after July 1st.

GANG AND GANG ACTIVITY

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross references:

Board Policy 7.190, *Student Behavior*

Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

VANDALISM/DAMAGE TO PROPERTY

Students will be held responsible for damaging or defacing school property or the property of others in any way. Students will pay appropriate restitution for the repair, clean up, or replacement of affected property and will be subject to other disciplinary action as deemed appropriate by the school administration. The offender may be reported to appropriate law enforcement agencies

BULLYING, INTIMIDATION AND HARASSMENT

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon actual or perceived race, color, nationality, 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 the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying 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: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct; name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student Nondiscrimination Coordinator, a school counselor or building administrator or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Contact the school or district office for the name(s) of the Nondiscrimination Coordinator and/or Complaint Managers.

TEEN DATING VIOLENCE PROHIBITED

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

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. *Board policy 7.20*. This policy prohibits any person from harassing intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. *Board policy 7.180*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence
 - b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board policy 7.20*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in *Board policy 6.60*. 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Cross-references:

Board Policy 2.260, *Uniform Grievance Procedure*

Board Policy 7.20, *Harassment of Students Prohibited*

Board Policy 7.180, *Prevention and Response to Bullying, Intimidation, and Harassment*

Board Policy 7.185, *Teen Dating Violence Prohibited*

Board Policy 7.190, *Student Behavior*

THEFT OR POSSESSION OF STOLEN PROPERTY

Students responsible for stealing school or private property or for being in possession of stolen property or property reported as stolen will be subject to up to a ten (10) day suspension from school. Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," or "I didn't know it was there" will not be acceptable reasons for a student to be in possession of lost or stolen property. Those responsible for theft or possession of stolen property may also be reported to the appropriate law enforcement agency.

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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated 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 remove students from a classroom for disruptive behavior.

The Superintendent, Principal, Associate Principal 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 (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

Cross References:
Board Policy 7.190, *Student Discipline*
7.190-AP2, *Gang Activity Prohibited*

OBSTRUCTION OF AN INVESTIGATION

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and delay the prompt resolution of school related problems. Students will be subject to detention assignments, or suspension from school. Students who obstruct an investigation may also be reported to appropriate law enforcement agencies.

INSUBORDINATION

Students have an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to identify themselves to any staff member in regard to all aspects of their behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in detention(s), suspension or a possible expulsion recommendation.

BEHAVIOR AT SCHOOL ACTIVITIES

School activities, including events held away from the school facility, are an extension of the educational program. The same standards of conduct apply when students attend school activities as apply during the school day.

FIGHTING

Fighting presents a substantial threat to both personal safety and reasonable order within the school and will not be tolerated. A fight will be defined as "two or more individuals involved in aggressive physical contact with one another." Students need to avoid a physical confrontation at all costs. If this situation is present, students must walk away and report to an adult immediately. Students involved in a first incident of fighting will be subject to suspension from school. Fights may be reported to appropriate law enforcement agencies. Subsequent incidents will result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

PUBLIC DISPLAY OF AFFECTION

Behaviors that are not appropriate for public places make other people uncomfortable show poor judgment and are demeaning to the individuals involved. Demonstrate respect for yourself and others by conducting yourself in a manner appropriate for a public place. Parent/guardian contact will be required beginning with a second incident of inappropriate display of affection. An In-School Suspension or Out of School Suspension may be assigned for flagrant

offenses. Continued offenses will be handled as willful insubordination by the administration. Suspension or expulsion may result.

SCHOOL DRESS CODE / STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Coat and sun glasses may not be worn in the building during the school day.
- No head coverings are allowed that obscure the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Hair styles, dress, and accessories (scarfs/headbands) that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Chains may not be displayed on student clothing.
- Clothing that fails to adequately cover the body will not be permitted.
- Appropriate footwear must be worn at all times. Slippers and shoes with wheels are prohibited.
- If there is any doubt about dress and appearance, the Building Principal will make the final decision.
- A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

If students have any questions regarding acceptability of a particular item of clothing, check with the Associate Principal before wearing the items to school. First-time offenders will be required to correct the violation before returning to class. A detention may be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention or In School Suspension. Persistent violations will be handled as willful insubordination and a disciplinary consequence may be assigned.

Cross References:

Board Policy 7.160, *Student Appearance*

CAFETERIA RULES

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students shall remain seated in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Permission to attend school field trips must be on file in the school office.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross References:

Board Policy 6.240, *Field Trips*

BEHAVIOR CONSEQUENCES/INTERVENTIONS

REMOVAL FROM THE CLASSROOM

Any certified person may remove a student from the teacher's classroom or area of supervision when, after warnings to the student by the teacher and attempts at appropriate lesser alternative disciplines, the student continues to engage in behavior which is disruptive. A student may be removed without warning when the student's behavior is so serious as to present an immediate threat to safety, health or property. Removed students shall be directed to report immediately to the Associate Principal's office. Removed students shall remain in the school in a restricted or isolated area to be selected by the Principal or designee pending further discipline when applicable.

DETENTION ASSIGNMENTS

Detention assignments may be made by individual teachers or by the Administration. Detentions may be assigned before school, after school, or during lunch. Lunch detentions may be issued at the teacher's or administrator's discretion. Students will be given written notice at least one day before the assignment is to be completed. Students must arrange for their own transportation after a detention assignment. Detention forms must be signed and returned, and detentions must be completed as assigned. A missed detention will be doubled. Students who fail to complete doubled detentions may be assigned an in-school suspension.

IN-SCHOOL SUSPENSION

An administrator may assign an In-School Suspension as a consequence for inappropriate behavior choices. Students will be supervised in the school by an administrator, teacher or teaching assistant during the In-School Suspension. Teachers will supply classroom work/activities and the students will work on assignments throughout the day.

OUT-OF-SCHOOL SUSPENSION

Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, *Suspension Procedures*. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student's return to school.

EXPULSION FROM SCHOOL

Expulsions from school shall be in accordance with Board policy 7.210, *Expulsion Procedures*. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

RE-ENGAGEMENT OF RETURNING STUDENTS

The Building Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion, or other extended absence related to a disciplinary action, and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross Reference:
 Board Policy 7.190, *Student Discipline*
 Board Policy 7:190-AP2, *Gang Activity Prohibited*

INTRODUCTION

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

SCOPE

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

TERMS AND CONDITIONS OF THIS AGREEMENT

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use:** Inappropriate material or communications defined: Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
 - Copyrighted material
 - Criminal activities or terrorist acts
 - Illegal solicitation
 - Threatening or obscene material
 - Sexism or sexual harassment
 - Racism
 - Material protected by trade secrets
 - Pornography
 - Inappropriate language
 - Disrupting the educational experience of others
 - Gambling
 - Explosive devices
 - Political lobbying
3. **Etiquette:** Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:
 - Using obscene language
 - Harassing, insulting or attacking others
 - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
 - Violating copyright laws

- Using others' passwords
 - Trespassing in others' folders, documents, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Sharing confidential information on students or employees
 - Sending or displaying offensive messages or pictures
 - Promoting, supporting or celebrating religion or religious institutions
 - Accessing personal computer devices (Peer to Peer) outside the District's electronic network.
4. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to, overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
 5. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
 6. **Filtering, Monitoring, and Review:** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.
 7. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
 8. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages and or/sites exist that violate the spirit of this procedure.
 9. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District

provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedures exist.

10. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:
 - Promote, or support political functions or agenda's in any way, both internally and externally.
 - Promote, or support private business or industry, especially the originators own private concern or business.
 - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
 - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks procedure is required before access to Electronic Networks is granted. Secondary students and their parents/guardians must sign the *Student Authorization for Electronic Networks Access* form and return it to the appropriate building administration before students will be granted access to District electronic networks.

Please see Parent Forms at the end of the handbook to view the district's 1:1 Laptop Agreement. Parents will acknowledge receipt and understanding of agreement during the online registration process.

Cross Reference:

Board Policy 6.235, *Access to Electronic Networks*

Administrative Procedures 6.235-AP1 *Student Acceptable Use of Electronic Networks*

Exhibit 6.235-E2 *Student Authorization of Acceptable Use of Electronic Networks*

NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the Principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4-7.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference:
Board Policy 7.310, *Restrictions on Publications*

BULLETIN BOARDS, SIGNS AND POSTERS

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)

- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

SECTION 9 - SEARCH & SEIZURE

OVERVIEW

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

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

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

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

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

Cross Reference:

Board Policy 7.140, *Search and Seizure*

Exhibit 7.140-E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act*

STUDENT SEARCHES

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

SEIZURE OF PROPERTY

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable

efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:
Board Policy 7.140, *Search and Seizure*

SECTION 10 - ATHLETICS AND CO-CURRICULAR ACTIVITIES

OVERVIEW

Unit 5 considers its student members of Illinois Elementary School Association (IESA) sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege. Because these students represent our school, the standard of student conduct is necessarily high and without exception.

CLUBS/ORGANIZATIONS

Students are strongly encouraged to become involved in school activities. In general, clubs and organizations meet before or after school. Specific information on membership and participation will be in the announcements and posted on the office bulletin board.

Interscholastic Athletics

IESA

Eligibility for most athletics is also governed by the rules of the IESA and, if applicable, these rules will apply in addition to Unit 5's Athletic Code of Conduct. In a case of a conflict between IESA and this Athletic Code, the most stringent rule will be enforced.

ATHLETIC ELIGIBILITY

Eligibility will be determined for all students who are involved in athletic activities. If a student is receiving a score for a course that indicates a lack of evidence of progressing towards mastery he/she will be ineligible to participate in athletic contests during the following week. Coaches may establish stricter eligibility rules for their respective sport. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.

PROCEDURE FOR INELIGIBLE STUDENT

Students declared academically ineligible will not participate in athletic contests. They may be required to practice, required to study at school during practice time, or not allowed to remain at school during practice time. Ineligible students may not dress for athletic contests; however, they may sit on the bench in street clothes. This will be at the coach's discretion. The ineligible-to-participate period is from 8:45 a.m. Monday to 8:45 a.m. the next Monday.

REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity (including try-out):

- A copy of the student's birth certificate.
- A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and
- A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
- Other information as requested by the administration.

DUAL PARTICIPATION GUIDELINES

If a student participates in two or more overlapping IESA sports or one IESA sport combined with cheerleading or pompoms, the athletic director or designee will meet with the coaches and students involved to determine a reasonable practice and game participation schedule for the student.

The athletic director or designee will make every effort to ensure that the student has every opportunity to successfully

participate in dual activities without compromising the integrity of the activities.

GIRLS ATHLETICS

Basketball
Cheerleading
Cross Country
Dance
Softball
Track
Volleyball

BOYS ATHLETICS

Baseball
Basketball
Cross Country
Track
Wrestling

ATHLETIC CODE

It is the policy of the McLean County Unit 5 School District that any student engaging in gross disobedience or misconduct, or possessing or consuming alcoholic beverages and/or drugs, possessing or consuming over the counter chemical substances or engaging in illegal or other inappropriate behavior which reflects poorly on the school and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions including, but not limited to, immediate suspension from the team or club for which the student is currently participating. The Building Principal or designee, team coach or club sponsor, Associate Principal or designee, student, parent/guardian, student's counselor and the Athletic Director as appropriate will announce the disciplinary sanctions and/or suspension at a conference that may be attended. Refer to Athletic Code in the Appendix.

DRUGS, ALCOHOL AND TOBACCO

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor. See the "Medication at School" section of the handbook for appropriate use of prescription and over the counter medicine at school.

RULES IN EFFECT

The rules set forth in the Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

ABSENCE FROM SCHOOL ON DAY OF ACTIVITY

Any athlete who is absent from school on the day of an activity is ineligible to participate in or attend any after school activity unless the absence has been approved in writing by Building Administrator. Exceptions may be made by the Building Administrator. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the discretion of the Building Administrator.

TRAVEL

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

BEHAVIORAL CONDUCT

Misconduct by students involved in co-curricular activities including athletics will not be tolerated. Misconduct shall include but shall not be limited to:

- Insubordination; or
- Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- Any behavior which disrupts the appropriate conduct of a school program or activity; or
- Hazing, bullying, or harassment of any kind; or
- Use of profanity; or
- Exhibition of bad sportsmanship; or
- Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials. Refer to the Athletic Code in the Appendix.

Cross References:

Board Policy 6.190, *Co-Curricular Activities*

Board Policy 7.240, *Conduct Code for Participants in Co-Curricular Activities*

SECTION 11 - SPECIAL EDUCATION***OVERVIEW***

It is the intent of Unit 5 to ensure that students who are disabled within the definition of Section 504 of the *Rehabilitation Act of 1973* or the *Individuals with Disabilities Education Act* are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)
 _____ (phone number)
 _____ (office location)

Child Find Responsibility

Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child’s performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child’s educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

Related Service Logs

For a child with an individualized education program (“IEP”), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP upon request and at any other time upon request.

Cross Reference:
 Board Policy 6.120, *Education of Children with Disabilities*

MISCONDUCT BY STUDENTS WITH DISABILITIES

BEHAVIORAL INTERVENTIONS

Behavioral interventions shall be used with children with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”) and the Illinois State Board of Education’s rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference:
Board Policy 7.230, *Misconduct by Students with Disabilities*

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student in grades 6-8 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Cross Reference:
Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

Cross Reference:
Board Policy 6.120, *Education of Children with Disabilities*
Exhibit 6.120-AP2, *E1 Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*

SECTION 12 - STUDENT RECORDS & PRIVACY

STUDENT PRIVACY PROTECTIONS

SURVEYS BY THIRD PARTIES

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

SURVEYS REQUESTING PERSONAL INFORMATION

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

INSTRUCTIONAL MATERIAL

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*

Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

which a student may be individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

CATEGORIES OF SCHOOL STUDENT RECORDS

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after the a student has transferred, graduated or otherwise permanently withdrawn.

A student's permanent record contains the following information:

- (1) Basic identifying information;
- (2) Academic transcript;
- (3) Attendance record;
- (4) Accident reports and health record;
- (5) Record of release of permanent record information; and
- (6) High school State assessment test scores;

And may also consist of:

- (7) Honors and awards received; and
- (8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

- (1) A record of release of temporary record information;
- (2) Elementary State assessment test scores;
- (3) Completed home language survey form;
- (4) Information regarding serious infractions that resulted in discipline; and
- (5) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

And may also consist of:

- (7) Family background information;
- (8) Intelligence test scores, group and individual;
- (9) Aptitude test scores;
- (10) Reports of psychological evaluations;
- (11) Elementary and secondary achievement level test results;
- (12) Participation in co-curricular activities or athletics;
- (13) Honors and awards received;
- (14) Teacher anecdotal records;
- (15) Other disciplinary information;
- (16) Special education files;
- (17) Any verified reports or information from non-educational persons, agencies or organizations; and
- (18) Other verified information of clear relevance to the education of the student.

INSPECTION AND ACCESS

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school 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 object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

CONFIDENTIALITY

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- (1) To a parent/guardian, student, or authorized representative;
- (2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
- (3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- (4) To any person for the purpose of research, statistical reporting, or planning;
- (5) Pursuant to a court order;
- (6) To any person as specifically required by State or federal law;
- (6.5) To juvenile authorities when necessary for the discharge of their official duties;
- (7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (8) To any person, with the prior specific dated written consent of the parent;
- (9) To a governmental agency in furtherance of an investigation of a student's school attendance;
- (10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
- (11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- (12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent/guardian receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

CHALLENGING STUDENT RECORDS

The parent/guardian may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

- 1) Accuracy;
- 2) Relevance; or

3) Propriety

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parent/guardian will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent/guardian and school officials. The hearing officer will notify parent/guardian and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

- (1) The right to present evidence and to call witnesses;
- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parent/guardian and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent/guardian appeals, the parent/guardian shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parent/guardian and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

DIRECTORY INFORMATION

The District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parent/guardian names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

DESTRUCTION OF SCHOOL STUDENT RECORDS

The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

ADVERSE ACTION

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross References:

Board Policy 7.15, *Student and Family Privacy Rights*

Exhibit 7.15-E1, *Notification to Parents of Family Privacy Rights*

SECTION 13 - PARENTAL RIGHTS & NOTIFICATIONS

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross Reference:
Board Policy 5.190, *Teacher Qualifications*

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 6-8 will take the PARCC Assessment in March/April.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

Cross Reference:
Board Policy 6.340, *Student Testing and Assessment Program*

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross References:
Board Policy 6.140, *Education of Homeless Children*
Administrative Procedure 6.140-AP1, *Education of Homeless Children*

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent or guardian's decision will not be the reason for any student

discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any district sex education class or course.

Cross References:

Administrative Procedure 6.60-AP1, *Comprehensive Health Education Program*

Exhibit 6.60-E1, *Notice to Parents/Guardians of 8th Grade Students Enrolled in Family Life and Sex Education Classes*

The District offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

Cross Reference:

Board Policy 6.160, *English Learners*

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Director of Operations for the district.

Notification for those on the list will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross Reference:

Administrative Procedure 4.160-AP1, *Environmental Quality of Buildings and Grounds*

MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:

Board Policy 5.90, *Abused and Neglected Child Reporting*

ASBESTOS MANAGEMENT PLANS

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

TRANSFER TO ANOTHER SCHOOL

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Cross References:

Board Policy 4.170, *Safety*

SEX OFFENDER NOTIFICATION LAW

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above, he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property.

It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Cross References:

Administrative Procedure 4.170-AP2, *Criminal Offender Notification Laws*

VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry, WWW.ISP.STATE.IL.US/SOR/

Illinois Murderer and Violent Offender Against Youth Registry, WWW.ISP.STATE.IL.US/CMVO/

Frequently Asked Questions Concerning Sex Offenders, WWW.ISP.STATE.IL.US/SOR/FAQ.CFM

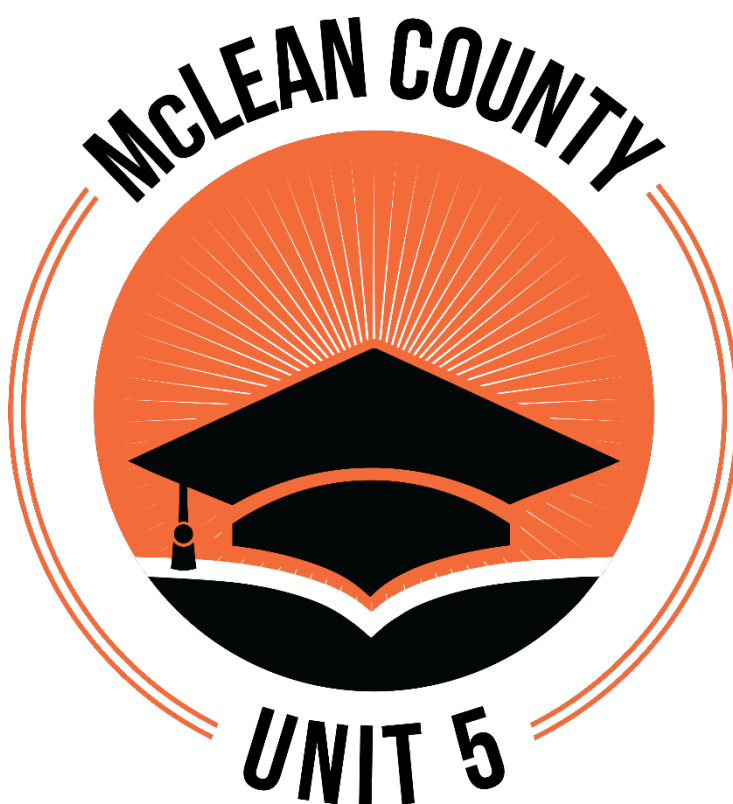
Cross Reference:

Exhibit 4.175-AP1, E1, *Informing Parents About Offender Community Notification Laws*

McLean County Unit District No. 5

Junior High School Handbook

APPENDIX



PROCEDURE SUPERVISED* SELF-ADMINISTRATION OF MEDICATION
McLean County Unit District No. 5

If a student must receive prescription or non-prescription medication at school, a written request completed by both the licensed prescriber (physician, dentist, podiatrist, advanced practice nurse, or physician assistant) and the parent or guardian must be on file at the school. The appropriate form is available at each school office and in the offices of all licensed prescribers and emergency rooms in the McLean County area.

