

PUTNAM COUNTY CUSD #535
BOARD OF EDUCATION MEETING AGENDA
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER
May 21, 2018
6:30 PM

“WHERE ALL STUDENTS WILL LEARN AND SUCCEED AND ALL MEANS **ALL**”

DISTRICT GOALS:

Demonstrate increased academic achievement for all students.
Improve communications among all stakeholders in the Putnam County School District and communities.
Maintain strong fiscal responsibility in the Putnam County School District.

I. CALL TO ORDER	
II. PLEDGE OF ALLEGIANCE	
III. ROLL CALL	
IV. ADJUSTMENTS TO THE AGENDA	
V. AUDIENCE PARTICIPATION/HEARING OF DELEGATIONS	
A. PCHS Special Olympics Athletes/Parents/Coaches	
B. Retiree Recognition	
C. Student Liaisons	
VI. CORRESPONDENCE	3
VII. CONSENT AGENDA	
A. Approve regular and executive session minutes of April 16, 2018	5
B. Approve District Bills	9
C. Approve Financial Reports	30
D. Approve Treasurer's Report	95
VIII. REPORTS, UPDATES AND INFORMATIONAL ITEMS	
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a. Parent Advisory Committee	
b. Policy Committee	
c. Safety Committee (action)	115

IX. OLD BUSINESS	
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B. Hillmann Pediatric Therapy contract renewal (action)	117
C. Approve Recusal Policy - 2nd Reading (action)	122
X. NEW BUSINESS	
A. Handbook reviews (action)	123
XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT.	283
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A. Collective Bargaining Agreement	
B. Administrative and non union raises	
C. Hires	
D. Resignations	
E. Leave of Absence	
F. Retirement	
G. Release Executive Session minutes of 8/21/17, 9/18/17, 10/2/17, 10/16/17, 11/20/17, 12/18/17, 1/6/18, 2/20/18, 3/3/18, 3/19/18, and 3/23/18	
XIII. ADJOURNMENT	



Illinois State Board of Education

100 North First Street, Springfield, Illinois 62777-0001
www.isbe.net

James T. Meeks
Chairman

Tony Smith, Ph. D.
State Superintendent of Education

35-078-5350-26
Putnam County CUSD 535

May 02, 2018

Dear Superintendent:

The Individuals with Disabilities Education Act (IDEA), Section 616, requires all states to make determinations on the performance of their local districts with regard to the provision of special education and related services. The Illinois State Board of Education (ISBE) has reviewed the following data from the 2016-2017 school year. Based upon these data, ISBE has determined that your district has received the designation of **Meets Requirements** in implementing one or more of the following requirements of IDEA.

Please refer to the online document, *How the Illinois State Board of Education Made Local Determinations under Section 616 of the Individuals with Disabilities Education Act (IDEA) for the 2016-2017 School Year*, for further information. This document and other technical assistance resources are available on the LEA Determinations webpage: <https://www.isbe.net/Pages/Special-Education-LEA-Determinations.aspx>.

A determination of Meets Requirements requires no further action by your district.

Sincerely,

A handwritten signature in black ink that reads "Mark S. Schudel".

Mark Schudel
Division Administrator
Special Education Services Division

CC: State-Approved Director of Special Education

State Performance Plan Indicator	Score	Determination
Indicator 4b: Significant discrepancy, by race/ethnicity in the rates of suspensions and expulsions greater than 10 days in a school year for children with IEPs; and policies, procedures and practices that contribute to the significant discrepancy.	4.00	Meets Requirements
Indicator 9: Disproportionate representation of racial and ethnic groups in special education and related services that is a result of inappropriate identification.	4.00	Meets Requirements
Indicator 10: Disproportionate representation of racial and ethnic groups in specific disability categories that is a result of inappropriate identification.	4.00	Meets Requirements
Indicator 11: The percent of children with parental consent to evaluate, who were evaluated within the 60 school day timeline as defined by the Illinois School Code (105 ILCS 5/14-8.02).	4.00	Meets Requirements
Indicator 12: Percent of children referred by Part C prior to age 3, who were found eligible for Part B, and who have an IEP developed and implemented by their third birthdays.	4.00	Meets Requirements
Indicator 13: Number of youth aged 16 and above with an IEP that includes coordinated, measurable, annual IEP goals and transition services that will enable that student to meet the post-secondary goals.	4.00	Meets Requirements
Correction of Identified Noncompliance	4.00	Meets Requirements
IDEA Part B Audit Findings (A133 audit)	4.00	Meets Requirements
OVERALL DETERMINATION	4.00	Meets Requirements