In the absence of a licensed registered nurse at the school, the student will SELF-ADMINISTER the medication under the supervision of the school principal or a designee.

Students are not allowed to carry any medication on their person. Exceptions will be allowed only with the approval of the school principal and the certified school nurse.

All medications must be kept locked in the nurse's office or in the school office.

All prescription medication must be in the original container labeled by the pharmacist or licensed prescriber. The label must include:

Name of Student
Name of Medication
Dosage
Time to be Taken
Prescriber's Name
Date

Non-prescription medication must be in the original labeled container with the student's name affixed to the container.

No medication will be provided by the school.

Unless ordered for a short term, all requests for self-administration of medication will expire at the end of the school year. If the parent/guardian does not pick up any unused medication, the certified school nurse shall dispose of the medication in the presence of a witness and both shall document that act.

*With the exception of an asthma rescue inhaler where the "parent agreement for child to carry asthma inhaler medication" form is on file at the school.

TITLE IX – CIVIL RIGHTS**McLean County Unit District No. 5**

In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: Under Title IX, *“No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance..”*

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five (5) working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

“McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, or other factors prohibited by law in any of its educational programs, admissions, or employment policies.”

Concerns regarding this policy should be referred to:

Board of Education Office
1809 W. Hovey
Normal, IL 61761
309/557.4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.

Attorney for the District - Title IX Coordinators
Attorney for the District - 504 Coordinator

ONLINE PRIVACY STATEMENT

McLean County Unit District No. 5

Online Privacy Statement

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, and detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called "referrers"), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally

identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

WAIVER OF STUDENT FEES**McLean County Unit District No. 5**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provision for assisting parents/guardians to complete the application are available.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family.
- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal unemployment.
- Emergency situations.
- When one or more of the parents/guardians are involved in a work stoppage.

The parents/guardians shall submit written evidence of eligibility for waiver of the student's fee. The principal will notify the parents/guardians promptly as to whether the fee waiver request has been granted or denied. A principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board by submitting the appeal in writing to the Board within 14 days of the denial. The Board shall respond within 14 days of receipt of the appeal. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the principal's office.

INTERSCHOLASTIC ATHLETIC ACTIVITY CODE

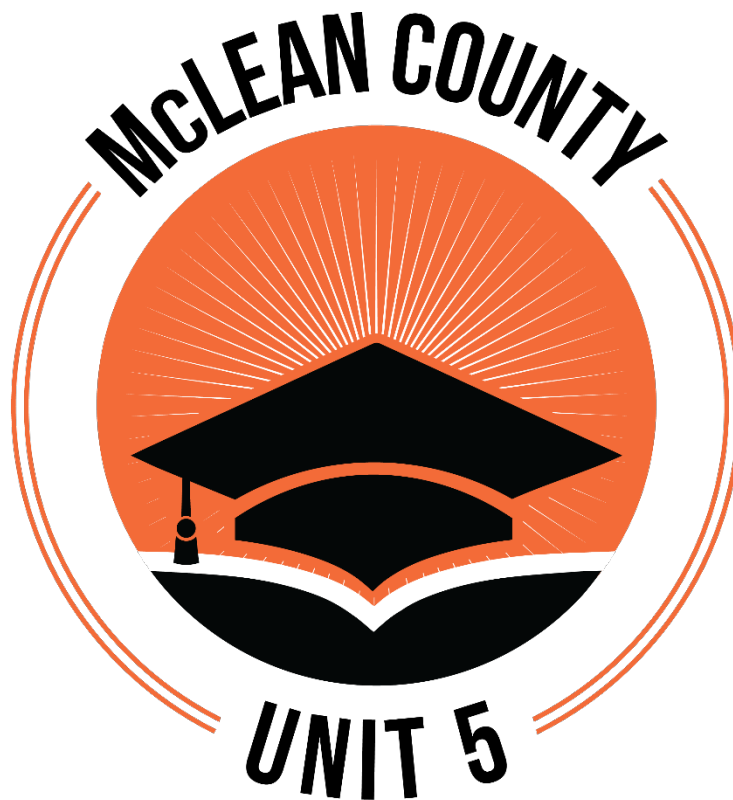
The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete's Athletic Permission/Record form must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be deemed eligible which means the student is doing passing work in all classes.
2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
 - *First Violation:* A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
 - *Second Violation:* A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
 - *Third Violation:* The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.
6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Elementary School Association and the Junior High School Handbook of McLean County Unit District No. 5 schools. Refer to Section 10 of the handbook.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

McLean County Unit District No. 5

Junior High School Handbook

PARENT/STUDENT FORMS



***AUTHORIZATION TO PROVIDE DIABETES CARE, RELEASE OF HEALTH CARE INFORMATION, AND
ACKNOWLEDGEMENT OF RESPONSIBILITIES***

As provided by the Care of Students with Diabetes Act, I hereby authorize McLean County Unit District No. 5 and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up- to-date and complete information regarding my child's diabetes and treatment. Therefore, I consent to the release of information about my child's diabetes and treatment by my child's health care provider(s), _____ to representatives of Unit 5. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child's health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.



McLean County Unit District No. 5

District 87/Unit 5

MEDICATION AUTHORIZATION FORM



Name: _____ Date of Birth: _____

(Last, First, Middle Initial)

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:**PHYSICIAN'S ADDRESS:****PHONE:**

Medication:

Purpose of Medication/Diagnosis:

Form: (i.e. tab, injection, etc.)

If medicine to be given "when needed." Describe indications:

How soon can it be repeated?

Is child authorized to medicate herself/himself?

List significant side effects:

Length of time this treatment is recommended:

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?

Yes

No

Date

Physician's Signature Only

Physician's Telephone

Nurse's Initials _____

Junior High School Athletic Permission Record and Student Information 2020-2021	This box is for office use only Fall Sport _____ Physical Date _____ Winter Sport _____ Spring Sport _____ Obligation _____

ATHLETIC PERMISSION RECORD

Please Print Legibly

_____ 6 7 8 / /
Student Name *Circle School Year:* *Birth Date (mm-dd-year)*

_____ _____ _____
Address *City* *Zip*

_____ _____ _____
Mailing Address *City* *Zip*

_____ _____ _____
Parent/Guardian Name *Phone #* *Email Address*

_____ _____ _____
Emergency Contact *Relationship* *Phone #*

_____ _____ _____
Family Doctor *Phone #* *Hospital Choice*

Any Current or Recurring Medical Conditions? Explain: _____

List Medication(s) Being Taken: _____

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates): _____

☐ Heart condition ☐ Diabetes ☐ Asthma ☐ *Requires child to self-administer medication*

☐ Epilepsy ☐ Allergies: _____ ☐ *Requires student to carry EpiPen®*

☐ Other _____

Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:

Name of Insurance Company: _____ *Policy #* _____

Expiration Date: _____

Does this student reside full time with parent, custodial parent or court appointed legal guardian?

Yes _____ No _____

Is this student new to Unit 5 this year? Yes _____ No _____

CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headache
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- Don’t “feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

CONCUSSION SIGN-OFF FORM

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately.

No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:
<http://www.cdc.gov/headsup/youthsports/index.html>

 Printed Name of Student Athlete

 Signature of Student Athlete

 Date

 Printed Name of Parent/Legal Guardian

 Signature of Parent/Legal Guardian

 Date

Cross Reference: Board Policy 7.305, <i>Student Concussions and Head Injuries</i>

McLean County Unit District No. 5
1809 W. Hovey Avenue, Normal, IL 61761

Address: _____

Street City Zip Code

Parties Involved: _____

Facilities (Building, Playground, Parking Area, etc.):

Personnel:

Transportation: _____

Other:

What will define success in resolving this concern for you? Please prioritize the outcomes you want.

Signature: _____

The completed form should be forwarded to the building or area supervisor. Typically, this would be the principal of the school involved with the issue.

EXHIBIT - ACCEPTABLE USE LETTER TO PARENT/GUARDIANS

Dear Parents/Guardians:

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups, and
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed _____

Date _____

Please Print Name: _____

Exhibit - McLean County Unit District No. 5

STUDENT AUTHORIZATION OF ACCEPTABLE USE OF ELECTRONIC NETWORKS**User Signature of Agreement:**

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print): _____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____

Date: _____

Office Use Only:

Date Received for File: _____ **By:** _____

Middle School 1:1 Laptop Program Agreement

2020-2021



In addition to the provisions of the McLean County Unit District No. 5 *Student Acceptable Use of Electronic Networks Policy* and *Administrative Procedures* (6.235 of the district's Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is required. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, laptop case (if school issued), and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

Student Name (print)

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions, by this student may result in disciplinary action.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

March, 2016

McLean County Unit District No. 5

High School Handbook

2021-2022



Normal Community High School
Normal Community West High School

**McLean County Unit District No. 5
Normal Community High School**

3900 East Raab Road

Normal, Illinois 61761

Main Line: (309) 557.4401

Attendance Line: (309) 557.4450

Fax: (309) 557.4502

Web address: www.unit5.org/nchs

Mr. Trevor Chapman, Principal

Mrs. Nicole Maurer, Associate Principal

Mr. Jeff Barnard, Assistant Principal (Last Names Beginning with A-G)

Ms. Courtney McClure, Assistant Principal (Last Names Beginning with H-O)

Mrs. Natalie Shumaker, Assistant Principal (Last Names Beginning with P-Z)

Mrs. Wendy Davis, Assistant Principal

Nic Kearfott, Athletic Director

**McLean County Unit District No. 5
Normal Community West High School**

501 North Parkside Road

Normal, Illinois 61761

Main Line: (309) 557.4402

Attendance Line: (309) 557.4451

Fax: (309) 557.4503

Web address: <http://www.unit5.org/ncwhs>

Mr. Dave Johnson, Principal

Mrs. Angie Codron, Associate Principal

Mrs. Rebecca Frangella (Last Names Beginning with A-G)

Mr. Terry Gliege, Assistant Principal (Last Names Beginning with H-O)

Mr. Brandon Caffey, Assistant Principal (Last Names Beginning with P-Z)

Mr. Wes Temples, Athletic Director

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Dear Unit 5 Community Members,

Unit 5's commitment to respecting diversity in all of its forms is vital to attaining the District mission of "educating each student to achieve personal excellence." The district remains dedicated to expanding awareness of diversity issues; engaging in proactive diversity planning; and maintaining a welcoming, effective learning environment. With the assistance of the Unit 5 Diversity and Inclusion Committee, the district will continue to establish and achieve diversity goals that will enrich our educational community.

Thank you for your involvement in and contributions to our efforts.

Sincerely,

Dr. Kristen Kendrick-Weikle
Superintendent

Dayna Brown
Director Communications/Community Relations
Diversity Officer

McLean County Unit District No. 5 Mission Statement

"Unit 5 will educate each student to achieve personal excellence."

McLean County Unit District No. 5 Contact Information

1809 West Hovey Avenue ~ Normal, IL 61761-4339

Phone: 309.557.4400 ~ Fax: 309.557.4501

Web: www.unit5.org General E-mail: district@unit5.org

Superintendent Office

Dr. Kristen Kendrick-Weikle, Superintendent	557.4400
Michelle Lamboley, Assistant Superintendent	557.4400
Dayna Brown, Director of Communications/Community Relations	557.4400
Kim Stewart Assistant to the Superintendent, Clerk of Board	557.4400

Curriculum Department

Carrie Chapman, Director of Special Education	557.4400
Maureen Backe, Director of Elementary Education	557.4400
Dan Lamboley, Director of Secondary Education	557.4400
Darrin Cooper, Director of Teaching and Learning	557.4400
Leslie Romagnoli, Director of Multilingual Services	557.4400
Dr. Kristal Shelvin, Director of Diversity, Equity & Inclusion	557.4400
Kris Pennington, Early Learning Coordinator	557.4400

Human Resources

Roger Baldwin, Director of Human Resources	557.4400
Monica Wilks, Human Resources Coordinator	557.4400

Legal

M. Curt Richardson, Attorney for the District	557.4400

Finance

Martin Hickman, Chief Financial Officer	557.4400
Thomas Hoerr III, Director of Financial Services	557.4400
Jeff Malinowski, Payroll Administrator	557.4400

Technology

David Schumer, Director of Technology	557.4400

Operations

Joe Adelman, Director of Operations	557.4103
Doug Johnson, Supervisor – Maintenance/Grounds Services	557. 4103
Craig Montgomery, Supervisor – Custodial Services	557. 4103

JoAnna Rewert, Director of Food Service

557.4437

General School Information

Introduction

This handbook is offered to provide students and parents/guardians with basic information about Unit 5 High Schools, and to explain the various procedures students should follow when attending classes, conducting school business or attending school related activities on or off campus. Students will be held responsible for knowing and following all procedures, policies and regulations. **Unit 5 administration reserves the right to change rules as needed in order to maintain a safe and orderly learning environment. Keep this handbook available as a reference. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website www.unit5.org/board/policies/ or at the Board office, located at 1809 West Hovey Avenue, Normal, Illinois for current information.**

Bulletin Boards, Signs and Posters

No notices, posters, signs, or announcements may be displayed on bulletin boards, walls, lockers, windows or doors without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

Closed Campus

Unit 5 High Schools have a closed campus policy, which requires the students to remain at school for the entire school day. Students may only leave campus to participate in approved curricular related activities including but not limited to work program, internships, blended courses, and off-campus courses.

Deliveries

Office personnel will not accept or be responsible for deliveries of outside items (gifts, flowers, balloons, etc.) to students.

Distribution of Printed Material

No printed newspapers, bulletins, pamphlets or other published materials may be distributed on school property without specific permission of one of the Assistant Principals. Violations will result in possible school disciplinary consequences.

Emergency Procedures

Plans have been made to protect your safety when emergencies occur. Become familiar with fire exit plans posted in each of your classrooms. In any emergency, silence and complete cooperation with teachers' instructions are essential. When evacuating the building or moving to a shelter area, walk rapidly but do not run.

In the case that students need to be evacuated from the high schools, the parent/guardian/student reunification site would be Eastview Christian Church for NCHS & NCWHS.

Equal Educational Opportunities Statement

It is the policy of McLean County Unit District No. 5 that its educational programs, activities, services and benefits will be provided to students without discrimination on the basis of color, race, nationality, gender, handicapping condition, or other factors prohibited by law.

McLean County Unit District No. 5 does not discriminate on the basis of actual or potential marital or parental status, and no student in the District shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students or, by the effect of any school policy or practice. Concerns regarding this policy may be directed to the Title IX of Section 504 Coordinator at 557-4400.

TITLE IX – Civil Rights. In June 1972, the Congress passed Title IX of the Education Amendments, a law that affects virtually every education institution in the country. The law prohibits discrimination by sex in educational programs that receive federal money. The spirit of the law is reflected in the opening statement: *Under Title IX, "No person in the United States shall on the basis of*

sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Title IX Grievance Procedure

1. A student or an employee shall present his/her complaint in writing to his/her building principal.
2. The building principal shall investigate the complaint within five working days and arrange for a hearing.
3. Failing a resolution at stage 1, the student or employee may present a statement of his/her grievance to the grievance officer.
4. The Title IX Coordinator for McLean County Unit District No. 5 shall serve as the grievance officer and render his/her opinion within five working days from the time of the hearing.
5. Failing a resolution at stage 2, the student or employee may present a statement of his/her grievance to the Superintendent who shall determine the matter within five working days from the time of the hearing.
6. Failing a resolution of stage 3, the student or employee may present a statement of his/her grievance to the Board of Education who shall determine the matter.
7. Failing a resolution at stage 4, the grievant may file a complaint with the Circuit Court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he/she does to his/her own personnel file.

"McLean County Unit District No. 5 is an Equal Opportunity/Affirmative Action institution in accordance with Civil Rights legislation and does not discriminate on the basis of race, religion, national origin, sex, age, handicap, other factors prohibited by law in any of its education programs, admissions, or employment policies."

Concerns regarding this policy should be referred to:

Board of Education Office
1809 West Hovey Avenue
Normal, IL 61761
309-557-4400

The Title IX Coordinators and 504 Coordinator may be reached at the same address.

Fees

The district establishes fees and charges to fund certain school activities. Some students may not be able to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals.

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

Fees for 2021-2022 School Year

All Grades	\$ 155.00
Parking – NCHS & NCWHS	\$ 60.00 – For all School Year
	\$ 30.00 – For Second Semester Only
Activity Ticket (Optional)	\$ 20.00
Activity Fee	\$ 85.00 (Per Activity)
Driver's Education	
Behind-the-Wheel	\$ 300.00
Classroom Instruction	\$ 100.00
Technology Fee	\$ 55.00
1:1 Device Rental Fee	
Grade 9 - 12 (Chrome Book)	\$ 0
Breakfast Prices	\$ 1.50
Reduced	\$ 0.30
Lunch Prices	
Tier 1	\$ 2.40
Tier 2	\$ 3.00
Reduced	\$ 0.40
Extra Milk	\$ 0.55

Fund-Raising Activities

All fund-raising activities must be approved in writing by the administration. Fundraising will only be approved for school related clubs, teams, or organizations. Sale of fund-raising items may not be done in classrooms or in any manner that interferes with the educational environment. Merchandise and cash must be secured at all times, and are the responsibility of the individual involved. Violations will result in forfeiture of the opportunity to participate. The school is not responsible for lost or stolen money or items.

Grading Periods

October 15 th	End of Quarter 1
December 17 th	End of Quarter 2 / Semester 1
March 11 th	End of Quarter 3
TBD (May 25th)	End of Quarter 4 / Semester 2

Lost and Found

All found items must be turned in to the high school office. Billfolds, purses, watches, and rings will be kept in the Main Office and may be claimed there after proper identification of the lost item has been made.

Sale of Merchandise

The sale of any item at school or on school grounds must be approved by an administrator in advance. Failure to do so may result in disciplinary consequences.

School Cancellation/Dismissal Due to Weather

School cancellation/early dismissal information can be accessed from the Unit 5 website at www.unit5.org. Additional information will be available on local radio and TV stations, in addition to a *School Messenger* phone call that will be sent to parent/guardian contacts.

Student Handbook

The Superintendent 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.

Student Identification Cards

Student identification cards must be in a student's possession at all times during the school day. Students must present their ID card for a variety of reasons throughout the school day. For example, students must present a current ID card to purchase a school lunch, to leave study hall with a pass, to use the IMC, to borrow IMC materials, to sign in and out of the nurse's office and guidance office as well as for admittance to detention and extracurricular events. Stickers and other decorations may not be placed on the front of the ID cards. The ID cards should not be altered in any way from their original condition except for school issued stickers.