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

Board of Education
Regular Meeting
6:30 p.m., April 16, 2018
Media Center Putnam County Primary School

President Mr. Gibson called the meeting to order at 6:30 p.m. CALL TO ORDER

The meeting continued with the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. ROLL CALL

Student Liaisons were added to Audience Participation ADJUSTMENTS TO THE AGENDA

5th grade Living Wax Museum project: 5 students presented their projects. All the 5th grade students choose a historical figure. They researched their person and then did a presentation about that person. AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

Science Fair: 4 students presented their projects and Mrs. Dudek thanked the board for their continued support of Science Fair. 2 of the students will be presenting at the State Science Fair.

Bailey Davenport, student liaison: reported that Prom is April 28; Yearbook is in full swing getting the book completed; graduation approaching quickly so this would be her last meeting. She thanked the board for the opportunity to be a student liaison.

Joseph Mecagni, student liaison: reported that the SAT was administered; the Band and Chorus both participated in Organizational Contest and did well.

Lindsey Sabotta: spoke to the board regarding adding a preschool bus stop at her home. She is a licensed daycare facility. Her feeling is that if it is a licensed daycare there should be a stop no matter the number of children at the daycare. There are 4 licensed daycares in Putnam County.

No correspondence. CORRESPONDENCE

Mr. Mallery moved and Mr. Judd seconded the motion to approve the Consent Agenda: Regular and Executive session minutes of March 19, 2019; Regular and Executive session minutes of the Special Meeting of March 23, 2018; Treasurer's Report for the month of March, Financial Reports for the month of March; bills for April 2018; IESA registration for 2018-2019; and Teacherease Renewal for 2018-2019. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried. CONSENT AGENDA
IESA REGISTRATION

The principals' reports are posted on BoardBook. PRINCIPALS' REPORTS

Transportation report: Communication continues to be very good. Mr. Carlson reported the possibility of conducting a joint bussing bid with other area schools. State funding update: The state owes the district \$393,687.21 as of 4/16/18. SUPERINTENDENT REPORT

PUTNAM COUNTY BOARD OF EDUCATION

April 16, 2018

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Investment update: There was no investment update this month.

SUPERINTENDENT
REPORT, cont.

School Safety – has met and will continue to meet. It will be on the agenda for quite some time.

COMMITTEE
REPORTS

PAC – The summer activities program will be held at PCHS on Tuesday, April 17, 2018 from 5:30-7:00. There will be 25-30 groups with tables.

Policy Committee – met and have the board has the Draft Recusal Policy for the 1st Reading.

FOIA Request – There was 1 request regarding School Resource Officers.

OLD BUSINESS

Press Plus Issue 97 – Second Reading. Mrs. Baker moved and Ms. Glenn seconded the motion to approve Press Plus 97 as presented. All ayes; motion carried.

Summer School proposal. The Junior High, Elementary, and Primary school proposed a single site Jump Start program at the Primary school to be held Monday through Thursday, July 30 – August 9th (8 half days). Ms. Glenn moved and Mr. Mallery seconded the motion to approve the summer school proposal. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried.

NEW BUSINESS

SUMMER SCHOOL

Mr. Copeland moved and Mrs. Shore seconded the motion to approve a mileage rate increase from 0.54 cents per mile to 0.55 cents per mile for the 2018-2019 school year.

MILEAGE RATE

On roll call the members voted as follows: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried.

Ms. Glenn moved and Mr. Copeland seconded the motion to approve Mrs. Shore as the IASB Delegate for the 2018 Delegate Assembly. All ayes; motion carried.

IASB DELEGATE

Renewal of the Hillmann Pediatric Therapy contract was tabled until the May meeting so other bids may be sought.

School Safety Committee - Mr. Judd moved and Mr. Mallery seconded the motion to get bids on Exit Door alarms. All ayes; motion carried.

HILLMANN
CONTRACT
RENEWAL

Mr. Judd moved and Mr. Mallery seconded a motion to purchase 2 hand held metal detectors. These will not be used until a policy can be adopted for how they will be used. On roll call the members voted as follows: Mrs. Shore, aye; Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; and Mr. Mallery, aye; motion carried.

SCHOOL SAFETY

Mr. Mallery moved and Mr. Copeland seconded a motion to hire off duty police officers for school functions at a minimum rate of \$20 per hour, per event. On roll call the members voted as follows: Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mrs. Baker, aye; and Mr. Copeland, aye; motion carried.

After much discussion it was decided to table the requirement to have vendor's who deliver within the school district have ID's and required to pay for background checks.

Mrs. Baker moved and Mr. Copeland seconded a motion to submit a calendar waiver to ISBE to waive the Casimir Pulaski school holiday. Putnam County schools would be in session that day. All ayes; motion carried.

CALENDAR
WAIVER

PUTNAM COUNTY BOARD OF EDUCATION

April 16, 2018

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At 7:32 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. All ayes, motion carried.

EXECUTIVE SESSION

At 8:34 p.m. Ms. Glenn moved and Mrs. Baker seconded the motion to return to open session. All ayes; motion carried.

Mr. Mallery moved and Mrs. Shore seconded the motion to approve the resignation of Chris Newsome, with regret, as the HS Fall Baseball coach. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Copeland, no; Mr. Gibson, aye; Ms. Glenn, no; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried with a 5-2 vote. Mr. Copeland moved and Mr. Mallery seconded the motion to approve the hiring of the summer workers. On roll call the members voted as follows: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried.

PERSONNEL

Mr. Mallery moved and Mrs. Shore seconded the motion to approve the hiring of Caroline Whiteside as Pantera Sponsor/Coach. On roll call members voted as follows: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried.

Ms. Glenn moved and Mrs. Baker seconded the motion to approve the hiring of Samantha Casey as Cheerleading Sponsor/Coach. On roll call members voted as follows: Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried. School Safety was tabled.

At 8:54 p.m. Ms. Glenn moved and Mr. Copeland seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted,

Megan Goetz, Board Secretary

APPROVED _____
BOARD PRESIDENT DATE

BOARD SECRETARY DATE

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
April 16, 2018

- CALL TO ORDER President Mr. Gibson called the meeting to order at 6:30 p.m.
- ROLL CALL The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye.
- EXECUTIVE SESSION At 7:32 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.
- ITEMS DISCUSSED
- A. Resignations
 - Chris Newsome, Fall Baseball Coach
 - B. Hirings
 - Caroline Whiteside, Pantera Sponsor/Coach
 - Samantha Casey, High School Cheerleading Sponsor/Coach
 - C. School Safety

There was a lengthy discussion regarding school safety. The five building administrators were asked to come into the executive session at 7:56 pm. They were excused at 8:21 pm. A Proclamation was received from the district attorney, Dennis Weedman, regarding school safety.
- RETURN TO OPEN SESSION At 8:31 p.m. Mrs. Shore moved and Ms. Glenn seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,
Megan Goetz, Board secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Bills Payable List