Students who have lost or misplaced their ID will be allowed to buy a new ID without penalty provided they report to the main office before school or as soon as they realize the ID is missing. Students who are found during the school day not to be in possession of their ID will be sent to the main office to purchase a new ID. Failure to comply with this policy may result in school disciplinary consequences. Being in unauthorized possession of another person's ID will be considered theft.

Students can purchase replacement cards in the main office for a fee of \$3.00.

Student Insurance

A low cost accident policy is available to all students. While the school has no obligation in case of an accident, the District is glad to make available this limited policy. Briefly, students may be insured for accidents which may occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices or online.

Visitors

All visitors to campus must check in at the Visitor's Station at the main entrance, sign-in, identifying their name, the date and time of arrival, and the location they are visiting, and wear a visitor's pass for the duration of their stay. Visitors may be asked to provide a photo ID. The photo ID will be held at the Visitor's Station until the visitor signs out of the building and leaves campus. If no photo ID is presented, the visitor may not be permitted to enter the building.

Students are not allowed to bring visitors to school. Any person wishing to visit a class must obtain permission in advance from the main office.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco or vaping products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Attendance/Enrollment/Registration

Attendance Overview

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentives program.

Cross Reference:
Board Policy 7.70, Attendance and Truancy

Registration Guidelines

The Board of Education and staff of McLean County Unit District 5 take pride in the programs offered to meet the high standards set by the community it serves. As a public school district, Unit 5 provides programs for all students and has a firm commitment to prepare graduates for future success in life. A solid foundation, essential to reaching this goal, becomes the responsibility of the school district, parents, guardians, community and the student. Through this combined effort we will have a better school and community.

All students, eighth through eleventh grades, are expected to register during the second semester for classes offered the following year.

All eligible students who move into the district or who transfer from another school are expected to register on or before the first day of a semester. Students enrolling late who have been attending school elsewhere will be placed in equivalent classes, if possible. Grades from the previous school will be combined with grades earned in Unit 5 high school classes to determine semester grades and credit. If there is not a similar course available, students may not be able to earn credit and may be assigned to study hall.

A student wishing to enroll late who has not been attending school during the current semester will be placed in the appropriate classes. The opportunity for credit will be evaluated on a case-by-case basis if the prospective student chooses to enroll. Credit is not guaranteed.

Change of Address or Telephone

Report to the office immediately any change of home address, home or parent's/guardian's work telephone number or any other important information that we may need in order to contact your parent or guardian in case of an emergency. Proof of residency must be provided prior to changes being made.

Attendance Procedures

Attendance in all assigned periods, including homeroom, is required.

Student Absences

There are two types of absences: excused and unexcused as defined below. The school may require documentation explaining the reason for the student's absence.

Excused Absences

Absences for the reasons listed below are considered "valid causes" and will be marked as an excused absence. Documentation or proof of the reason may be required from a professional source in some cases.

1. Illness or injury
2. Serious illness or death in the family
3. Medical or dental appointment (an appointment card or other verification from the doctor's or dentist's office may be required.)
4. Unavoidable accident or emergency
5. Observance of a religious holiday or event
6. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety Court appearance (beyond student's control)
7. College Visit / Military Visit (with verification)
8. Attending a military honors funeral to sound "Taps" if the child is in grades 6 through 12
9. Military Family Absence *
10. Other situations beyond the control of the student as determined by the Board of Education in Board Policy 7.70

*A student will be excused for up to five (5) days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-supported postings. Students are responsible for obtaining assignments and ensuring assignment completion.

Unexcused Absences

All other absences are considered unexcused. Requests for excused absences for reasons other than those listed above should be made to the Board of Education. Unexcused absences include but are not limited to:

1. Truancy
2. Oversleeping
3. Missing the bus
4. Lack of ride to school
5. Private vehicle breakdown or failure to start
6. Working
7. Personal business
8. Participation in non-school sponsored activities
9. Vacation

Reporting Absences

Each day that a student is absent, his/her parent or guardian must call the Attendance Line before 8:30 a.m. to explain the reason for the absence. This is required regardless of a student's age at the time of the absence. The attendance phone line is available 24 hours per day. If a call has not been made to the school by 10:30 a.m. on the day of a student's absence, a message will go out by the attendance office to remind the parent/guardian to call the attendance line. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

When students return from a reported absence, they are to report directly to their first period class. An individual Absent/Tardy Notice will not be required. If the absence was not properly reported, report directly to the appropriate Assistant Principal.

Procedure for Arriving Late to School

1. If a student arrives after first hour begins, they must enter at the Main Entrance (Door A) and check-in at the main office before reporting to class.
2. The student will be given a pass that will admit them to class.

Procedure for Leaving School Early

1. A student's parent/guardian may make arrangements, in advance whenever possible, to have him/her check out prior to their usual dismissal time by calling the Attendance Line.
2. If a student's checkout time is during a class period, the yellow copy of the Absent/Tardy Notice may be delivered to the student prior to the checkout time. If the Absent/Tardy Notice has not been delivered, it is the student's responsibility to check in the Main Office prior to leaving.
3. At the appropriate time, report to the Main Entrance (Door A) and sign the Student Check-Out List. A copy of a student's Absent/Tardy notice will be kept in the office until their return to school. If a student returns to school the same day, he/she must sign back in before returning to classes.
4. If a student becomes ill or injured in school or during lunch, the School Nurse or one of the Assistant Principals must check him/her out of school. Failure to check in or check out may result in disciplinary consequences.

A parent/guardian who takes their child out to lunch is required to follow the procedures mentioned above, and sign him/her out in the main office.

Students leaving school early should exit the building through the Main Entrance (Door A).

0 Hour Absences

Frequent absences from assigned 0 hour class may result in removal from the 0 hour period and placement in the equivalent class during the regular school day.

Prearranged Absences

Whenever you know in advance that you will be absent from school due to family vacation, required court appearance, business interview, college visitation or unavoidable circumstances not considered excused, your parent/guardian must contact your

Assistant Principal to request a Prearranged Absence. It is your responsibility to secure a Prearranged Absent/Tardy Notice from the Assistant Principal and to make arrangements with each of your teachers regarding assignments. This should be done at least three days prior to your absence. Please note that prearranging an absence does not excuse absences that would otherwise be unexcused.

College Visitation

Parents/Guardians are to call the Attendance Line prior to the visit. College visitations will be considered excused when verification of student attendance is produced from the college. It is the responsibility of the student to make arrangements regarding assignments from each teacher prior to the absence. Whenever possible, college visits should be scheduled during school holidays or Teacher Institute days.

Chronic Absenteeism

Student attendance at school is a large factor in the success students experience at school. The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters. Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or career-ready. Every day of school attendance matters for all students and their families. It is crucial, therefore, that the implications of chronic absence be understood and reviewed regularly.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with (excused) and without (unexcused) a "valid cause" and out-of-school suspensions for an enrolled student.

"Student" means any enrolled student that is subject to compulsory attendance but does not mean a student for whom a documented homebound or hospital record is on file during the student's absence from school.

The District will follow its diagnostic procedures in Board Policy 7.70 for identifying the cause(s) of a student's chronic absenteeism, including requesting documentation for absences and interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. Students who are excessively absent from school may be requested to provide documentation from a professional/medical source explaining the cause of the absences. Students with excessive absences will be subject to administrative consequences.

Truancy

A "truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" (see Excused Absences above) from such attendance for more than 1% but less than 5% of the past 180 school days. A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without "valid cause" from such attendance for 5% or more of the previous 180 regular attendance days. A "truant minor" is a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

Truants will be offered support services and resources aimed at correcting the truancy issue. If truancy persists after support services and other resources are made available, the school will make a referral to a Truancy Outreach Specialist with the Regional Office of Education #17 using the ROE's online Request for Truancy Service form.

If truancy persists after a referral has been made to a Truancy Outreach Specialist with the Regional Office of Education #17 and the Truancy Outreach Specialist has provided all appropriate and available supportive services and other school resources to the student, then the school and district may take the following actions:

- Assign disciplinary consequences, provided the student is a chronic or habitual truant, and provided further that a student shall not be recommended for expulsion unless he or she has at least 15 unexcused absences;
- Refer the truancy issue to officials under the Juvenile Court Act;
- Refer the truancy issue to the School Resource Officer or municipality where the school is located to issue the person having custody or control of the truant, chronic truant, or truant minor a citation, provided the school certifies at the time of the referral it has met its obligations with respect to meetings regarding homeless students and students with or believed to have a disability.

The required procedure of notifying the Regional Office of Education with an initial truancy petition will take place on the sixth offense and a chronic truancy petition will be filed when the student has been truant 5% of the last 180 consecutive school days.

Chronic or habitual truants will be deemed to have withdrawn from enrollment after 15 consecutive unexcused absences, absent notice of exigent circumstances. In addition, students who have notified the main office of an anticipated absence of 15 consecutive school days or longer without valid cause (e.g. traveling or visiting family out-of-town for an extended period of time), will be deemed to have voluntarily withdrawn from enrollment. Students withdrawn from enrollment may re-enroll following the District's normal registration process at any time.

Unauthorized Skip Day

We do not sanction or approve any unauthorized skip day by any group of students. Students who are known to be participating in such a skip day will be considered truant and will be held accountable as described above. Parents/guardians will need to verify the legitimacy of excused absences.

Tardiness to School and Class

All students are required to be on time to each class. Tardiness to class is unexcused unless a student presents, upon arrival to class, a Hall Pass that indicates why the student was detained by another teacher.

- If a student is not in their assigned class at the appropriate time, the tardy will be documented by the teacher. Teacher interventions may include student conference, parent communication, classroom level consequences or administrative referrals.
- Consequences will be administered by the Assistant Principal for unexcused tardiness to class or school beginning with the fifth tardy and any successive tardies. Missing an entire class or a significant portion will be considered truancy.

Excessive Tardies to School, May Result in Loss of Parking Privileges - Make-Up Work

It is the student's responsibility to make arrangements with each teacher regarding the work missed. For absences due to illness, suspension, or family emergency, students may request the Counseling Office to gather assignments from the teachers. In order to request assignments, call the Counseling Office and allow 24 hours for the assignments to be ready. The student's teachers will be contacted by the Counseling Office to get these materials. Students should be fully prepared to take any announced exam that was scheduled before their absence.

The following guidelines should be used in setting deadlines for completion of make-up work:

- **Excused and Unexcused Absence** - upon a previous day's notice, a student may be required to take a test or complete other make-up work at the scheduled time. The penalty for not doing this work will be decided by the teacher. Reasonable deadlines for tests and class work will be established by the teachers after careful consideration of the circumstances of the absence and must be met by the student. It is the student's responsibility to be aware of all class assignments and deadlines.
- **Prearranged Absence** - as determined prior to absence.
- **School-Related Absence** (field trips, contests, performances, etc.) - assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. Students may be withheld from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor or coach as early as possible to discuss any such problems.
- **Suspension** - Students have an obligation to make-up work that was missed due to a suspension (**see Suspension from School**).
- **Semester Exams** - All absences from semester exams must be cleared in advance by the Associate Principal or on the day of by the Assistant Principal. It is the student's responsibility to make arrangements with the teacher for completion of semester exams with the teachers involved. Students truant or otherwise unexcused from semester exams will receive a grade of "0", and their semester grades will be computed accordingly.

All assignments and tests missed due to absence must be made up, regardless of the reason for the student's absence. The student will be permitted the same number of days as he/she was absent to turn in the make-up work up to five (5) days. For additional time, the student should contact their teacher.

Home and Hospital Instruction

A student who is absent or whose physician, physician assistant, or licensed advance practice registered nurse anticipates his or her absence from school for an extended period of time or on an intermittent basis because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advance 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 licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction; and (2) for up to 3 months after the child's birth or a miscarriage.

Student Behavior

Student Behavior

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.

To the greatest extent possible the District will use positive behavior management strategies to encourage all students to maintain personal conduct consistent with District expectations, avoiding any cause for disciplinary action.

Students are accountable for conducting themselves within the parameters of District expectations and for complying with reasonable corrective actions imposed for violations. When violations occur, incidents will be investigated thoroughly to determine appropriate disciplinary action, intervention and/or supports. Discipline will be administered in a fair and equitable, but not necessarily equal, manner in consideration of individual circumstances.

Parents/guardians are encouraged to review District expectations with their student(s) at the beginning of each school year. A student handbook, which includes the District's discipline philosophy, and school rules, shall be distributed to students within 15 days of the beginning of the school year or the first day of a student's attendance.

Cross Reference:
Board Policy 7.125, *Student Discipline Philosophy*

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.
5. During periods of remote learning.

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, bartering, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping related products.
2. Using, possessing, distributing, purchasing, bartering, selling or offering for sale 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, bartering, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board

Policy 7.270).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription medication when not prescribed for the student by a physician or licensed practitioner, when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions, or without following the procedures for student medication outlined below including without limitation failing to have a completed and signed "School Medication Authorization Form" on file, failing to keep medication in the original container, giving other students medication, or taking improper doses of medication. Violations of this paragraph may be reported to appropriate law enforcement agencies. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is being administered a medical cannabis infused product as authorized under *Ashley's Law* and Board Policy 7.270.
- e. Any non-prescription medication without following Board Policy 7.270 and its implementing procedures.
- f. 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.
- g. 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.
- h. "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, or 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.
- i. 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 knife, a "weapon," as that term is defined in the *Weapons* section of this policy, or a look-alike weapon, or violating the *Weapons* section of this policy.
- 5. Using or possessing an electronic mobile device including but not limited to mobile (i.e. cellular or smart) phone, video recording device, personal digital assistant (PDA), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar 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, eavesdrop (e.g. secretly recording a conversation), 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 or electronic mobile device, commonly known as "sexting."

Students are allowed to possess and use electronic mobile devices in school, provided they do not cause a disruption, and are not used, seen or heard during instructional time unless:

- (a) The supervising teacher grants permission;
 - (b) Use of the device is provided in a student's IEP; or
 - (c) It is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer 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, or 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, 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.
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, or relocating personal or 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, a school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and 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.

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 where 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, supports and progressive discipline, 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 a disciplinary consequence.

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 may include, without limitation, any of the following:

1. Notifying parent/guardian.
2. Disciplinary conference.
3. Withholding privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension in accordance with Board policy 7.200, *Suspension Procedures*. The Building Principal or designee shall ensure that the student is properly supervised.
7. Detention 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 may use this option 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 handbook 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 is prohibited from being on school grounds and at school activities during the period of the suspension.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7.210, *Expulsion Procedures*. A student who has been expelled is prohibited from being on school grounds and at school activities during the period of the expulsion.
13. Transfer to an alternative program if the student is expelled or otherwise qualified for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

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/or expulsion will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension and/or expulsion. In addition to the above list of disciplinary measures, juvenile authorities or other law enforcement may be notified 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.

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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 uses, possesses, controls, or transfers one of the following weapons at school, on school grounds, on a school bus, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
2. Ammunition;
3. A knife with a blade of at least 3 inches, switchblade knife, ballistic knife, billy club, brass knuckles, other knuckle weapon regardless of its composition, or any object listed in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);
4. A look-alike firearm; or
5. Any other object if used or attempted to be used to cause bodily harm.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent or designee, and the Superintendent's or designee'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 theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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.

Students should report suspected possession or use of such items to any counselor, teacher, or administrator. Arrangements to bring such items to school for classroom demonstrations must be made in advance with one of the building administrators.

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 or 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, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1,000 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 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, Associate Building Principal, Assistant Building Principal or School Administration Manager (SAM) 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 (10) consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

Student Handbook

The Superintendent or designee, 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's student disciplinary philosophy, disciplinary policies and rules, shall be distributed to the students' parent/guardian within 15 days of the beginning of the school year or a student's enrollment.

Cross Reference:
Board Policy 7.190, *Student Behavior*
Administrative Procedure 7.190-AP2, *Gang Activity Prohibited*

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with children with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The 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 Students with Disabilities

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") and the Illinois State Board of Education's rules when disciplining a child with a disability as defined under IDEA. No child with a disability shall be expelled if the child's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Cross Reference:
Board Policy 7.230, *Misconduct by Students with Disabilities*

Explanation of Student Conduct Expectations

Academic Dishonesty

Any student who knowingly participates in behavior that results in academic dishonesty will be subject to consequences.

The use of computer translators, electronic tampering or other misuse of computer technology in the academic setting, and any form of plagiarism, will be considered academic dishonesty.

Academic dishonesty may result in reduction of grade, loss of credit and/or other appropriate consequences.

1st Offense will be addressed by the classroom teacher, and the appropriate assistant principal will be notified. Subsequent offenses will be referred to the appropriate assistant principal, and consequences issued.

Suspension and/or dismissal from co-curricular activities are realistic consequences. In addition, any stipulations outlined by sponsors of such activities will be seriously considered in the disposition of each case.

Student Acceptable Use of Electronic Networks

Introduction:

Electronic information resources which include, but are not limited to student email, the Internet, desktop computers, laptops, and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and an innovative environment.

Scope:

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines, rules and regulations. Such are provided so that users are aware of the responsibilities they are about to accept. In general, users' responsibilities necessitate efficient, ethical, and legal utilization of the network, computer resources, student email, and other technology resources. Internet access is coordinated through a complex association of government agencies as well as regional and state networks. Worldwide access to computers and people may involve the availability of materials considered to be inappropriate, illegal, or of no professional or educational value. On a global network it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Users who access, transmit, or store inappropriate material or who take action that violates the Student Acceptable Use of Electronic Networks procedure are subject to disciplinary or legal action.

Terms and Conditions of this Agreement:

The reading and acknowledgement of this procedure is legally binding and indicates that the student and parent/ guardian have carefully read, understand, and agree to the terms and conditions given within this procedure.