Printed: 5/16/2018 11:23 AM
PUTNAM COUNTY CUSD #535
Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
AAA TREE SERVICE						
		H S- GROUNDS CAP OUTLAY		521	1,120.00	20-2543-540-2
		ELEMENTARY-GROUNDS CAP OU		521	2,240.00	20-2543-540-4
					\$3,360.00	
AFLAC						
		AFLAC-PRE TAX		96	102.57	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	102.57	10-481
		AFLAC-PRE TAX		96	10.79	20-481
					\$250.14	
AMAZON/SYNCB						
50710		PRE-K SUPPLIES 449767996484		521	686.21	10-1225-410-26
50773		TITLE I 1-6		521	358.95	10-1250-410-36
50797		PFA INST SUP 1-6		521	199.43	10-1125-410-1
53253		PFA COMM SUPP		521	68.97	10-1125-412-1
53257		PFA COMM SUPP		521	31.53	10-1125-412-1
					\$1,345.09	
AMEREN ILLINOIS						
		JR HI-ELECTRICAL SERVICE		521	2,292.78	20-2542-466-3
		H S- ELECTRIC SERVICE		521	1,560.51	20-2542-466-2
		PRIMARY NATURAL GAS		521	621.86	20-2542-465-5
		ELEMENTARY-NATURAL GAS		521	611.13	20-2542-465-4
		JR HI-NATURAL GAS		521	626.62	20-2542-465-3
		ELEMENTARY-ELECTRIC SERVI		521	1,306.30	20-2542-466-4
		PRIMARY-ELECTRIC SERVIC		521	2,739.36	20-2542-466-5
		JR HI-ELECTRICAL SERVICE		521	97.33	20-2542-466-3
		H S- ELECTRIC SERVICE		521	18.41	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		521	36.32	20-2542-466-3
		H S-NATURAL GAS SERVICE		521	1,237.79	20-2542-465-2
		ELEMENTARY-NATURAL GAS		521	395.57	20-2542-465-4
		PRIMARY NATURAL GAS		521	540.85	20-2542-465-5
		JR HI-NATURAL GAS		521	481.54	20-2542-465-3
		H S- ELECTRIC SERVICE		521	1,479.78	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		521	1,798.12	20-2542-466-3
		PRIMARY-ELECTRIC SERVIC		521	3,061.41	20-2542-466-5
					\$18,905.68	
AMERICAN CENTRAL INSURANCE S						
		HEALTH CARE EXP FLEX PLAN		96	896.25	10-481
		DEP DAYCARE EXP FLEX PLAN		96	295.83	10-481
		BOARD DUES/FEES		521	65.00	10-2310-640-6
		HEALTH CARE EXP FLEX PLAN		96	1,018.58	10-481
		HEALTH CARE EXP FLEX PLAN		96	2.67	40-481
		DEP DAYCARE EXP FLEX PLAN		96	295.83	10-481
					\$2,574.16	
ARAMARK						

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 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ALL SCHOOL SERVICES		521	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		521	67.96	20-2542-321-1
		ALL SCHOOL SERVICES		521	155.26	20-2542-321-1
		ALL SCHOOL SERVICES		521	52.25	20-2542-321-1
		ALL SCHOOL SERVICES		521	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		521	67.96	20-2542-321-1
		ALL SCHOOL SERVICES		521	52.29	20-2542-321-1
		ALL SCHOOL SERVICES		521	155.26	20-2542-321-1
		ALL SCHOOL SERVICES		521	155.26	20-2542-321-1
		ALL SCHOOL SERVICES		521	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		521	155.26	20-2542-321-1
		ALL SCHOOL SERVICES		521	67.96	20-2542-321-1
		ALL SCHOOL SERVICES		521	52.20	20-2542-321-1
					<u>\$1,383.09</u>	
BAELE, BRANDY						
		DONATIONS		521	732.48	10-2310-412-6
		DONATIONS		521	537.76	10-2310-412-6
					<u>\$1,270.24</u>	
BELL, AMY						
		TITLE I 7-5 CONFERENCE ALSIP		521	100.00	10-1250-332-36
		TITLE IIA TRAVEL		521	72.89	10-1110-332-42
		PRIMARY-TRAVEL		521	169.14	10-1111-332-5
		EPIC-TUITION REIMB		521	1,360.00	10-2210-320-1
					<u>\$1,702.03</u>	
BENTLEY, SHARLENE						
		PROF SERVICES		521	255.00	10-1540-310-1
					<u>\$255.00</u>	
BLITT AND GAINES, P.C.						
		COURT ORDER H		97	251.87	10-481
		COURT ORDER H		97	251.87	10-481
					<u>\$503.74</u>	
BOZARTH, ADAM						
		TECH-TRAVEL		521	331.56	10-2226-332-1
					<u>\$331.56</u>	
BUREAU COUNTY REPUBLICAN						
		INFO SERV-ADVERTISING		521	55.00	10-2630-350-1
		INFO SERV-ADVERTISING		521	16.00	10-2630-350-1
					<u>\$71.00</u>	
CDI COMPUTER DEALERS INC.						
		LEASE FD TECH SUPPLY		521	10,523.00	10-1112-410-1
					<u>\$10,523.00</u>	
CDW GOVT INC.						
23225		LEASE FD TECH SUPPLY		521	1,176.00	10-1112-410-1
					<u>\$1,176.00</u>	
CENGAGE LEARNING						
		LEASE FD TECH SOFTWARE		521	500.00	10-1113-470-1

Bills Payable List

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 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HS MEDIA SOFTWARE		521	72.00	10-2220-470-2
					<u>\$572.00</u>	
CENTERPOINT ENERGY SERVICES I						
		H S-NATURAL GAS SERVICE		521	1,425.69	20-2542-465-2
		PRIMARY NATURAL GAS		521	867.69	20-2542-465-5
		ELEMENTARY-NATURAL GAS		521	898.38	20-2542-465-4
		JR HI-NATURAL GAS		521	923.49	20-2542-465-3
					<u>\$4,115.25</u>	
CEREBELLUM CORP						
	33999	JH MEDIA SOFTWARE		521	250.85	10-2220-470-3
					<u>\$250.85</u>	
CIONI FORD, AL						
		EX CURRICULAR VAN		521	116.96	40-2550-324-1
		DRIVERS ED R/M NEW TIRES/BALANCE		521	652.55	10-1700-323-2
					<u>\$769.51</u>	
CLASSROOM DIRECT/SCHOOL SPE						
	43649	HENN ELEM-SUPPLIES		521	138.25	10-1110-410-4
					<u>\$138.25</u>	
CLOVER CLUB						
		BOARD SUPPLIES		521	720.00	10-2310-410-6
					<u>\$720.00</u>	
COMTECH HOLDINGS INC						
		JR HI BLDG. REP/ MAINT NEW IGNITOR		521	1,262.74	20-2542-323-3
		HIGH SCHOOL-BLDG SUPPLIE - FILTERS		521	376.95	20-2542-410-2
		JR HI-BUILDING SUPPLIES		521	376.95	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		521	376.95	20-2542-410-4
		PRIMARY BLDG SUPPLY		521	376.95	20-2542-410-5
		ELEMENTARY-BLDG REPAIR BOILER FIXED MOT		521	890.50	20-2542-323-4
		ELEMENTARY-BLDG REPAIR STEAM TRAP REPAI		521	2,527.04	20-2542-323-4
					<u>\$6,188.08</u>	
CURRY, JOSHUA						
		H S TRAVEL		521	77.76	10-1113-332-2
		JR HI-TRAVEL		521	77.76	10-1112-332-3
					<u>\$155.52</u>	
DAKTRONICS, INC						
		H S ATHLETIC-SUPPLIES		521	290.63	10-1501-410-2
					<u>\$290.63</u>	
DAVIS, ANNETTE E						
		DONATIONS		521	21.32	10-2310-412-6
		ED FOUNDATIONS SUPPLIES		521	61.14	10-2310-411-6
		HEARING IMP-TRAVEL		521	48.60	10-1207-332-1
		MEDIA PROG-TRAVEL		521	86.78	10-2220-332-1
		ED FOUNDATION CAUDILL		521	70.00	10-2310-411-6
					<u>\$287.84</u>	
DE LAGE LANDEN PUBLIC FINANCE						
		PRIMARY R/M /COPIER		521	635.98	10-1111-323-5

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 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		HS R/M / COPIER		521	635.98	10-1113-323-2
		JH R/M/COPIER		521	635.99	10-1112-323-3
		HEN R/M/COPIERS		521	635.99	10-1110-323-4
		SUP COPY MACHINE		521	635.99	10-2320-323-1
					<u>\$3,179.93</u>	
DELVALLEE, ABBY		PRIMARY-TRAVEL ALSIP		521	58.86	10-1111-332-5
					<u>\$58.86</u>	
DISCOUNT SCHOOL SUPPLY		PFA INST SUP 1-6		521	218.56	10-1125-410-1
					<u>\$218.56</u>	
DJ'S CARPET		H S-BUILDING REPAIRS/MAI HS OFFICE REPAIR		521	150.00	20-2542-323-2
					<u>\$150.00</u>	
DUFFY, SARA		PSYCH-PROF SVCS		521	6,700.00	10-2140-310-1
					<u>\$6,700.00</u>	
EAI EDUCATION	50777	DONATIONS - MARQUIS		521	743.72	10-2310-412-6
					<u>\$743.72</u>	
EDENS, MICHELLE		PFA COMM SUPP		521	23.64	10-1125-412-1
		PFA FOOD SUPP		521	8.00	10-1125-411-1
					<u>\$31.64</u>	
ENGLAND, KIMBERLY		CO OP TRAVEL		521	66.42	10-1459-332-2
					<u>\$66.42</u>	
ERICKSON, MICHELLE		EPIC PROF SVS		521	28.08	10-2210-321-1
		EPIC PROF SVS		521	50.76	10-2210-321-1
					<u>\$78.84</u>	
FREY SCIENTIFIC	43619	DONATIONS MARQUIS GRANT		521	545.00	10-2310-412-6
	43624	DONATIONS MARQUIS GRANT		521	766.64	10-2310-412-6
	43618	DONATIONS MARQUIS GRANT		521	423.11	10-2310-412-6
					<u>\$1,734.75</u>	
FRONTIER		PRIMARY-TELEPHONE SERV		521	93.60	20-2542-340-5
		H S - TELEPHONE SERVICE		521	212.98	20-2542-340-2
		ELEM-TELEPHONE		521	141.19	20-2542-340-4
					<u>\$447.77</u>	
GALLOPADE INTERNATIONAL	43620	HENN ELEM-SUPPLIES		521	64.94	10-1110-410-4
					<u>\$64.94</u>	
GERLING, JACKIE		LEASE BLOCK GRANT TRAVEL IEP LOSTANT		521	17.28	10-1110-332-38