1. **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary and/or referral to legal authorities by school administrators. The site teacher/administrator or system administrators as well as District administrators may limit, suspend, or revoke access to electronic resources at any time.
2. **Acceptable Use: Inappropriate material or communications defined:** Transmission or intentional receipt of any inappropriate material or material in violation of law or district policy is prohibited. Material or information considered to be in violation of the Student Acceptable Use of Electronic Networks procedures includes, but is not limited to the following:
 - Copyrighted material
 - Criminal activities or terrorist acts
 - Illegal solicitation
 - Threatening or obscene material
 - Sexism or sexual harassment
 - Racism
 - Material protected by trade secrets
 - Pornography
 - Inappropriate language
 - Disrupting the educational experience of others
 - Gambling
 - Explosive devices
 - Political lobbying

Etiquette: Students have the responsibility to assure all shared information meets the standards set forth in this procedure. Each account holder and user is expected to abide by the generally accepted rules of user etiquette. These rules of etiquette prohibit, but are not limited to the following:

- Using obscene language
 - Harassing, insulting or attacking others
 - Engaging in practices that threaten the network (e.g., loading files that may introduce a virus)
 - Violating copyright laws
 - Using others' passwords
 - Trespassing in others' folders, documents, or files
 - Intentionally wasting limited resources
 - Employing the network for commercial purposes
 - Sharing confidential information on students or employees
 - Sending or displaying offensive messages or pictures
 - Promoting, supporting or celebrating religion or religious institutions
 - Accessing personal computer devices (Peer to Peer) outside the District's electronic network.
3. **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy property of the user, another user, or of any other agencies or networks that are connected to the network as well as the Internet system. Vandalism also includes, but is not limited to overloading of data on the server as well as the uploading, downloading or creation of computer viruses in an intentional manner. Vandalism is considered a violation of this procedure and as such is subject to disciplinary or legal action as deemed appropriate by the administration.
 4. **Service Disclaimer:** The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the student may suffer while on this system. These damages may include but are not limited to: loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or by employee error or omission. Use of any information obtained via the information system is at the student's own risk. The District specifically denies any responsibility for the accuracy of information obtained through electronic information resources.
 5. **Filtering, Monitoring, and Review:** The District, in order to comply with local, state, and federal laws and standards, filters Internet content on systems to which students may have access. This filtering removes access to websites and Internet servers that have been deemed to have inappropriate content not of an educational value. Report any errors found regarding what sites being, or not being filtered, immediately to an administrator or the Instructional Technology Department. The District retains the right to monitor network, email, computer, and telephone use without warning or notice. Information stored, transmitted, or communicated on District equipment is not to be considered private. Information gained through monitoring may be used as evidence in disciplinary or legal action, at the administration's discretion. The District retains the right to review current and back-up copies of electronic systems, files, data, communications, and email. Reviews are done without notice, and information gained through review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure be discovered.
 6. **Network:** The use of an assigned account must be in support of education, business, research and/or within the educational and learning objectives of the District. Each user is responsible for this provision when using the District electronic information resources. Security on any computer system is a high priority because of multiple users. Do not use another individual's account or log on to the system as the systems administrator. Any security concern must be reported to the teacher/principal or systems administrator at once, as well as changes to user account information. Information stored on the network is not to be considered permanent or private. As such, the District retains the right to review and remove as needed data or files found on the network that violates this procedure or that are not in direct support of education or business. In addition, regular maintenance activities can result in the deletion of information deemed not compliant with this procedure. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on the network during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.
 7. **Internet:** Illegal or inappropriate publishing activities or uses of any kind that do not conform to the rules, regulations and policies of the District are forbidden. It is advised to not reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations. Additionally, it is understood that students who publish personal web pages outside the district that may be accessed by District computers must also abide the same standards of appropriate content that all District hosted web pages must maintain. Sites found to be in violation of this will be blocked administratively and appropriate action taken to ensure the removal of dangerous or libelous content hosted by outside web resource providers. Further, the administration reserves the right for further and appropriate action in situations where student personal web pages

and or/sites exist that violate the spirit of this procedure.

8. **Computers Use:** The District provides desktop and laptop computers for student use while in the curricular setting. District provided computers are not to be modified in any way, including the addition or removal of hardware or software, without prior permission from the Information Technology Department or an administrator. District provided computers may not be removed from District property without prior approval from the systems administrator. Removal of District owned equipment is in violation of this procedure and disciplinary or legal action may result. District provided computers are not to be used for personal financial gain at any time. Use of District provided computers, or systems, to gain personal income or monies is expressly forbidden, unless it is for fundraising activities associated with school and has prior approval from the systems administrator. This activity is considered a violation of this procedure and is subject to disciplinary or legal action as deemed appropriate by district administrators. Information stored on computers maintained by the District is not to be considered private. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, the District reserves the right to review data and files found on District provided computers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of the Student Acceptable Use of Electronic Networks procedure exist.
9. **Student Email:** Email provided to students of the District is primarily for internal educational communications. Student email addresses should not be available to the public unless deemed appropriate by the administration. Student personal use of District provided email resources is prohibited. Any use should be in the scope of the educational curriculum and teacher expectations of utilizing the tool for instructional purposes. Student to student, student to teacher, student to administrator email correspondence should follow proper etiquette guidelines listed in section 3 of this procedure. In addition, student email will not violate the Board of Education's policies and will not:
 - Promote, or support political functions or agenda's in any way, both internally and externally.
 - Promote, or support private business or industry, especially the originators own private concern or business.
 - Promote illegal activities or activities prohibited by District policy, or procedures, as found in this procedure or in the Board of Education Policy Manual.
 - Engage in internal or external email activities that are regarded as Spam or mass emailing, unless for information purposes as approved by District administrators.

Spam is defined as email that is sent to multiple individuals in an uninvited manner for purposes of furthering a private and/or political agenda, the transmission of questionable material, or as a means of solicitation. It must be the student's understanding that District provided email is not private or protected. When suspicion of a violation of this procedure pertaining to inappropriate material or usage exists, either through discovery as part of regular maintenance or by staff, student, or parental complaint, the District reserves the right to review data and files found on email clients and servers during the course of investigation. Any information gained through this review may be used as evidence in disciplinary or legal action should a violation of this procedure exist.

Receipt and Acknowledgement of the Student Acceptable Use of Electronic Networks is required before access to Electronic Networks is granted. Secondary students and their parent/guardian must sign the *Student Authorization of Acceptable Use for Electronic Networks* form and return it to the appropriate building administration before students will be granted access to District electronic networks.

Please see the Parent Forms section at the end of the handbook to view the District's 1:1 Laptop Agreement. Parents will acknowledge receipt and understanding of agreement during the online registration process.

Online Privacy Statement

The District respects the privacy of all website visitors to the extent permitted by law. This *Online Privacy Statement* is intended to inform you of the ways in which this website collects information, the uses to which that information will be put, and the ways in which we will protect any information you choose to provide us.

There are four types of information that this site may collect during your visit: network traffic logs, website visit logs, cookies, and information voluntarily provided by you.

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, the District employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage District computers or the network, and monitor and tune the performance of the District network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the District's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless required by law.

Website Visit Logs

District websites routinely collect and store information from online visitors to help manage those sites and improve service. This information includes the pages visited on the site, the date and time of the visit, the Internet address (URL or IP address) of the referring site (often called “referrers”), the domain name and IP address from which the access occurred, the version of browser used, the capabilities of the browser, and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; any personally identifiable information is not released to external parties without your consent unless required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data, other than for these two purposes, in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. We do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

Information Voluntarily Provided by You

In the course of using this website, you may choose to provide us with information to help us serve your needs. For example, you may send us an email to request information, an application or other material, and you may sign up for a mailing list. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff and may be recorded to help us update our site. We will not sell, exchange, or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations.

Each web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or the system administrator, with questions or concerns on the use of personally identifiable information.

While no system can provide guaranteed security, we take reasonable efforts to keep information you provide to us secure, including encryption technology (if any), and physical security at the location of the server where the information is stored.

Web Links to Non-District Websites

District websites provide links to other World Wide Web sites or resources. We do not control these sites and resources, do not endorse them, and are not responsible for their availability, content, or delivery of services. In particular, external sites are not bound by this *Online Privacy Statement*; they may have their own policies or none at all. Often you can tell you are leaving a District website by noting the URL of the destination site. These links to external websites open a new browser window as well.

Please email your questions or concerns to the System Administrator.

Annual Notice to Parents about Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois’ Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student’s information or from engaging in targeted advertising using a student’s information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Aiding/Abetting

Any student found to be either directly or indirectly involved in aiding, abetting, or assisting another student(s) found to be in violation of the student conduct code will be subject to disciplinary consequences ranging from verbal warning to expulsion.

Clothing

Students are expected to dress in accordance with commonly acceptable standards of decency and with regard to standards for health and safety. A manner of dress or physical appearance which results in disruption of the educational process, or which contributes to unhealthy or unsafe conditions, will not be permitted.

- Shoes or other appropriate footwear must be worn in the school building. Shoes that contain wheels should not be worn at school.
- No head covering that obscures the view of the student's face. Interpretation and enforcement of this rule is up to administration discretion.
- Words or pictures on articles of clothing, or book bags, notebooks or other personal possessions, which advertise or promote illegal drugs, alcohol or alcohol products, cigarettes or other tobacco products or any other items not legally usable by high school students will not be permitted. Also, statements or pictures which are violent or threatening in nature will not be permitted.
- Words or pictures on articles of clothing which are sexually explicit, offensive to commonly acceptable standards of propriety or suggestive in nature such as to constitute sexual harassment will not be permitted.
- Metal studs, chains longer than jewelry, and any other objects that may be used as weapons or that may be hazardous to persons or property are specifically prohibited.
- Clothing which fails to adequately cover the body, or which is torn or altered in an explicit or suggestive

manner, will not be permitted. Shirts, blouses and tops which are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting position. Pants or shorts must be worn at the waist.

If you have any questions regarding acceptability of a particular item of clothing, check with an Assistant Principal before you wear the item to school. First-time offenders will be required to correct the violation before returning to class. Administrative consequences will be assigned for flagrant first offenses or any subsequent offenses. Class time missed due to inappropriate clothing may be made up as a detention. Persistent violations will be handled as willful insubordination.

Damage to or Loss of School Property

The regulations of our Board of Education are very specific with regard to care of school property. These regulations state that students are required to pay for all damages which they have done to school property. Students may be assigned a disciplinary consequence for willful damage. All report cards, transcripts of credit or graduation diplomas may be withheld until all obligations are met.

Drug/Alcohol/Tobacco Prohibition

The possession, use, consumption, distribution, purchase, or sale of any substance, including, but not limited to, alcoholic beverages, drugs (prescription, over the counter and/or illegal), drug paraphernalia, controlled substances, marijuana, look-alike drugs, tobacco products, e-cigarettes, or any other substance when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the aforementioned, regardless of the true nature or the appearance of the substance, is prohibited in school buildings, school buses, and on all other school property or school related events at any time, except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor or with respect to a medical cannabis infused product administered to an authorized user under *Ashley's Law*. See the "Medication at School" section of the handbook for appropriate use of prescription and over the counter medicine at school.

Drugs/Alcohol

Possession – Any student in possession, possession by consumption of any alcohol, legally controlled substance, illegal substance, prescription medications, or over the counter chemical substance as defined previously, paraphernalia, or any substance purported or represented to be a legally controlled substance or illegal substance while on school property or attending school activities will be subject to school and legal consequences.

Any student in violation is subject to suspension from school for ten (10) days. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

The ten (10) day suspension may be reduced to five (5) days if the student and parents/guardians agree, at their expense to:

1. Have a drug/alcohol assessment. The family must have an appointment prior to the student's return to school.
2. Work in cooperation with Unit 5 personnel to follow through with the recommendations of the assessment.
3. Complete the assessment and subsequent recommended program, or the five days that were waived will be reinstated.

The administration reserves the right to withhold this option and/or recommend expulsion for a first offense. Repeat offenders will not have this option available and may be recommended to the board of Education for expulsion.

Sale/Delivery/Purchase

Any student who sells, delivers, or purchases any alcohol or drug substance defined above to another student or students during the school day, while on school property or in connection with attendance at school activities will be subject to school and legal consequences. Possession of a large amount or individually packaged substances that are prohibited will also be covered under the provisions of this section.

Any student who sells, delivers, or purchases any alcohol or drug substance is subject to suspension from school for ten (10) days may be recommended for expulsion. All violations will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

Tobacco and E-Cigarette Devices

Possession - Students may not possess, smoke, chew, handle, exchange, or display tobacco items or E-cigarettes on school district property at any time. Tobacco products of any kind are not allowed in the school building, on the school grounds, including all areas maintained by our school district, or on a school bus.

Possession of tobacco products will result in administrative consequences. E-cigarettes found to contain any other substance, will be given consequences aligned to possession of the identified substance.

The school prohibits the possession of smokeless tobacco and any other tobacco products as well as e-cigarettes and vaporizing pens or equipment. Matches and cigarette lighters are also prohibited.

Use/Sale/Delivery - Use, sale, or delivery of tobacco products may result in a suspension from school not to exceed ten (10) days.

Students may receive an Ordinance Violation for tobacco possession/use/sale/delivery.

Prohibited items will be confiscated.

Electronic Devices

Students may not use or possess an electronic mobile device, including but not limited to a mobile (i.e. cellular or smart) phone, video recording device, PDA (personal digital assistant), iPod, mp3 player, laptop, netbook, iPad, tablet, or other similar 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, eavesdrop (e.g. recording a conversation without the consent of all parties) 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 or electronic device. Students are allowed to possess and use mobile devices in school, provided they do not cause a disruption and are not used, seen, or heard during instructional time unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Instructional time is defined as times when students are assigned to a class, study hall, homeroom, or the IMC.

Administrative consequences ranging from verbal warnings to suspension will be issued for violations.

Fighting/Battery/Verbal Altercations

A fight will be defined as "two or more individuals involved in mutual, aggressive physical contact with one another." Battery will be defined as knowingly causing bodily harm or making physical contact of an insulting or provoking nature with another individual. Students involved in an incident of fighting/battery will be subject to a disciplinary consequence. Subsequent incidents may result in a suspension of up to ten (10) days and a possible recommendation for expulsion from school.

All incidents of fighting/battery will be reported to the School Resource Officer and could result in an ordinance violation or arrest.

Bystanders who encourage or instigate an altercation or interfere with staff members trying to break-up an altercation may be subjected to discipline consequences.

Verbal Altercations that result in a school disruption will result in a disciplinary consequence. Students may also be required to participate in a mediation session.

Fireworks

Possession, sale or use of fireworks or any explosive or incendiary device (lighters, matches) is prohibited in the school building, on school grounds, and on school buses. Violators will be subject to administrative consequences.

Food/Beverages

Food and/or beverages (except water) will be left up to teacher discretion in the classroom. Delivery of outside food products during the school day is not permitted for students.

Gangs and Gang-Related Activities

The presence of gangs or gang-related activities on school grounds is strictly prohibited. Student involvement in gangs, as a gang member or gang associate, or gang-related activities on school grounds, while school is in session, or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.

As used herein, the term "gang" is defined as a somewhat organized group of persons who form an allegiance of some duration. This group is sometimes characterized by a gang name, symbols, special dress, colors, or turf concerns. The activities of the

group are anti-social, with its members frequently engaging in criminal activity. The gang creates an atmosphere of fear and intimidation within the school environment and/or community.

As used herein, the term "gang member" is defined as a person who actively joins with two or more persons who participate in or who are members of an organized group which has identified itself as a gang or part of a gang. The gang member must do more than be a mere associate of gang members. The gang member must actively participate in the group's anti-social behavior. The gang member frequently wears special dress, colors, or symbols, and claims membership in the group.

As used herein, the term "gang associate" is defined as a person who on occasion spends time in the company of two or more persons who by their activities have been identified as members of a gang. The gang associate does not engage in special dress, colors, or symbols, or have the same turf concerns as do gang members. The gang associate is an individual who does not claim gang membership but whose association with gang members is social in nature.

As used herein, the phrase "gang-related incident" is defined as any incident in which there is gang motivation as one of its elements. Not all criminal activity perpetrated by persons identified as gang members meets this criterion. Any criminal activity committed by gang members which promotes the group can properly be labeled as a gang-related incident.

As used herein, the phrase "gang-related activity" is defined as any conduct engaged in by a student (1) on behalf of any gang; (2) to perpetuate the existence of any gang; and/or (3) to effect the common purpose and design of any gang, including but not limited to manner of dress, use of symbols, graffiti, gestures, recruitment, harassment, intimidation, threatening or retaliation.

Students involved with any behavior as related to gangs or gang-related activity will be subject to a disciplinary consequence and other legal action as deemed appropriate.

Hall Pass

Students are required to have an appropriately marked and signed Hall Pass when not in their assigned classroom. Students who are in unauthorized possession of one or more passes will be subject to school disciplinary action for theft and/or possession of stolen property. Any student who forges or is involved in forging a pass will be subject to school disciplinary consequences.

Harassment

Preventing Bullying, Intimidation, Teen Dating Violence and Harassment Policy

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

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. *Board Policy 7.20*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. *Board Policy 7.180*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager identified in *Board Policy 7.20*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in *Board Policy 6.60*. 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*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parent/guardian of this policy.

Bullying

Bullying behaviors are specifically prohibited and will not be tolerated. Bullying includes repeated aggressive, violent, angry, intimidating and/or threatening verbal or physical behaviors that may be demonstrated through discipline problems, violent expressions in writings and/or drawings, gestures, weapons possession, gang affiliation and /or prejudicial attitudes. Students should report suspected bullying to any teacher, counselor, or administrator. When such behaviors or characteristics are demonstrated, parents/guardians will be notified by a building administrator of potential consequences that range from an administrative conference or expulsion. In addition, parents/guardians will be made aware of interventions that may include information on early warning signs for aggressive behavior, referral to a building support team, student instruction in socially appropriate behaviors, referral to community organizations that teach strategies in the reduction of aggressive behaviors and/or referral for a special education evaluation.

Racial, Ethnic or Religious Harassment

Racial, ethnic or religious harassment is specifically prohibited and will not be tolerated. Language, gestures, apparel or behaviors which show disrespect, intimidate, threaten or cause injury on the basis of racial, ethnic or religious origin or background will constitute racial, ethnic or religious harassment. Harassment is against the law. A disciplinary consequence will be assigned for engaging in racial, ethnic or religious harassment. Students should report suspected harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation.

Sexual/Sexual Orientation Harassment

Sexual harassment is specifically prohibited and will not be tolerated. Sexual harassment is defined as unwanted and unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an student's education, or;
2. Submission to or rejection of such conduct is used as a basis for any education decision affecting such individual, or;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's school performance or of creating an intimidating, hostile or offensive school environment.

As defined, sexual harassment includes, but is not limited to sexual flirtations, advances or propositions; verbal abuse of a sexual nature; graphic or degrading verbal comments about an individual or his or her gender, appearance or sexual orientation; sex-oriented verbal kidding, teasing or joking; displays of sexually suggestive objects or pictures; demands for sexual favors; subtle pressure for sexual activity; and physical contact such as patting, pinching, touching or brushing against another's body.

Students should report suspected sexual harassment to any teacher, counselor or administrator. Students may be accompanied by a parent/guardian, friend or advisor in making such a report. Every report will be documented and investigated in a prompt, thorough and confidential manner. Reasonable attempts will be made to provide an opportunity for informal consultation and, where appropriate, informal resolution. The complainant will have an opportunity for reasonable input into decision-making regarding the method for resolving the situation. Students also have the option of contacting the district's Title IX coordinator if they feel they have been the victim of sexual discrimination and or harassment. Contact the Title IX Coordinator at the Unit 5 District Office, 557-4400, for more information on how to file a complaint and/or report such occurrences.

Unit 5 respects the right of every student to be free from harassment, including sexual orientation harassment. Sexual harassment is against the law. Disciplinary consequences will be assigned for engaging in sexual harassment.

Cross Reference:

Board Policy 7.180, *Preventing of and Response to Bullying, Intimidation, and Harassment*

Board Policy 7.185, *Teen Dating Violence Prohibited*

Board Policy 7.20, *Harassment of Students Prohibited*

Insubordination

As a student of Unit 5, there is an absolute obligation and responsibility to follow verbal and written instructions from any faculty member and to properly identify oneself to any staff member in regard to all aspects of student behavior and conduct at school and school activities. Willful and deliberate refusal to do so is insubordination and may result in a disciplinary consequence.

Inappropriate Items for School

Laser pointers, cameras, video equipment, pornographic and offensive material as well as other items, too numerous to mention, that have no acceptable purpose for school may not be brought to school or on buses. If any such items are brought to school, they will be stored in the main office until parents/guardians make appropriate arrangements for the property to be returned.

Language and Gestures

Students are responsible at all times for their language and gestures. Profane or obscene language is always unacceptable. Students responsible for improper language and gestures directed toward any teacher, staff member, or students are to be reported to the appropriate Assistant Principal immediately for appropriate disciplinary action. Students will be subject to a disciplinary consequence for using obscene or otherwise offensive language or gestures toward a staff member. Disciplinary consequences will also be assigned for incidents not directed toward a staff member.

Locks and Lockers

All lockers must be locked. A combination lock that is sold and serviced by Unit 5 is recommended.