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					<u>\$17.28</u>	
GIMBAL, MATT		HS-SUPPLIES		521	6.70	10-1113-410-2
					<u>\$6.70</u>	
GOETZ, JODIE L		EPIC PROF SERV		521	19.44	10-2210-321-1
					<u>\$19.44</u>	
GORDON N. STOWE & ASSOC. INC		NURSE-SUPPLIES AUDIOMETER		521	52.00	10-2134-410-1
					<u>\$52.00</u>	
GORENZ AND ASSOCIATES LTD.		AUDIT/FINANCIAL SERVICES - ID#55650		521	11,745.00	10-2310-317-6
					<u>\$11,745.00</u>	
GRAINCO FS INC		H S ATHLETIC-SUPPLIES		521	455.20	10-1501-410-2
					<u>\$455.20</u>	
GRAPHIC ELECTRONICS		BOARD SUPPLIES APPLE BASE		521	12.00	10-2310-410-6
		MUSIC AWARDS		521	47.00	10-1115-487-1
		BOARD SUPPLIES		521	270.00	10-2310-410-6
					<u>\$329.00</u>	
GRASSERS		DONATIONS		521	1,250.00	10-2310-412-6
		ELEMENTARY-BLDG SUPPLIES		521	245.00	20-2542-410-4
					<u>\$1,495.00</u>	
HARRIS, ESMERALDA		PSYCH-SUPPLIES		521	16.65	10-2140-410-1
		EPIC PROF SVS		521	157.68	10-2210-321-1
		EPIC PROF SVS		521	30.00	10-2210-321-1
					<u>\$204.33</u>	
HEALTH CARE SERVICE CORPORAT		HLTH NC S		96	267.40	20-481
		HLTH BP NC S		96	1,326.50	20-481
		HLTH NC S		96	1,230.04	10-481
		HLTH BP NC S		96	6,101.90	10-481
		HLTH E + C		96	2,562.78	10-481
		HLTH BP E + C		96	3,834.93	10-481
		HLTH CRT E + S		96	659.76	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH CRT S		96	1,818.32	10-481
		HLTH BP CRT S		96	9,020.20	10-481
		HLTH E + C		96	232.98	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH ADM BP F		96	3,932.04	10-481
		HLTH BP ADM S		96	318.78	10-481
		HLTH NC F		96	509.38	10-481