Lockers are school property. The school retains ultimate control of all lockers, including student lockers, and said lockers are subject to search to prevent school lockers from being used in illicit ways or for illegal purposes. The school reserves the right to inspect all lockers at all times to detect health or safety problems or violations of school rules or the law, including but not limited to the presence of illegal drugs, weapons or contraband, notwithstanding the fact that the lockers are assigned to the individual Unit 5 students who assume full responsibility for the security of their lockers.

Students are not to share lockers, use more than one locker, or use a locker that is not assigned to them.

Loitering

Loitering in the hallways in such a manner as to impede or hamper passing traffic, impede or hamper access to classrooms, offices or restrooms, harass or intimidate other students, create disturbance because of excessive noise or otherwise disrupt the orderly operation of the school is prohibited. Violators will be subject to a disciplinary consequence.

Obstruction of an Investigation

Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false present a potential danger to student and staff safety will be subject to a disciplinary consequence.

Parking Regulations

Cars driven to school by students and parked anywhere on school grounds other than in the student parking lot will be subject to being towed without warning. This restriction applies to all students from 6:30 a.m. - 4:30 p.m. each school day. School disciplinary action can be taken against students who violate parking lot restrictions and/or trespass on private property.

1. Parking is authorized in the student parking lot only. Students may not park in or drive through the Faculty parking lots. Students may never drive behind the school. Students may only enter the Student Parking lot at the "Entrance" (NCWHS north driveway or east driveway at NCHS) and may not enter through the "Exit."
2. Each vehicle must have a High School permit. Permits are available at registration. Juniors and Seniors will be given priority in the purchase of parking permits at registration in the fall. If more parking is available after registration, a lottery will be held for Sophomores. A fee is charged for each permit and that permit may only be used by the student who purchased it
3. Permits must be permanently affixed to the lower left corner of the front window.
4. Each permit is issued for a specific vehicle. If this vehicle is replaced, the permit may be transferred by completing a new application in the Assistant Principal's Office. If the permit is not reusable, bring the remnants to the Assistant Principal for a replacement. If it is not recoverable at all, parent/guardian should contact the Assistant Principal. Temporary permits may be arranged with the Assistant Principal for special circumstances.
5. Vehicles may not be parked in the driveways or driving aisles.
6. All traffic laws, including but not limited to reckless driving and posted signs must be obeyed. The speed limit is 10 M.P.H.
7. Vehicles parked or operated in violation of these regulations will be towed at the owner's expense and/or other disciplinary consequences that may also include a temporary or permanent loss of parking privileges.

8. Unit 5 cannot be responsible for any damage that may occur in the student parking lot. Please be sure that your personal automobile insurance coverage is sufficient.

Parking on campus is a privilege. Students who fail to comply with disciplinary and/or academic expectations may be revoked. A refund will not be available.

Personal Property

Textbooks, articles of clothing and personal possessions should all be clearly marked with your name. You are discouraged to bring expensive equipment to school, school activities or on school field trips. The school district provides hall lockers for students to store their personal property. The school provides adequate facilities for students to store their belongings, but the school cannot take the responsibility for these belongings. Each student must be responsible for personal property and should therefore keep the locker locked and not share lock combinations with other students. If property is lost or missing, it must be reported to the teacher and the main office immediately.

Students are strongly encouraged not to carry large amounts of money at school. If necessary, the best practice is to bring a check for the proper amount.

Sexual Acts and Public Display of Affection

Public display of affection, including but not limited to, kissing, prolonged embraces, excessive inappropriate touching, and sexual acts are not appropriate for school and will not be permitted. A disciplinary consequence will be assigned to students that engage in public acts of affection. Parents/guardians may be contacted beginning with the second and all subsequent offenses. Continued offenses will be considered willful insubordination.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects, including student vehicles. "School authorities" include school resource 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. This paragraph applies to student vehicles parked on school property. In addition, building principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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.

Student Searches

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

When feasible, the search should be conducted as follows:

- Outside the view of others, including students.
- In the presence of a school administrator or adult witness.
- By a employee with a professional educator license or school resource 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. The student's parents/guardians shall be notified of the search as soon as possible.

Access to Student Social Networking Passwords and Websites

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a

factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the 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.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross Reference:

Board Policy 7.140, *Search and Seizure*

Snowballs

Throwing snow and/or ice presents a serious safety hazard to persons and property and is prohibited. This prohibition includes snow and/or ice thrown onto school grounds from adjacent property or at school buses or other vehicles. Disciplinary consequences will be assigned.

Substitute Teachers and Other Substitute Employees

Substitute teachers and other substitute employees retain the same responsibility and authority as the persons for whom they are employed. Students' obligations toward substitute employees are the same as toward permanent employees.

Theft or Possession of Stolen Property

Students who find or are in possession of personal property not belonging to them, should bring the items immediately to the office. Students responsible for stealing school or private property (including student identification cards) or for being in unauthorized possession of property that does not belong to the student, whether or not it is "stolen", or reported as stolen will be subject to a disciplinary consequence.

Specific consequences may be modified due to the relative value and/or importance of the stolen property and other circumstances of the situation. "I found it," "I bought it," "It's not mine," or "I didn't know it was there," will not be acceptable reasons for a student to be in possession of lost or stolen property.

Threats Directed Toward or Actions Taken Against Staff Members

Students who are responsible for threatening teachers' or other staff members' personal safety or for threatening or vandalizing their personal property will be subject to a disciplinary consequence, a possible referral to the Regional Alternative School's SAVE program, possible expulsion proceedings, and possible legal action as deemed appropriate by the individual staff member and school district.

Transportation/School Buses

Eligible students are assigned to a specific bus route and pick-up/drop-off point. Temporary changes must be arranged in advance through the Assistant Principals. Behavior on the bus and at the pick-up/drop-off point must conform to the requirements for school conduct described in the Student Conduct and Discipline section of this handbook. Students must recognize and yield to the authority of the bus driver. Infractions that cannot be resolved by the driver will be reported to the Assistant Principals. Consequences range from warnings to suspension from the bus.

For all transportation related issues, please contact the transportation call line at 557-4BUS (557-4287).

Rules for Bus Riders

1. Bus behavior has the same expectations as the school/classroom.
2. Talking and other distractions to the driver must be kept to a minimum.
3. No talking at all when the bus comes to a railroad crossing, so the driver can hear any approaching trains.

4. While on the bus and while the bus is in motion, you must stay in your seats with arms and legs out of the aisle.
5. Get permission before opening a window, and do not throw or stick anything out of the window.
6. There is to be no loud talking and/or yelling on the bus.
7. Cross the road at least ten (10) feet in front of the bus and then only on a signal from the driver.
8. While unloading, let the student closest to the front get off the bus first.
9. Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind the bus.
10. No inappropriate use of cell phones will be allowed on the bus (i.e. taking pictures, movies, recordings, etc.).

Courses Meeting at Bloomington Area Career Center (BACC)

A number of students have elective courses that meet only at the BACC. District transportation will be provided to and from the BACC each day with the exception of the first session. Students participating in the first session will need to transport themselves to BACC. Unit 5 will provide return transportation from BACC to the home high school. Private transportation may be used with advanced written approval by an Assistant Principal. Students who violate this provision will be assigned administrative consequences.

In addition, students who enroll in BACC will be subject to a quarterly performance review that will consider student behavior, attendance, and performance, with the possibility of being moved out of BACC coursework due to concerns in these areas.

Unauthorized Areas

Students are not to be in unauthorized areas of the building during the school day or at times before or after the school day without specific permission from a Unit 5 staff member. Students out of class on a pass or to go to the restroom are to take the shortest route to their nearest destination and to return by the same route. Students who violate this directive may be subject to penalties for vandalism and/or theft that occur while they are in an unauthorized area as well as penalties for being in an unauthorized area without permission.

The parking lots, locker rooms (when not in PE class), hallways, restrooms (when not in possession of a hall pass), auditorium, multipurpose room, and any vacant classroom or office are considered to be unauthorized areas. Students are never to be in these areas without express permission from the Assistant Principals. Administrative consequences will be issued for being in an unauthorized area.

Video Surveillance

Video cameras are in use throughout the school to help insure the safety of the students and staff in the building. Students who tamper with or damage the video equipment will be assigned a disciplinary consequence.

Explanation of Student Disciplinary Interventions**Student Conferences**

Based on the disciplinary infraction, students may be required to have a conference with a teacher, administrator, or another student. The conference would provide an opportunity for all parties to discuss the situation and collaborate towards resolution of conflict or problem.

Student Contracts

Student contracts define for all parties the behavioral and academic expectations for students and supports that will be provided to students as they re-enter from another placement, return from a suspension or expulsion, or after a series of disciplinary infractions.

Teacher Detentions

Teachers may assign detentions to be completed with them. They will issue a copy of the Classroom Detention Notice to the student and will allow the student at least one-day notice. If the student fails to complete this obligation assigned by the teacher, the length of the detention will be doubled by the Assistant Principal. If this assignment is not completed within five (5) school days, an administrative detention may be assigned.

Loss of Privileges

Loss of privileges may include, but is not limited to, lunch detention, loss of parking pass, extracurricular/school event attendance privileges, and/or Senior Homeroom exemption.

Administrative Detentions

Students may receive detentions from an Administrator for violations of handbook policy. If the detention assignment is not completed by the deadline, further administrative consequences will be issued.

Removal from Classes

The Assistant Principals may remove a student from one or more classes and require attendance in the office or Study Hall on a temporary basis. Credit will be given for classroom work that is missed due to removal from classes only if the student submits completed assignments the day of return to class or as agreed upon with individual teachers. It is the student's responsibility to secure assignments from teachers.

Suspension from School

Suspensions from school include in-school suspensions and out-of-school suspensions, and shall be in accordance with Board policy 7.200, *Suspension Procedures*. If a student is suspended from school for gross disobedience or misconduct, he or she will be sent home for a specified period of time. During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities. A suspension ends when the student is readmitted to classes.

Credit will be given for classroom work missed due to suspension from school only if completed assignments are submitted within a period of time not to exceed the length of the suspension, up to a maximum of three (3) days. Assignments given before the period of suspension will be given credit if submitted upon a student's return to school.

Expulsion from School

Expulsions from school shall be in accordance with Board policy 7.210, *Expulsion Procedures*. Students who engage in gross disobedience or misconduct may be expelled from school for a definite time period not to exceed two calendar years. During the period of expulsion, the student may not be on school grounds and may not attend or participate in any school activities.

Appeal of Discipline Decisions

Any parent/guardian has the right to request a review of any disciplinary action. If such a review is desired, the Associate Principal should be contacted as soon as possible in order to initiate the appeal procedure.

- Step 1 Associate Principal
- Step 2 Unit 5 Executive Director of Human Resources and Student Services (557.4400)
- Step 3 Unit 5 Superintendent (557.4400)

Student Services

Accessibility

Assistance for persons with disabilities is available and should be requested as needed. Contact the high school office for assistance.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to each “child with a disability” enrolled in the school. The term “child with disability” means a child between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

_____ (name)
_____ (phone number)
_____ (office location)

Child Find Responsibility

Our school actively seeks out and identifies all students from 9th to 12th grade or through age 21 who may be eligible for special education and related services. Procedures include ongoing review of each child’s performance and progress by teachers and other professional personnel, in order to refer those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting, suggesting that they may be eligible for special education and related services.

When a staff member concludes that an individual is in need of referral for an evaluation based on factors such as a child’s educational progress, interaction with others, or other functioning in the school environment, the member shall refer the student to the building based intervention team for consideration of an individual evaluation.

Related Service Logs

For a child with an individualized education program (“IEP”), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP upon request and at any other time upon request.

Foreign Exchange Program

Classes and credit will be included so the foreign exchange student coming to Unit 5 can experience a full year of academics. The student will be a senior; however, only a certificate of attendance will be issued. Applications must be submitted to the Building Principal by May 1 of the previous year.

Student Monitors or Assistants

Some teachers utilize student assistance for secretarial work, lab assistance, office monitors, etc. In such cases, a “Request for Student Help” form should be completed and returned to the Assistant Principal.

Students must be under the direct supervision of a staff member at all times while serving as a student assistant and must follow all school rules regarding attendance and conduct.

Counseling Office

- Course selection/scheduling for students
- Career counseling, including Career Cruising
- College and Vocational counseling
- Registration of new students
- Individual counseling
- Academic counseling
- Communication with parents
- Collaboration with outside agencies as needed
- Test administration
- Assist with college applications, recommendations, and scholarships
- Gathering homework assignments
- Group counseling

Normal Community High School

Students A-Ch	Addie Ince	incea@unit5.org	557-4643
Students Ci-G	Ryan Short	shorter@unit5.org	557-4645
Students H-K	Jack Ratzsch	ratzscj@unit5.org	557-4654
Students L-O	Jenn Giermann	giermanj@unit5.org	557-4642
Students P-Sm	Kristi Chase	chasek@unit5.org	557-4655
Students Sn-Z	Lashonna Harden	hardenl@unit5.org	557-4653
College and Career	Karrin Hawkins	hawkinsk@unit5.org	557-4654
Administrative Assistant	Laurie Beyer	beyerld@unit5.org	557-4644
Registrar	Penny Fisher	fisherp@unit5.org	557-4652

Normal Community West High School

Students A-C	Brooke Bollmann	bollmannb@unit5.org	557-4963
Students D-H	Rachel Tohme	tohmer@unit5.org	557-4965
Students I-Mh	Lauren Goveia	goveial@unit5.org	557-4964
Students Mi-Se	Debbie Sondgeroth	sonderd@unit5.org	557-4967
Students Sf-Z	Sara Keag	keags@unit5.org	557-4966
College and Career	Corey Ostling	ostlingcm@unit5.org	557-4964
Administrative Assistant	Michelle Gramley	gramleyt@unit5.org	557-4969
Registrar	Amber Rudge	rudgead@unit5.org	557-4968

Employment Certificates (Work Permits)

Applications for Employment Certificates for 14 and 15-year-old students are available. Contact the Registrar in the Counseling Office. Certificates of Age will be issued for students 16 years of age and over.

Chestnut Health Services

A Chestnut Health Services Counselor provides confidential counseling services for students. Students can be referred by school staff, parent/guardian, or themselves to talk with the chestnut Counselor about a variety of life challenges including mental health and substance abuse concerns. To learn more about this service, contact the guidance office.

Project Oz Youth Specialist

Project Oz is a non-for-profit agency that operates in McLean County. A School Youth Specialist's responsibilities are to assist in the areas of truancy, academic deficiency, personal stress, and family related issues. Services may include tutoring, assisting families with locating resources, and one to one or family counseling. To learn more about this service, please contact the guidance office.

Applying For College

1. After selecting possible colleges, fill out an application online at the college website. Prepare applications thoroughly, having an adult review your application. Most online applications allow for the student to save their work along the way before submitting.
2. Application fees are usually required. Students with financial need may qualify for an application fee waiver. Check with your Counselor.
3. Obtain a "Transcript Release Form" from the Counseling Office or Counseling website for each college application in order for your official transcript to be sent. Each transcript will cost \$3. Transcripts are only considered official if mailed from the high school.
4. Official ACT and/or SAT scores must be ordered directly from ACT (www.actstudent.org) or SAT College Board (www.collegeboard.com).
- 5.

Testing**Preliminary Scholastic Aptitude Test /National Merit Scholarship Qualifying Test (PSAT)**

The Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT) is given to juniors in October. There is a fee charged for this test. Registration period will be in the daily announcements. State Farm and a number of other corporations and businesses use this test as a means of awarding scholarships. All college bound students are encouraged to participate.

Illinois Science Assessment (ISA)

The Illinois Science Assessment is administered each Spring to students in the 11th grade. The purpose of the ISA is to determine student/school/district performance on grade level standards in science. The IAR scores are used by the district to evaluate curriculum and instruction. The ISA scores are utilized by the state as the accountability measure as defined in its ESSA plan.

Pre-Scholastic Aptitude Test (PSAT 9 & 10)

The Pre-Scholastic Aptitude Test (PSAT) is administered to 9th and 10th graders on a date set by the state which usually occurs in mid-April. The purpose of the PSAT assessment is to determine student/school/district performance in Math and ELA. Students may use PSAT/SAT scores as a way to place directly into dual credit courses at Heartland Community College. Students may use PSAT scores as college readiness Indicators as scores correlate to the SAT.

AP Tests

The Advanced Placement (AP) program is offered by The College Board and provides high school students the opportunity to take a three-hour exam in May to potentially qualify for college course credit. All students throughout the world take a given exam on the same day. Although The College Board does not mandate taking an AP course before completing the exam, it is much more likely a student completing an AP course will be able to attain a qualifying score. Each exam is graded on a point basis with a range from one to five. A score of five, four, or three is considered to be a qualifying score. Illinois law requires each public institution of higher education to comply with the same standard of awarding course credit to any student receiving a score of 3 or higher on a College Board Advanced Placement examination and applying the credit to meet a corresponding course requirement for degree completion at that institution of higher education. However, there is no guarantee that a college will accept AP credit. At the same time, The College Board indicates that over 90% of United States colleges accept AP credit and/or offer advanced placement. A student should determine potential credit or placement with the college he/she plans to attend. College websites often address AP credit and other opportunities to get advanced standing.

There is a cost for each exam. Students with financial need may qualify for a free/reduced fee. Students should check with the AP Coordinator (Counseling Office) to determine eligibility for the fee reduction. Registration for the exam will be necessary by the end of February in order to meet College Board deadlines.

Unit 5 is pleased to offer AP courses in several disciplines (English, foreign languages, mathematics, music, science, and social studies). Unit 5 will only offer AP exams that correlate to the ones taught this school year. Each AP class is expected to have the rigor of a comparable college level course. There are several AP options for junior and senior students.

For additional information and AP test schedule, contact your counselor, AP Coordinator, or The College Board website at <http://www.collegeboard.com/student/testing/ap/about.html>. That site will lead you to specific AP information.

College Entrance Tests

Most colleges require a college entrance test as a part of their admission requirements--American College Test (ACT) or Scholastic Aptitude Test (SAT). Illinois requires junior students to complete the SAT on a state designated testing date. The SAT is a graduation requirement for Illinois students. The state sponsored SAT will be administered, at no cost, to all juniors.

College entrance tests are usually taken in the spring or summer of the junior year in high school. You can take these tests as many times as you like. There is a fee charged for taking these tests. General information, test sites and registration materials for these tests are available in the Counseling Office or at www.actstudent.org or www.collegeboard.com.

School Psychologist - Social Worker

The school district employs school psychologists and school social workers who have specialized training. If you desire additional help with a particular problem, arrangements may be made by your counselor or Assistant Principal.

School Resource Officer

Through a joint partnership with the Normal Police Department, Unit 5 utilizes the School Resource Officer (SRO) program. The SRO acts as a liaison of the Normal Police by assisting students with law related advise, documenting police reports, and working with the Assistant Principals regarding investigations of a criminal nature.

Instructional Media Center (IMC)**IMC Access and Procedures**

The Instructional Materials Center is open every day before and after school. Listed below are guidelines informing you on how to attend the IMC, expected behavior when using the IMC, and procedures for checking out IMC materials?

Before and After School:

1. Students are welcome and encouraged to use the IMC before and after school.
2. Students may use this time to locate learning materials, study, or use computers.

During Lunch Periods:

1. Students are welcome to come to the IMC during their lunch period.
2. Students may come to the IMC during homeroom only with a pass from their teacher.

From a Classroom:

1. Students must have a pass from their teacher to come to the IMC during class.
2. Since study hall students and classes are scheduled in the IMC, faculty are asked to send no more than five students at a time from class with a pass unless prior arrangement with the IMC staff have been made.

From a Study Hall:

1. Students must sign the IMC sign-out sheet in the study hall.
2. When classes are in the IMC, the number of students admitted from study hall will be adjusted because of seating limitations and demands of classes on computer availability. First priority will be given to students who have a pass from a teacher to work on an assignment.
3. Come directly to the IMC: do not stop at a locker, restroom, or Counseling Office.

Student Expectations for Using the IMC**Respect your peers' learning**

1. Students must have a purpose for being in the IMC, even if it's just reading for pleasure or working on homework. Students must be engaged in what they came to the library to do, not spend the time napping or socializing.
2. Students are requested to keep their voices at a respected noise level.
3. Students must respect the right of everyone to accomplish study and work goals.
4. Students are requested to turn off cell phone ringers.

Respect your IMC Facility

1. Return library books, textbooks, laptops, supplies and games to designated places.
2. One student per seat.
3. Keep feet off of furniture.
4. Report broken or missing items.
5. Return furniture to its proper place.
6. Keep the facility clean by throwing away trash and picking up after yourself.

Circulation of IMC Materials

1. Your student ID serves as your library card for checking out all materials and technologies.
2. Students may check out books for reading and research in addition to school textbooks. Books may be checked out for three weeks. Books may be renewed unless a reserve request has been issued. Students are given a grace period after which a fine of \$.10 per school day is charged for overdue books.
3. Reference and reserve books may be checked out after school. These books are due before first hour the following school day. Overdue reference and reserve books are charged \$.10 per day.
4. Returning materials on time is your responsibility and will save you money. Overdue notices will be sent weekly. Report to the IMC as soon as possible after receiving an overdue notice. Students are financially responsible for lost, damaged, or stolen items checked out in their name. Fines and lost book charges are collected at registration and must be paid by seniors before graduating.

Textbooks

Textbooks are checked out to students through the IMC during school registration with their student ID. Students are asked to write their name inside the cover of the textbook. Students who are dropping/transferring schools are responsible for returning all textbooks to the IMC before they leave. The drop form is available from the Assistant Principal. For students that are dropping a class, the drop form is available in the Counseling Office. All textbooks will be collected in the classrooms and returned to the IMC at the end of each semester (for semester classes) or at the end of the school year (for year-long classes). Students will be charged for lost, missing or destroyed textbooks at the end of the school year.

School Nurse

The Nurse's Office is accessible through the main office. If a student becomes ill or injured, he/she should report to the Nurse's Office with a Hall Pass. The nurse will decide whether the student should remain in school or be sent home. If the nurse is unavailable, another person from the office staff will assist the student. The parent/guardian should contact the nurse with regard to any health-related problems or concerns.

Procedures

1. If you become ill or injured during the school day, report to the Nurse's Office with a Hall Pass from the class you are in or will be missing. Do not come in between classes without a Hall Pass.
2. Sign in and out of the Nurse's Office using the computer and your student ID.
3. If it is necessary for you to be excused from school, the nurse will contact your parent/ guardian and will write an Absent/Tardy Notice. Do not call/text your parent/guardian before reporting to the nurse.
4. No treatment except first aid will be given by the nurse. If additional treatment is required, the nurse will contact parent/guardian to make appropriate arrangements.
5. If the school nurse is not available, you are to report directly to the Main Office.

Illness or Accidents at School

All accidents and illnesses which occur at school or at a school function are to be reported to the office. If they are considered serious or if the accident or illness remains in question to the school nurse or office staff, parents will be notified.

The Illinois General Assembly does not require school districts to carry student accident insurance. If a student is injured at school or during a school activity, the parent/guardian's health insurance company should be contacted for coverage.

The Unit 5 District does make available low cost student accident insurance for all students that attend our schools. This insurance application is available at all our school buildings.

Additionally, the State of Illinois All Kids health insurance program is available to all children in the state regardless of income level. This program provides health insurance for a child which includes accident insurance. Information about the All Kids program can be found at www.illinois.gov/hfs/medicalprograms/allkids.

Cross Reference:
Board Policy 4.170, *Safety*

Emergency Numbers

Emergency information will be maintained for all students and should be filled out during the registration process. It is important to have the name and phone number of a person other than the parent/guardian to call in case of a school emergency when parents cannot be reached. Please contact your school office if any changes in this emergency information occur during the school year.

Immunization, Health, Eye, and Dental Examinations

Illinois law requires that all students entering an early childhood program, kindergarten, sixth, or ninth grades, or transferring from out of state, have a physical examination within one calendar year *prior* to the date of entry. The examination must include a complete immunization record and medical history. Students transferring from another Illinois school must present copies of their current Illinois health records.

Section 27-8.1 of the Illinois School Code states: "If a child does not comply...then the local school authority shall exclude that child from school until such time as the child presents proof of having had either the health examination or those required immunizations which are medically possible to receive immediately."

All students entering ECE, Pre-K, Kindergarten, 6th grade, and 9th grade must submit a current physical exam and complete immunization record by the FIRST DAY OF SCHOOL. For detailed information on immunization requirements, click on the link below or check with your health care provider. http://www.isbe.net/pdf/school_health/immunization-requirements.pdf. Children without physicals and immunizations will NOT be allowed to start school until the school nurse receives the records. NO appointment cards will be accepted. *Sports physicals are NOT accepted for this requirement.* It is strongly recommended that you turn in these requirements by the walk in registration date each year either in person or by mailing it to the school.

Parents/guardians who object to the health examination or immunizations on religious grounds must present an "Illinois Certificate of Religious Exemption to Required Immunizations and/or Examination" form found at: <http://www.dph.illinois.gov/sites/default/files/forms/religious-exemption-form-081815-040816.pdf> to the local school authority. This form must be signed by both the parent/guardian and the child's health care provider responsible for performing the child's health examination. If a child cannot be fully immunized because of health reasons (medical contraindication), the physician must state this fact on the health examination certificate.

In the event of a diagnosed case of a communicable disease the school nurse will consult with the McLean County Health Department to determine the need to exclude students not protected by immunizations, utilizing the most current Illinois Department Public Health Rules and Regulations.

The following immunizations are required by the State of Illinois for students in grades Pre-K through 12. The specific requirements for each are determined in Section 665.240 (Basic Immunization) and Section 665.250 (Proof of Immunity) of Title 77 of the Illinois Administrative Code.

1. DPT/DTaP/Tdap
2. OPV/IPV
3. Measles/Mumps/Rubella (MMR)
4. Varicella
5. Hepatitis B (required for early learning programs and 6th grades and up)
6. Hib (required for early learning programs)
7. Pneumococcal (required for early learning programs)
8. Meningococcal (required for 6th-8th grades and 12th grade)

Eye Examination

Effective in 2008, Illinois law requires all children in kindergarten or enrolling for the first time in an Illinois school to have an eye examination completed by a licensed ophthalmologist or optometrist on file at the school by the first day of school.

Exemptions

A student will be exempted from the above requirements for:

- Religious grounds if the student's parent/guardian presents to the Building Principal an "Illinois Certificate of Religious Exemption" form signed by both the parent/guardian and the health care provider;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent/guardian 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; or
- Dental examination requirement if the student's parent/guardian show an undue burden or a lack of access to a dentist.

Cross Reference:

Board Policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*

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. *Board policy 6.140 governs the enrollment of homeless children.*

Student 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 and healthcare provider with prescriptive authority must complete a *School Medication Authorization Form* requesting that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

Except when the school nurse or trained personnel, as defined by State law, administers an undesignated epinephrine injector, e.g.: EpiPen®, an opioid antagonist, undesignated asthma medication, or undesignated glucagon to a person that the school nurse or trained personnel in good faith professionally believes is having an anaphylactic reaction, an opioid related overdose, respiratory distress, or life-threatening low blood sugar under a standing protocol from a licensed physician, no District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except nurses, shall not be required to administer medication to students. However, provided a *School Medication Authorization Form* has been completed and signed by the student's parent/guardian and healthcare provider with prescriptive authority, teachers and other non-administrative school employees may dispense medication to students, administer medication to students, or supervise a student's self-administration of prescription or non-prescription medication as provided in Board Policy 7.270; and coaches and sponsors of school-related activities may be required to dispense and supervise a student's self-administration of medication.

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 7.270 and its implementing procedures.

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

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector and/or asthma medication prescribed for use at the student's discretion. A student may self-administer other medication, including medication required under a qualifying plan, dispensed by a delegated school employee, provided the student's parent/guardian and healthcare provider with prescriptive authority has completed and signed a *School Medication Authorization Form*. A student's self-administration of medication other than an epinephrine injector or asthma medication must be under the direct supervision of a delegated school employee. 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, including asthma medication, epinephrine injector, or medication required under a qualifying plan, or the storage of any medication by school personnel. 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 asthma medication, an epinephrine injector, opioid antagonist, and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Asthma Medication

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

administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Glucagon

The Superintendent or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a parent/guardian of a student who is a minor or any other individual who is at least 21 years of age to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer a medical cannabis infused product to a student.

A designated caregiver 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:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. 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.

State law does not require school personnel to administer medical cannabis to students. Trained school nurses and administrators are allowed, but not required, to administer a medical cannabis infused product to a student who is a registered qualifying patient. Prior to the administration of a medical cannabis infused product under subsection, a school nurse or school administrator must annually complete training curriculum developed by the State Board of Education, in consultation with the Department of Public Health, on the administration of medical cannabis infused products and must submit to the school's administration proof of its completion.

A trained school nurse or administrator is allowed to administer a medical cannabis infused product to a child who is a student while on school premises, at a school-sponsored activity, or before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus if:

1. The student possesses a valid registry identification card issued by IDPH;
2. A copy of the registry identification card is provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*, specifying the times where or the special circumstances under which the medical cannabis infused product must be administered.

The written authorization and a copy of the registry identification card(s) must be kept on file in the office of the school nurse. Medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator.

Medical cannabis infused 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.

Discipline of a student for being administered a product by a designated caregiver pursuant to this Board Policy 7.270 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.

Void Policy

The School District Supply of Undesignated Asthma Medication section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

This School District Supply of Undesignated Epinephrine Injectors section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The School District Supply of Undesignated Opioid Antagonists section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

The School District Supply of Undesignated Glucagon section of Board Policy 7.270 and this Handbook is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber; or (2) fill the District's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of Board Policy 7.270 and this Handbook is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

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

Disclaimers

Upon implementation of Board Policy 7.270, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated medications. Board Policy 7.270 and this Handbook do not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications.

Failure to Follow Medical Procedures

Failure to follow the procedures for self-administration of medication outlined in this section will be considered a disciplinary situation and will be handled according to procedures outlined in the "Controlled Substances" section of this handbook. This includes, but is not limited to, giving other students medications not prescribed for them or taking improper doses of medication. Violators will be subject to disciplinary consequences, and may be reported to appropriate law enforcement agencies (see Over the Counter Chemical Substances).

Student Concussions and Head Injuries

If a student sustains a physician-diagnosed concussion, either during school hours or outside of school, parents are requested to notify the school. If a student's parent/guardian is requesting academic accommodations after a concussion, the Unit 5 Concussion Staging Form must be completed by the student's physician (elementary, junior high, high school) or athletic trainer (high school only) and submitted to the school nurse.

A student that participates in an interscholastic athletic activity and who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be immediately removed from participation or competition at that time. A student that participates in an interscholastic athletic activity who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until cleared to do so by a physician (licensed to practice medicine in all of its branches in Illinois) or a licensed athletic trainer working under the supervision of a physician and the District's return-to-learn and return-to-play protocols have been completed.

Vision and Hearing Screenings

Vision and hearing screenings will be conducted at state-mandated grade levels. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the mandated vision screening. If a report of an eye examination within the last 12 months by an optometrist is on file at the school. The vision examination report must be completed and signed by the optometrist. This section of the student handbook constitutes notice to parents and guardians of students in the grades mandated for vision and hearing screenings. Vision and hearing screenings will be conducted for all students in the mandated grades unless the parent provides a written request that the student not be screened, or, in the case of vision screening, provides a current eye examination report.

Board Policy 7.305, *Student Concussions and Head Injuries*
 Administrative Procedure 7.305-AP1, *Program for Managing Student Concussions and Head Injuries*
 Exhibit 7.305-AP1, E1, Concussion Information
 Administrative Procedure 7.305-AP2, *Concussion Care Protocol -Return-to-Learn and Return-to-Play*
 Exhibit 7.305-AP2, E1 *Concussion Staging Form*
 Exhibit 7.305-AP2, E2 *Return-to-Play Consent Form*
 Exhibit 7.305-AP2, E3 *Concussion Care Graphic ~ Return-to-Learn and Return-to-Play*

Physical Education/Activity Restrictions

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. The teacher will work with student on alternate non-physical activities and to make up missed classes. If the condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

Disability Assistance

Persons with a disability of either a temporary or permanent nature may receive help by request through the nurse, counselors, or administrators.

Health Information

Health information gathered through screening registration forms, physical exams, oral/written communication by a health care provider or parent/guardian may be shared by the certified school nurse with those individuals (i.e. teachers or other school personnel) who have an educational interest in enhancing the health and safety of the student. This information may be shared via written or electronic communication or by direct personal contact. If you do not wish this information to be shared, please send a written request to the school office by the end of the first week of attendance.

Counseling

Each building has counselors available to assist students who require additional assistance. Counselors will assist students in several areas including the following:

- Personal/Social - peer relationships, communication, and decision-making.
- Educational – study habits, homework, student/teacher relationships, grades, course selection.
- Vocational – career information and exploration, interests, abilities, career planning, and training opportunities.
- Testing – achievement, ability, and aptitude.

Students will be assigned a particular counselor; however, students can request to talk to the counselor of their choice. The services of a school psychologist and school social worker are also available through the Counseling Office.

Cross Reference

Board Policy 6.270, *Guidance and Counseling Programs*

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the Superintendent. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of:

- Three school evacuation drills,
- One bus evacuation drill,
- One severe weather and shelter-in-place drill, and
- One law enforcement drill.

There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross Reference:

Board Policy 4.170, *Safety*

Administrative Procedure 4.170-AP1, *Comprehensive Safety and Crisis Program*

Reunification Site

In the event a relocation from school and a student-parent reunification is necessary, the following are designated as the reunification sites for Normal Community High School and Normal Community West High School:

<u>School</u>	<u>Reunification Site</u>
NCHS	Eastview Christian Church
NCWHS	Eastview Christian Church

Communicable Diseases

For everyone's protection, sick students must be at home, not at school. When reporting the student's absence, please report the reason for the child's absence. The school needs to be informed of any student having a special health problem or communicable disease. Children with the following conditions should not be in school:

- A fever within the last 24 hours of 100° F or higher
- Vomiting or diarrhea within the last 24 hours
- A frequent or disruptive cough or other signs of an acute respiratory infection
- Any contagious illness such as "strep throat" that requires antibiotic therapy. Once a student has been fever free without the use of fever-reducing medications and on antibiotics for at least 24 hours, he/she may return to school.
- Any undiagnosed skin rash. A student with a rash may attend school upon presenting a physician's note stating the rash is not contagious.
- Pronounced lethargy or fatigue that interferes with participation in learning activities.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.

2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of an active infestation. Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross Reference:

Board Policy 7.250, *Student Support Services*

School Insurance

A low cost accident policy is offered to all students. While the schools have no obligation in case of an accident, the District is glad to cooperate with the agency and offer this limited, yet liberal policy for your consideration. Briefly, students may be insured for the school year for the accidents, which occur while engaged in any school-sponsored activity or between home and school. Enrollment information and claim forms for the collection of insurance payments due to accidents may be obtained in the school offices.

Care of Students with Chronic Health Conditions

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses like Diabetes of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, State statutes, federal regulations and State rules.

It is the parent's/guardian's responsibility to inform the School Nurse or Building Principal of their child's health concern, including diabetes, asthma, food allergy, and seizures. The School Nurse will then work with the family, the student, the student's physician and the classroom teacher to develop a Plan of Action. It is the parent's/guardian's responsibility to ensure that The Plan and all medication and procedure forms (if needed) are completed and signed by the physician and parent/guardian before they will be implemented. Please contact your School Nurse for further information.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross Reference:

Board Policy 7.290, *Suicide and Depression Awareness and Prevention*

Procedures at Schools

If a student must have a medical procedure performed at school to protect their health and well-being, an "Authorized School Personnel to Perform a Medical Procedure" form must be on file at the school. The form must be filled out and signed by the health care provider and signed by the parent/guardian.

Reasonable accommodations will be made by Unit 5 schools to insure a student receives a free and appropriate education in the least restrictive environment. In order to prevent educational interruption, procedures performed at school are limited to those requested by the parent and which the licensed health care prescriber (physician, dentist, podiatrist, physician's assistant, or advanced practice nurse) certifies cannot be scheduled outside school hours without risk to the health and safety of the student.

No district employee shall perform a medical procedure for any student or supervise a student performing their own medical procedure until a completed and signed "Request for Authorized School Personnel to Perform a Medical Procedure" form is submitted by the student's parent/guardian. Teachers and other non-administrative school employees, except certified school nurses, shall not be required to perform a medical procedure.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including performing a medical procedure.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent/guardian of the student requesting performance of a medical procedure during school hours.

Building Security

For the safety of our students, Unit 5 has adopted a closed-building concept. All exterior doors are locked with the exception of the front doors outside the office.

No students should be in the building during non-school hours without direct supervision from a staff member and/or coach/sponsor. Students should not be using school equipment or accessing any spaces (indoor and outdoor school property) and such access may result in school discipline and/or law enforcement involvement.

All visitors to the building are required to check into the main office to report their purpose for being in the school. Visitors will be given an appropriate ID Badge to wear during their stay.

Co-Curricular Activities**Attendance at Co-Curricular Activities**

Students must be in regular school attendance all day on the day of an activity in order to be eligible to participate in or attend any after school co-curricular activity. Exceptions due to unusual circumstances may be granted only by a building administrator.

Dances

Students must present their student ID to be admitted to dances. Various dances are held throughout the year. Any dancing deemed inappropriate by a supervisor or administrator is prohibited. Inappropriate dancing may result in removal from the dance. Students should consider these activities as an extension of the school day in terms of personal conduct and behavior. Under usual circumstances, students will not be allowed to return to a dance after they have left the building. Hallways and lockers not in the immediate vicinity of the dance will not be available during or after school dances. Students are to arrange for transportation to and from dances and are to leave the campus immediately after the dance. All school rules are applicable and in force during dances. A student who is assigned a disciplinary consequence as a result of any misconduct at a school dance may not be admitted to any school dance for the remainder of that school year.

For Homecoming and Prom, students may invite ONE guest and must complete the "Guest Permission Form" and have it approved by one of the Assistant Principals in advance. Guests must be at least freshmen in high school and also under the age of 21. Only pre-registered guests with photo ID will be admitted to these dances. This may apply at other dances as determined by building administration.

Good Night Rule

Once a student leaves a school activity (dances, sporting events, etc.) he/she will not be readmitted to the activity and must leave the school grounds. Violators will be subject to arrest for loitering or trespassing.

Statement of Policy for Co-Curricular Participation as Related to Drug Use, Alcohol Use, and Inappropriate Behavior

Unit 5 considers its student members of IHSA sanctioned teams and co-curricular clubs to be representative of the school. Participation in co-curricular activities, including but not limited to clubs and interscholastic teams, is considered to be a privilege at Unit 5. Because these students represent our high school, the standard of student conduct is necessarily high and without exception. It is the policy of Unit 5 that any student engaging in gross disobedience or misconduct or possessing or consuming alcoholic beverages and /or drugs, or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the team or club for which the student is current participating. The disciplinary sanctions and/or suspension will be announced at a conference attended by the Principal or designee, team coach or club sponsor, Assistant Principal or designee, student, parent/guardian, student's counselor and the Athletic Director as appropriate.

Transportation for School Activities

Students must utilize school transportation to and from all-school activities for which transportation is provided. BACC students may drive themselves to class each day if parents have signed off on transportation permission form.

For these events, parents/guardians of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but

not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases it will be the responsibility of the parent/guardian to arrange safe transportation.

Organizations and Activities

School Clubs

All clubs meet before or after school as arranged by the sponsor and club members. Please consult the school website or the Counseling Office for a list of these activities.

IHSA Scholastic Competition Activities

National Honor Society

Eligibility for National Honor Society is based on four criteria: scholarship, leadership, service, and character. NHS is not a purely scholastic honorary organization.

To be academically eligible for membership, a student must be a second semester Junior or a first semester Senior and must have a grade point average of at least 4.7.

The student must also have participated actively in ten school-sponsored and/or community-related activities during high school. He or she must have held at least two positions of leadership, either elected or appointed.

Students who meet these criteria will then be evaluated by the entire faculty on the basis of character. A council of five faculty members appointed by the Principal will make the final selection of members from eligible candidates. These requirements are in accordance with the guidelines established by the National Constitution of the organization.

IHSA Interscholastic Athletics

For information concerning each school's athletic program, please consult the school's website (listed below) or contact the Athletic Office.

Normal Community High School - <http://www.il.8to18.com/nchs>

Athletic Director Nic Kearfoot – Email kearfon@unit5.org Phone 557-4570

Normal Community West High School - <http://www.il.8to18.com/ncwhs>

Athletic Director Wes Temples – Email templesw@unit5.org Phone 557-4975

Student Interscholastic Activities Concussions and Head Injuries

A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student-athlete who has been removed from an interscholastic contest for a possible concussion or head injury, may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student-athlete may not return to play or practice until the student-athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

High School Interscholastic Athletic Activity Code – Revised April 2017

The McLean County Unit District No. 5 Board of Education believes that athletics are an extension of the educational process for its student athletes. In order to enjoy the privilege of participating in athletics at the Unit 5 schools, each student-athlete and parent/guardian should read and understand the following stipulations. The parent/guardian and student-athlete signatures on the student-athlete's Athletic Record must be present before participation will be allowed in any practice, game or other activity.

1. The student-athlete must be doing passing work in at least five (5) subjects (25 class hours). In addition, the student-athlete must have passed five (5) subjects (25 class hours) from the previous semester.

2. The student – athlete must have a valid physical examination on file in the school office before the beginning of practice. This exam must be current, i.e. dated less than 395 days from the end of the season in which the student-athlete is to participate.
3. The student-athlete must have purchased the student accident insurance or have on file in the Athletic Director's office a form which verifies adequate coverage by a family or group policy. It is understood that McLean County Unit District No. 5 does not assume financial responsibility for accidents incurred in athletics. It should also be clarified that complete coverage by any single policy is highly improbable; therefore the policy covering any student-athlete should be fully understood prior to participation. There is a special insurance rider, in addition to student accident insurance, available to cover football players (purchase optional).
4. Student-athletes must abide by the conduct code for the activity and Board Policy 7.190 at all times. Student-athletes engaging in gross disobedience or misconduct or engaging in illegal or inappropriate behavior which reflects poorly on Unit 5 and its educational philosophy and objectives, will be subject to appropriate disciplinary sanctions, including but not limited to, immediate suspension from the athletic team in which the student is currently participating.
5. Possession and/or use of tobacco products, alcoholic beverages, controlled substances and/or related paraphernalia at any time, or aiding and/or abetting others to possess or use, after the very first practice as a Unit 5 student-athlete will be considered as a reason for suspension/removal from an athletic team. Suspension will be defined as not participating in competition. Attendance at any activity involving the illegal use of alcohol, controlled substances or tobacco may result in an investigation leading to an athletic code violation. The following conditions will apply in any situation in which a violation occurs.
 - *First Violation:* A conference will be held including the student-athlete and Athletic Director. Coaches and additional administrators may be involved. Parents/guardians will be contacted following the outcome of the conference. The student-athlete will be suspended from the team for the equivalent of one-fourth (1/4) of the regular season games.
 - *Second Violation:* A conference will be held including those same parties who met as a result of the first violation. The student-athlete will be suspended from the team for the equivalent of one-half (1/2) of the regular season games.
 - *Third Violation:* The student-athlete is removed from all Unit 5 athletic programs for the duration of the student's high school career. A conference will be scheduled by the Athletic Director to ensure a review process for the student and parents/guardians.
6. Unauthorized possession or use of medication or over-the-counter chemical substances by a student-athlete, including but not limited to giving other students medication or over-the-counter chemical substances not prescribed for them, or taking improper dosages of medication or over-the-counter chemical substances, will be subject to appropriate disciplinary action. In season or out of season: suspension from the team for the equivalent of one-fourth of the entire season. Subsequent violations will result in progressive consequences as outlined above in #4.
7. Coaches may establish additional rules for their respective sports, including rules for conduct. These rules will be communicated verbally and in writing to the student-athletes and will be on file in the Athletic Director's office.
8. The student-athlete agrees to care for and be responsible for school equipment issued and used. Necessary restitution must be made whenever loss or damage is the student-athlete's responsibility.
9. The student-athlete agrees to comply with all rules and regulations established by the Illinois High School Association and the High School Handbook of the McLean County Unit District No. 5 schools.
10. A season begins with the first day of practice and extends through the final competition for members of that team. To be eligible for an award, a student-athlete must complete the season in good standing.
11. All rules established by this Athletic Permit will be considered to be in effect continually, year round, until the student-athlete completes eligibility or graduates, whichever is later.

*Approved by Board of
Education 4/26/2017*

Academic Information

General Regulations

1. No student other than fifth year seniors will be allowed to take less than six courses for credit during each semester (P.E. included.)
2. A student may take a 7th course for credit during a semester.
3. A student may take eight (8) courses for credit during one semester if they need:
 - a) To recover credit to meet graduation requirements (seniors only).
 - b) To meet college admission standards (all other classes are needed; not choice).

- c) To fix a scheduling conflict (no other equitable choice) or school error.
4. The following breakdown will be used to determine a student's grade in school at the start of the school year:
- Freshman – 1st year of high school or less than 5 credits
 - Sophomore – 2nd year of high school and 5 credits required
 - Junior – 3rd year of high school and 13 credits required
 - Senior – 4th year of high school, 17 credits

Students can change status during the second semester. Credit deficient students who meet the minimum credit requirements to be reclassified will be after 1st semester.

- To achieve 10th grade status - 2nd year of high school and 8 credits required
- To achieve 11th grade status - 3rd year of high school and 11 credits required
- To achieve 12th grade status – 4th year of high school and is anticipated to meet graduation requirements by July 31st

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

- Completing all State mandated graduation requirements listed below.
- Completing all District graduation requirements that are in addition to State graduation requirements.
- Passing an examination on patriotism and principles of representative government, proper use of flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

NUMBER OF CREDITS TO GRADUATE

ENGLISH	4.0
MATH	3.0*
SCIENCE.....	2.0
SOCIAL STUDIES	2.0**
PHYSICAL EDUCATION & HEALTH	3.5
CONSUMER EDUCATION	0.5****
ELECTIVES	9.0
TOTAL	24.0

Completion of SAT Test (11th grade)

MATH

1.0 credit Algebra I content

1.0 Math credit can come from AP Computer Science Principles or AP Computer Science Java

*Must take one course with Geometry content.

**SOCIAL STUDIES

1.0 credit U.S. History

0.5 credit Civics or AP U.S. Government & Politics.

Successful completion of Constitution Test.

***PHYSICAL EDUCATION AND HEALTH

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Students are required to enroll in PE every semester they are in school even if they have attained 3.5 credits. Unit 5 expects all students to participate in a Physical Education course that includes swimming content. Therefore, students who decide to take Driver's Education through a private company will be expected to register for WALA or Advanced Aquatics.

Students may graduate with less than 3.5 credits in Physical Education if they are approved for early graduation or if they qualify for an exemption under the Board of Education guidelines:

Substitutions for Physical Education (No. 6.310)

See Page 6 for Substitutions for Physical Education.

******CONSUMER EDUCATION - STATE OF ILLINOIS REQUIREMENT**

Successful completion of any of the following courses/programs fulfills the State Consumer Education requirement for high school graduation:

- Introduction to Business Course (9, 10) 2 semesters
- Consumer Education course (11, 12) 1 semester
- Work Program and Work Program Class (11, 12) 2 semesters
- Personal Investment & Finance course (11, 12) 1 semester
- Agribusiness Management course (11, 12) 2 semesters
- Consumer Math (9, 10, 11, 12) 2 semesters (for students with case manager)
- Vocations Class (11, 12) 2 semesters (for students with case managers)

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

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

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

Weighted Grade System

Unit District No. 5 utilizes a weighted grade system for determining class rank. To indicate the weight of a class, the following symbols are placed behind the course title. A maximum of 10 semesters of AP courses and all Honors courses will be weighted. For the class of 2018, a maximum of 26 semesters of weighted coursework (AP and Honors) taken at the high school level, will be used to calculate class rank.

*Beginning with the class of 2019, there will be no limit on the number of weighted courses used to calculate GPA.

[AP] = AP Level (A=6; B=5; C=4; D=3; F=0)

[DC] = Dual Credit Level (A=5.5; B=4.5; C=3.5; D=2.5; F=0)

[H] = Honors Level (A=6; B=5; C=4; D=3; F=0)

[B] = Base Level (A=4; B=3; C=2; D=1; F=0)

Any course that does not have one of the three above symbols behind its name is Standard Level. (A=5; B=4; C=3; D=2; F=0)

Academic Recognition

Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA.

Summa Cum Laude designation: 5.1+ GPA

Magna Cum Laude designation: 4.85 – 5.099 GPA

Course Selection

All students, eighth grade through eleventh, are expected to select courses during the second semester for classes offered the following year.

The decision to take a course is an important one. Students should carefully consider their educational and career goals and develop a program of study to work toward those goals. Counselors will help students plan their programs. Parents are encouraged to be involved with their student during the course selection process. Students should choose elective courses which will meet the particular requirements for admission to the college, training, programs or vocation for which they wish to qualify.

Course request verification information will be sent electronically to families each March. Changes to course requests must be completed by Spring Break. No changes will be allowed after that time except for the following reasons only:

1. Successful completion of summer school courses. Students must have prior written approval from guidance counselor and associate principal before enrolling in a course.
2. Changes for Seniors that are necessary to meet graduation requirements.
3. Failure to meet course prerequisite.
4. Driver Education changes for students placed in the wrong semester because of age or course failures.
5. Scheduling conflicts due to computer error.
6. Missing requirement for university admissions.

Changes for Second Semester

Once first semester has begun, students may request one schedule change for second semester under the following parameters:

1. Drop class to move to higher weighted course.
2. Drop a yearlong class that has been failed and pick up a semester class (Office Approval/Interventions for success must be completed).
3. Students currently enrolled in study hall second semester may enroll in second semester class.

Dropping a Course

Students enrolled in seven courses may drop an elective course within the first six full weeks of the semester.

Level Changes

Students enrolled in a course where multiple levels of the course exist may request a level change **within the first six (6) weeks of the semester**. When moving down a level, students must show that all possible interventions/ resources were utilized to be successful in the present level before the level change will be granted by the office.

Credit for Alternative Courses and Programs and Course Substitutions

Board Policy 6.310 - Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course, from an accredited institution
2. Courses in an accredited foreign exchange program
3. Summer school or community college courses
4. College or high school courses offering dual credit at both the college and high school level
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program
7. Credit earned in a Vocational Academy

Guidelines for High School Non-District Experiences and Course Substitutions

- A student may take no more than six credits outside of Unit 5's course offerings.
- A student who has failed more than six credits may exceed the limit of six credits to recover credits to fulfill graduation requirements.
- A maximum of one credit may be earned outside the school day per semester unless approved in advance by the Building Principal or designee.
- A maximum of two credits may be earned during a single summer session unless approved in advance by the Building Principal or designee.
- The aforementioned credit limitations apply only to a student enrolled full time.

Off Campus Learning Courses

A student enrolled in an off campus learning course may receive high school credit for work completed, provided:

1. The course is given by an accredited institution and approved in advance by the Building Principal or designee.
2. The student assumes all financial responsibility.

Off campus learning courses may be taken during school day for district supported credit recovery.

The off campus course grade will not count toward Unit 5 cumulative grade point, grade point average (GPA), or class rank.

Note – College level courses that are taken while a student is enrolled in high school may not be recognized for college credit by some post-secondary institutions.

Dual Credit Course

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

Summer School

A student who has successfully completed eighth grade may receive high school credit for successfully completing any course provided:

1. The course is given by an accredited institution and approved in advance by the high school Building Principal or designee.
2. The student assumes all financial responsibility.

The summer school course grade will not count toward Unit 5 cumulative grade points, grade point average (GPA), or class rank.

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The student is a fourth or fifth year student.
2. The course is given by an accredited institution and approved in advance by the Building Principal or designee.
3. The student assumes all financial responsibility.

The correspondence course grade will not count toward Unit 5 grade point average (GPA).

Exchange Programs

A foreign exchange student will not be granted a diploma. In lieu of a diploma, a foreign exchange student will be awarded a certificate of attendance.

A Unit 5 student will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal or designee. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

1. The student assumes all financial responsibility.

Foreign Language Courses

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. (An ethnic school is a part-time, private school that teaches the foreign language, as well as the culture, geography, history, and other aspects of a particular ethnic group.)

The amount of credit will be based on foreign language proficiency achieved. The high school Building Principal or designee may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

1. The student assumes all financial responsibility.

Blended Learning Courses

Unit 5 offers high school courses in a blended format. A blended course combines traditional instruction on required attendance days (face to face instruction within a classroom) with teaching and learning activities that happen virtually on flex days. Students in 1st hour blended courses may arrive to campus after 1st hour on their flex days and students in 8th hour blended courses may leave campus after their 7th hour course. Students in 2nd – 7th hour blended courses can report to one of the common spaces designated for blended learning students. Students in blended learning courses are expected to maintain a minimum course grade of a 'C'. If a student's grade falls below a 'C', the student will be required to be in the classroom with the teacher on flex days.

Substitutions for Physical Education

A junior or senior student may be excused from physical education courses for one of the following reasons with approval in advance by the high school Building Principal or designee:

1. Enrollment in academic classes that are required for admission to an institution of higher learning.
2. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.
3. Ongoing participation in an interscholastic athletic program.
4. Ongoing participation in a marching band program for credit.
5. Participation in an adaptive athletic program outside of the school, in the case of a student who has an individualized educational plan.

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 above.

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination must be made a part of the individualized education program. A student requiring adapted physical education must receive that service in accordance with the student's individualized education program.

Re-Entering Students

Individuals younger than 21 years of age may re-enter high school to acquire a high school diploma or an equivalency certificate, subject to the limitations in *Board Policy 7.50*. Re-entering students may obtain credit through the successful completion of the following (not all of these may be available at any one time):

1. District courses
2. Non-District experiences described in this policy

3. Classes in a program established under Section 10-22.20 of the School Code, in accordance with the standards established by the Illinois Community College Board
4. Proficiency testing, correspondence courses, life experiences, and other non-formal educational endeavors
5. Military service, provided the individual making the request has a recommendation from the U.S. Commission on Accreditation of Service Experiences

The provisions in the section Credit for Non-District Experiences, above, apply to the receipt of credit for any Non-District course.

Cross Reference:

Board Policy 6.310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

Proficiency Exam

The music department may administer a proficiency exam to enroll in a course. See prerequisite for individual department classes.

Report Cards

Progress Reports and Academic Report Cards will not be mailed to parents of high school students who have internet access. If you have internet access, you may view your student's report cards through the family portal link from either the Unit 5 website or the individual school website. If you do not have internet access, your student's Progress Reports and Academic Report Cards will be mailed to you. Parents/guardians are invited to contact the individual teachers and/or counselor regarding these reports.

Incomplete Work

All incomplete work must be made up by the last day of each semester unless special arrangements have been made with the Assistant Principal and your teacher. It is the student's responsibility to contact the Assistant Principal. Work not made up will be considered a failure and the semester grade computed accordingly.

Semester Examinations

1. Any students who are truant, or otherwise unexcused, from a semester exam will receive a zero (0) for the exam. Semester grades will be averaged accordingly.
2. Students unable to attend school for any reason will be required to complete semester exams. If a student is absent from an exam, arrangements must be made by the student to make up that exam. Exams should be taken by dates established for submission of semester grades.
3. Prearranged absences from semester exams will be granted only in extreme cases and only by the appropriate Associate Principal. Students with prearranged absences may take their semester exams early, but no more than one week prior to semester exams.
4. If a prearranged absence is not approved and a student still chooses to leave, the absence will be treated as a truancy.
5. All absences, excused or unexcused, must be approved by school administration.
6. Any special or unusual circumstances should be submitted to the school administration for consideration.
7. Students with Study Halls may be excused pending approval from school administration.

Final Exam Policy

Any Junior or Senior with an "A" grade average in a class on the last day of the semester will be exempt from the semester final exam in that class.

Honor Roll

The High School publishes a school-wide Honor Roll at the end of each semester. Students with a GPA of 4.6 or greater will qualify for the Honor Roll. Only courses in which a student is enrolled at NCHS / NCWHS will be considered. Weighted grades will be used in determining eligibility for Honor Roll.

Seal of Biliteracy

Unit 5 Schools will offer both the Seal and Commendation to graduates beginning in 2019 pending ISBE approval. Students will qualify through showing proficiency on the AP Language and Culture exam for Spanish, Chinese, French, German, Italian, and

Japanese. The portfolio option will be available for students who would like to qualify for the Seal or Commendation in Telugu, Tamil, or Arabic.

Students will need to 'declare' their intent to pursue the Seal of Biliteracy recognition to their counselor. Students will have to provide evidence of assessment scores to counselor (AP test or results of portfolio assessment). Counselor will verify that students met college readiness benchmarks for SAT as well as the benchmark score for the additional/second/home language.

NCAA Approved Core Courses

Currently, the NCAA for athletic eligibility at the college level accepts the specified core courses. The information is listed as found on the clearinghouse web site. Potential Division I and Division II athletes need to carefully check the information as the requirements vary slightly for Division I and Division II. Generally, a student will need at least 16 core classes in the following areas: English, Mathematics, Social Science, Natural or Physical Science, and Foreign Language. For additional assistance, talk to your counselor, coach, and athletic director or visit the NCAA Clearinghouse web site at www.ncaaclearinghouse.net. Unit 5 does not make the eligibility determination nor determine the classes that will count toward the core requirement.

Early Graduation

The counselor should be consulted if a student wishes to graduate early. Class rank will be determined at the end of the 7th semester for December graduates. A form, signed by the parent/guardian must be submitted to the guidance counselor. Students graduating in December are invited to participate in the graduation rehearsal and the commencement ceremony.

Students who anticipate graduating after six (6) semesters, will need to submit an early graduation form to the guidance office prior to the start of their fifth semester (third year). Students graduating after 6 semesters (3 full years) will not be required to fulfill the 3.5 credit requirement for Physical Education. These students are only required to complete 3.0 credits of Physical Education/Health to graduate.

Commencement

Commencement is a formal academic ceremony marking the conclusion of the high school experience. Graduates who have completed all requirements are eligible to participate in Commencement. Participation is voluntary and not required. The established attire is the standard black cap and gown, with white collars provided for female graduates and stoles provided for National Honor Society members and chords to designate magna or summa cum laude. Summa Cum Laude and Magna Cum Laude designations will be awarded based on GPA.

Summa Cum Laude designation: 5.1+ GPA

Magna Cum Laude designation: 4.85 – 5.099 GPA

Commencement is an event to celebrate the graduation of the class as a whole and is not a time to display individuality of expression or attire. Unauthorized decoration or modification of the cap or gown will not be permitted. Participation will be limited to eligible students who are properly attired.

Records

Definition

School student records are confidential and information contained therein 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 individually identified that is maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored, except as provided in:

1. Writings or other recorded information maintained by an employee of a school for his or her exclusive use, provided they are destroyed not later than the student's graduation or permanent withdrawal, and are not released or disclosed to any other person except a temporary substitute.
2. Information maintained by law enforcement professionals working in the school.

Categories of School Student Records

The district maintains permanent records and temporary records for each student. Student permanent records are maintained for not less than 60 years and student temporary records are maintained for not less than 5 years after a student has transferred, graduated or otherwise permanently withdrawn. A student's permanent record contains the following information:

- (1) Basic identifying information;
- (2) Academic transcript*;
- (3) Attendance record;
- (4) Accident reports and health record;
- (5) Record of release of permanent record information; and

- (6) High school State assessment test scores;

And may also consist of:

- (7) Honors and awards received; and
- (8) Participation in co-curricular activities or athletics.

A student's temporary record contains the following information:

- (1) A record of release of temporary record information;
- (2) Elementary State assessment test scores;
- (3) Completed home language survey form;
- (4) Information regarding serious infractions that resulted in discipline; and
- (5) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;

And may also consist of:

- (6) Family background information;
- (7) Intelligence test scores, group and individual;
- (8) Aptitude test scores;
- (9) Reports of psychological evaluations;
- (10) Elementary and secondary achievement level test results;
- (11) Participation in co-curricular activities or athletics;
- (12) Honors and awards received;
- (13) Teacher anecdotal records;
- (14) Other disciplinary information;
- (15) Special education files;
- (16) Any verified reports or information from non-educational persons, agencies or organizations; and
- (17) Other verified information of clear relevance to the education of the student.

***A parent/guardian may ask the District to remove scores of college entrance exams from their student's academic transcript. This includes the state assessment that incorporates a College Career Readiness determination. To request removal, parent/guardian must submit a written request to the principal.**

Inspection and Access

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school 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 object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent/guardian.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student. The district may prohibit a parent's or student's access to confidential letters and statements of recommendation furnished in connection with applications for employment to a post-secondary educational institution or the receipt of an honor or honorary recognition.

A parent's or student's request to inspect and copy records must be granted within a reasonable time, and in no case later than ten (10) school days after the date of receipt of such request.

Confidentiality

School student records are confidential and information contained therein will not be released other than as provided by law. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

- (1) To a parent, student, or authorized representative;
- (2) To an employee of the district with current demonstrable educational or administrative interest in the student, in furtherance of such interest;
- (3) To the official records custodian of another school in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- (4) To any person for the purpose of research, statistical reporting, or planning;
- (5) Pursuant to a court order;
- (6) To any person as specifically required by State or federal law;
- (6.5) To juvenile authorities when necessary for the discharge of their official duties;

- (7) To appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons;
- (8) To any person, with the prior specific dated written consent of the parent;
- (9) To a governmental agency in furtherance of an investigation of a student's school attendance;
- (10) To SHOCAP committee members who fall within the meaning of "state and local officials and authorities" for the purposes of identifying serious habitual juvenile offenders and matching those offenders with community resources; or
- (11) To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- (12) To the Illinois State Board of Education or another State government agency in order to audit federal and State programs or perform research and planning.

Information may not be released pursuant to subparagraphs (3) or (6) above unless the parent receives prior written notice of the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents.

Challenging Student Records

Parents may challenge any entry in their child's school student records except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring. Challenges can be made on the basis of:

- 1) Accuracy;
- 2) Relevance; or
- 3) Propriety.

Challenges must be in writing, request a hearing, and contain notice of the specific entry or entries to be challenged and the basis of the challenge. When a challenge is received by the district, an initial informal conference with the parents will be scheduled within 15 school days. If the challenge is not resolved by the informal conference, a hearing will be held. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the district. The hearing officer will conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

At the hearing each party shall have the following rights:

- (1) The right to present evidence and to call witnesses;
- (2) The right to cross-examine witnesses;
- (3) The right to counsel;
- (4) The right to a written statement of any decision and the reasons therefore;

A verbatim record of the hearing will be made. A written decision of the hearing officer will be transmitted to the parents and the school district no later than 10 school days after the hearing and will be based solely on the information presented at the hearing. Any party has the right to appeal the decision of the hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. The school may initiate an appeal by the same procedures. The Regional Superintendent will make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. Final decisions of the Regional Superintendent may be appealed to the circuit court of the county in which the school is located.

Directory Information

The District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names and addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

Destruction of School Student Records

The District destroys school student records when it is no longer required to maintain them. Before any school student records are destroyed or information deleted therefrom, the parent of the child to whom those records pertain will be given reasonable prior notice at his or her last known address and an opportunity to copy the records and information proposed to be destroyed or deleted.

Adverse Action

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 that the individual may obtain through the exercise of any right secured under the School Student Records Act.

Cross Reference:
Board Policy 7.340, *Student Records*

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with *The School Code*.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

The Superintendent shall inform students of:

1. Their right to refrain from performing, participating in, or observing dissection, and
2. Which courses contain a dissection unit and which of those courses offers an alternative project.

Cross Reference:
Board Policy 6.100, *Using Animals in the Educational Program*

Physical Education/Health

The PE uniform consists of a gray PE t-shirt with your last name across the back, black PE shorts, and athletic shoes. Students will not be allowed to participate in flip flops, slippers, boots, etc. Shirts must have sleeves and cover your stomach/back. Sweatpants and sweatshirts are allowed. All students are required to have a padlock to lock up their clothes and personal items in a Physical Education locker. Locks may need to be removed when you leave class each day. Unit 5 is not liable for stolen property. Do not leave cash or valuable items in Physical Education lockers.

Loaner clothing items are available in a variety of sizes for students who occasionally forget their PE clothes. Students will be able to borrow up to 5 times per quarter. Loaner t-shirts, shorts, and athletic shoes are available on a first come first serve basis. Exemption from Physical Education/Medical Excuse/Exemption

If you must be excused from Physical Education/Health activity for more than three days because of illness or injury, you must have a physician's request that states:

1. Type of illness or injury
2. Activities in which you cannot participate
3. The specific length of time this request is to be effective.

The request must be presented to the School Nurse before school. She will forward it to your Physical Education teacher. A physician's request to excuse a student from some Physical Education activities due to a long-term or chronic medical problem will be honored. Teacher will work with student on alternate non-physical activities to make-up missed classes. If the

condition persists into the following school year, a new request must be brought from the physician. Physician's requests will be kept on file as a permanent document by the School Nurse.

Religious Exemption

Students may be excused from physical education courses based on religious prohibitions. A student must present an appropriate excuse from his/her guardian or a member of the clergy. 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.

Cross references:

Board Policy 7.260, *Exemption Form Physical Activity*

Parental Notification

Asbestos Management Plans

In accordance with the Asbestos Hazard Emergency Response Act, Unit 5 has developed and submitted an asbestos management plan for each Unit 5 school. Copies of a school's management plan are available at the administrative office of the school district and at the school's office. These management plans are available for your inspection during normal business hours Monday through Friday, and during other times by special arrangement.

McLean County Unit District No. 5

High School Handbook

Parent/Student Forms



Letter to Parents Student Acceptable Use for Electronic Networks

McLean County Unit District No. 5

1809 West Hovey Avenue
Normal, IL 61761-4339

Office of the Superintendent**Phone: 309.557.4400****Fax: 309.557.4501****E-mail: district@unit5.org**

We have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world,
- Information from government sources, research institutions, and other sources,
- Discussion groups,
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed *Student Acceptable Use for Electronic Networks* and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the *Authorization of Acceptable Use of Electronic Networks* with your child. If you agree to allow your child to have an Internet account, sign the *Authorization* form and return it to your school.

Signed _____ Date _____

McLean County Unit District No. 5**Student Authorization of Acceptable Use of Electronic Network**

Exhibit**User Signature of Agreement:**

I understand any violations to the *Student Acceptable Use of Electronic Networks* procedure, when using the district electronic information resources, may result in the loss of my user account and in disciplinary and/or legal action. I therefore agree to maintain required standards and to report any misuse of the electronic information resources to a systems administrator.

I also agree to fully disclose to my teacher/administrator all Internet/Intranet publishing activities on school network systems and web servers. I understand that files, documents, projects and information stored on my network storage location will be deleted annually and any attempt to keep or save completed work is the sole responsibility of the student at the time of completing work.

Misuse may include, but is not limited to: any messages, information or graphics sent or intentionally received that include/suggest pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; and other listings as described in the Student Acceptable Use of Electronic Networks procedure.

I have read the Acceptable Use of Electronic Networks section of the Student Handbook and understand that Internet sites are filtered and that my district electronic information resource accounts, files, email, and telephony resources may be monitored or reviewed. I hereby agree to comply with the above described conditions of acceptable use.

User Name (Please Print): _____

User Signature: _____

Date: _____

Parent/Guardian Signature of Agreement:

I have read and fully understand the Acceptable Use of Electronic Networks section of the Student Handbook. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or Board of Education, for any harm caused by materials or software obtained via district networks. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Student Authorization of Acceptable Use of Electronic Networks Agreement with my child. I hereby request that my child be allowed access to the District's computer hardware, software and networked computer services, such as electronic mail and the Internet, unless otherwise stipulated.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature _____

Date: _____



High School 1:1 Laptop Program Agreement 2020-2021

In addition to the provisions of the McLean County Unit District No. 5 *Student Acceptable Use of Electronic Networks Policy* and *Administrative Procedures* (6.235 of the district's Policy Manual), each of the following conditions apply to students participating in the 1:1 Laptop Program.

1. Students will bring their laptops to school each school day with the batteries fully charged.
2. Students will keep their laptops in a secure location when not using them.
3. Use of protective laptop case is recommended. Students must provide their own laptop case that is padded and has a strap for carrying between classes. Cases must fit a 14.1 inch or larger laptop computer.
4. Students will keep their laptops clean. Stickers or other items are not to be attached to the laptop.
5. Students should backup any personal data placed on the laptop in the event of a hardware/software failure or scheduled maintenance, as Unit 5 is not liable for this content.
6. Students must immediately report all malfunctions, damage, or loss of a computer to a classroom teacher, administrator or school office personnel.
7. Students are to use their laptops during the school day only for school-related purposes.
8. Unit 5 is the sole owner of the laptop, and all school software.
9. Unit 5 staff may, at any time, review, modify or remove any data that is found on the laptop.
10. Passwords issued to students are to be kept private and not disclosed to anyone, other than a parent/guardian.
11. Parents will be responsible to monitor student use of the laptop outside of the school day.

Student Name (print)

As the parent or guardian of this student, I have read and agree to the provisions and conditions of this agreement. I understand that it is impossible for Unit 5 to restrict access to all controversial or inappropriate materials, and I will not hold the school responsible for materials acquired at school or at home. I understand that any violations of the above provisions, by this student may result in disciplinary action.

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

March, 2016



District 87/Unit 5 Medication Authorization Form



Name: _____
(Last, First, Middle Initial)

Date of Birth: _____

As the parent/guardian, I understand that it is the policy of the district that as a regular and normal practice, medication should not be administered to a student at school or when such student is involved in school activities. However, in order to provide for the critical health and well-being of students, under exceptional circumstances, medication may be administered during school hours by a certified school nurse, a registered nurse, administrative personnel, administrative designee, or self-administered by a student. I further release my child's school district, its Board of Education, and individual members thereof, and its employees shall be indemnified and held harmless from any and all claims arising out of the administration of said medication.

Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.

I request that my child be assisted in taking the medications(s) described below at school by authorized persons or be permitted to medicate herself/himself as also authorized by me and my physician (see below). I further consent to the sharing of relevant medical information between the school and the physician's office.

Date	Parent/Guardian Signature	Home Phone	Emergency Phone

For parent(s)/guardian(s) of students who need to carry asthma medication or an EpiPen:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector while in school, at a school-sponsored activity, under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____

PRINTED PHYSICIAN'S NAME:

PHYSICIAN'S ADDRESS:

PHONE:

Medication:

Purpose of Medication/Diagnosis:

Form: (i.e. tab, injection, etc.)

Dose:

Time of Administration:

If medicine to be given "when needed." Describe indications:

How soon can it be repeated?

Is child authorized to medicate herself/himself?

List significant side effects:

Length of time this treatment is recommended:

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition that may arise at school?

Yes

No

Date

Physician's Signature Only

Physician's Telephone

Nurse's Initials _____

11 December

**_____ High School
Athletic Permission Record and Student Information
2020-2021**

This box is for office use only

All Sport _____ Physical Date _____

Winter Sport _____

Spring Sport _____ Obligation _____

Please Print Legibly

Student Name

9 10 11 12
Circle School Year:

_____/_____/_____
Birth Date (mm-dd-year)

Address

City

Zip

Mailing Address

City

Zip

Parent/Guardian Name

Phone #

Email Address

Emergency Contact

Relationship

Phone #

Family Doctor

Phone #

Hospital Choice

Any Current or Recurring Medical Conditions? Explain: _____

List Medication(s) Being Taken: _____

Surgeries, Injuries, Physical Activity Restrictions (brief description and dates): _____

☐ Heart condition ☐ Diabetes ☐ Asthma ☐ Requires child to self-administer medication

☐ Epilepsy ☐ Allergies: ☐ Requires student to carry EpiPen®

☐ Other _____

Board policy 7.300 requires each student provide proof of accident insurance coverage. Please provide the following information:

Name of Insurance Company: _____ Policy # _____

Expiration Date: _____

Does this student reside full time with parent, custodial parent or court appointed legal guardian?

Yes _____ No _____

Is this student new to Unit 5 this year? Yes _____ No _____

To Be Read and Signed By The Student:

1. I acknowledge reading the eligibility rules of any group or association sponsoring any athletic activity in which I want to participate and I agree to abide by them.
2. Before I am allowed to participate, I must: (a) provide the District with a certificate of physical fitness [the ***Pre-Participation Physical Examination Form*** from the Illinois High School Association (IHSA) or Illinois Elementary School Association (IESA) serves this purpose], (b) show proof of accident insurance coverage, and (c) complete all forms required by any association sponsoring the interscholastic athletic activity, including when applicable and without limitation, ***IHSA Sports Medicine Acknowledgment and Consent Form, Acknowledgement and Consent***.
3. I agree to abide by all conduct rules and will behave in a sportsmanlike manner. I agree to follow the coaches' instructions, playing techniques, and training schedule as well as all safety rules.
4. I understand that *Board policy 7.305*, requires, among other things, that a student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion or head injury must be removed from practice or competition at that time and that the student will not be allowed to return to play or practice until he or she has successfully completed return-to-play and return-to-learn protocols, including having been cleared to return by the treating physician licensed to practice medicine in all its branches or a certified athletic trainer under the supervision of a physician.
5. I am aware that with participation in sports comes the risk of injury, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the highest risk. I am aware that participating in sports involves travel with the team. I acknowledge and accept the risks inherent in the sport(s) or athletics in which I will be participating and in all travel involved. I agree to hold the School District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, claims, or demands of any kind and nature whatsoever that may arise by or in connection with my participating in the school-sponsored interscholastic sport(s) or intramural athletics. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.
6. I wish to participate in co-curricular athletics that are **circled**:

Sports Offered: Please circle all that apply**Fall**

Cheerleading
 Cross Country
 Golf
 Football
 Soccer-*b*
 Swim-*g*
 Tennis-*g*
 Volleyball-*g*

Winter

Basketball
 Swim-*b*
 Cheerleading
 Wrestling
 Dance

Spring

Baseball-*b*
 Tennis-*b*
 Soccer-*g*
 Track
 Softball-*g*

 Student Signature

 Date

To Be Read and Signed By The Parent/Guardian of The Student:**School Activity Transportation and Athlete Code**

Students must utilize school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances would include, but not be limited to: practices, athletic contests, music events or club activities held within the Bloomington-Normal area when it is deemed more practical for the students to meet the coach or sponsor at the site. In these cases, it will be the responsibility of the parent to arrange safe transportation.

As the parent/legal guardian of the above-named student, I give permission for him/her to practice and compete in any of the IHSA interscholastic sports or activities offered. By signing below, I grant my permission for my child to receive treatment at my expense from a physician, nurse, or other professional medical personnel including transfer to any hospital reasonably accessible, which may be needed, in my absence due to injuries sustained while participating in athletics for a Unit 5 school. Furthermore, my son/daughter and I have read and understand the Athletic Code as set forth by _____ High School of Unit District No. 5, and agree to abide by it.

IHSA Steroid Random Testing Policy Consent

As a prerequisite to participation in IHSA athletic activities, we agree that the undersigned student will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. We have read this form and understand that the student may be asked to submit to testing for the presence of performance-enhancing substances in his/her body, and the student does hereby agree to submit to such testing and analysis by a certified laboratory.

We further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in the student's high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol that is available on the IHSA website at www.IHSA.org. We understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. We understand that failure to provide accurate and truthful information could subject the student to penalties as determined by IHSA. No student-athlete may participate in IHSA competitions unless the student and the student's parent/guardian consent to random testing.

1. I am the parent/guardian of the above named student and give my permission for my child or ward to participate in the interscholastic sport(s) or intramural athletics indicated. I have read the above *Agreement to Participate* and understand its terms.
2. I understand that all sports can involve many **risks of injury**, and I understand that the degree of danger and seriousness of risk vary significantly from one sport to another with contact sports carrying the higher risk. I am aware that participating in sports involves travel with the team. In consideration of the School District permitting my child to participate, I agree to hold the District, its employees, agents, coaches, Board members and volunteers harmless from any and all liability, actions, claims or demands of any kind and nature whatsoever that may arise by or in connection with the participation of my child in the sport(s) or athletics. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above indicated sport or athletics.

Parent/Guardian Signature

Date

Concussion Information

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works.

Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious.

You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to appear fully. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish, hazy or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, parents and coaches include:

- Appears dazed or stunned
- Vacant facial expression
- Confused about assignment or position
- Forgets sports plays
- Is unsure of game, score, or opponent
- Moves clumsily or is uncoordinated
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of a concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury.

There is an increased risk of significant damage from a concussion for a period after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences.

It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete’s safety.

If You Think Your Child Has Suffered a Concussion

Any student even suspected of suffering a concussion should be removed from the game or practice immediately.

No student may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the student should continue for several hours.

IHSA Policy requires students to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches

prior to returning to play or practice following a concussion, or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest.

In accordance with State law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it is better to miss one game than miss the whole season. And when in doubt, the student sits out.

Insist that safety comes first.

For current and up-to-date information on concussions, you can go to:

<http://www.cdc.gov/headsup/youthsports/index.html>

Printed Name of Student Athlete

Signature of Student Athlete

Date

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date

Board Policy 7.305, *Student Concussions and Head Injuries*
Board Policy 7.305-E1, *Exhibit – Concussion Information*