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		HLTH BP NC F		96	473.63	10-481
		HLTH CRT F		96	2,546.90	10-481
		HLTH BP CRT F		96	2,368.15	10-481
		HLTH CRT S		96	1,758.62	10-481
		HLTH CRT S		96	6.22	40-481
		HLTH BP CRT S		96	8,724.10	10-481
		HLTH BP CRT S		96	30.80	40-481
		HLTH CRT F		96	2,534.57	10-481
		HLTH CRT F		96	12.33	40-481
		HLTH BP CRT F		96	2,356.69	10-481
		HLTH BP CRT F		96	11.46	40-481
		HLTH CRT E + S		96	659.76	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH BP ADM S		96	318.78	10-481
		HLTH NC F		96	509.38	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH NC S		96	1,230.04	10-481
		HLTH NC S		96	267.40	20-481
		HLTH BP NC S		96	6,101.90	10-481
		HLTH BP NC S		96	1,326.50	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH E + C		96	2,923.97	10-481
		HLTH BP E + C		96	4,600.21	10-481
		HLTH E + C		96	232.98	20-481
		HLTH ADM BP F		96	3,920.05	10-481
		HLTH ADM BP F		96	11.99	40-481
					<u>\$77,473.53</u>	
HEALY, BENDER & ASSOCIATES, IN						
		BUILDING-PROF SERV JH LOCKER/LIFT		521	10,819.76	20-2542-320-1
					<u>\$10,819.76</u>	
HEGGEN, JOHN						
		TRANSP - YB SUPPLY		521	40.58	40-2550-411-1
					<u>\$40.58</u>	
HEINEMANN						
43623		HENN OFFICE - SUPPLIES		521	97.90	10-2410-410-4
					<u>\$97.90</u>	
HENNEPIN FOOD MART						
		ELEMENTARY-BLDG SUPPLIES		521	14.35	20-2542-410-4
		CROSS CAT SUPPLY - HS		521	8.34	10-1220-410-2
		CROSS CAT SUPPLY - HS		521	7.83	10-1220-410-2
		HENN-CAFE FOOD		521	3.86	10-2560-410-4
		HENN-CAFE FOOD		521	18.72	10-2560-410-4
		HENN-CAFE FOOD		521	6.39	10-2560-410-4
		HENN-CAFE FOOD		521	8.44	10-2560-410-4
					<u>\$67.93</u>	
HENNEPIN WATER DISTRICT						
		ELEM-WATER		521	281.81	20-2542-322-4

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		ELEM-WATER		521	111.00	20-2542-322-4
		ELEM-WATER		521	74.25	20-2542-322-4
		ELEM-WATER		521	74.25	20-2542-322-4
					<u>\$541.31</u>	
HERFF JONES INC.						
		HS-SUPPLIES		521	566.89	10-1113-410-2
		HS-SUPPLIES		521	28.83	10-1113-410-2
					<u>\$595.72</u>	
HIGH SCHOOL IMPREST						
		H S TRAVEL		521	510.00	10-1113-332-2
		HS ATHL OFFICIALS		521	2,758.00	10-1501-319-2
					<u>\$3,268.00</u>	
HILLMANN PEDIATRIC THERAPY						
		PHYS IMP-CONTRACT SERVIC		521	8,271.50	10-1204-319-1
		PHYS IMP-CONTRACT SERVIC		521	6,035.00	10-1204-319-1
					<u>\$14,306.50</u>	
HIMELICK, MORGAN						
		PRIMARY-TRAVEL		521	64.98	10-1111-332-5
		EPIC-TUITION REIMB		521	680.00	10-2210-320-1
					<u>\$744.98</u>	
HINCKLEY SPRING WATER CO						
		BOARD SUPPLIES		521	109.95	10-2310-410-6
					<u>\$109.95</u>	
HOGBACK PRESS						
53232		TITLE I 1-6		521	435.98	10-1250-410-36
					<u>\$435.98</u>	
IL ASSO OF SCHOOL BOARDS						
		BOARD OF ED/TRAVEL		521	150.00	10-2310-332-6
65329		BOARD DUES/FEES		521	4,545.00	10-2310-640-6
					<u>\$4,695.00</u>	
IL OFFICE OF THE STATE FIRE MAR:						
		INSPECTIONS		521	560.00	80-2367-319-7
		INSPECTIONS		521	210.00	80-2367-319-7
					<u>\$770.00</u>	
IL PRINCIPALS ASSOCIATION						
		PRINC OFFICE-TRAVEL		521	640.00	10-2410-332-1
					<u>\$640.00</u>	
IL STATE POLICE						
		BOARD DUES/FEES BACKGROUND CHECKS		521	27.00	10-2310-640-6
					<u>\$27.00</u>	
IL VALLEY CELLULAR						
		ALL SCHOOL SERVICES		521	263.34	20-2542-321-1
		ALL SCHOOL SERVICES		521	258.69	20-2542-321-1
					<u>\$522.03</u>	
IMPACT NETWORKING, LLC						
		JR HI OFFICE-SUPPLIES		521	240.00	10-2410-410-3

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					<u>\$240.00</u>	
INSTRUMENTALIST AWARDS						
		MUSIC AWARDS		521	243.00	10-1115-487-1
					<u>\$243.00</u>	
JALARAM TRADING COMPANY						
		PRIMARY BREAKFAST		521	12.63	10-2560-410-1-5
		PRIMARY CAFE FOOD		521	23.11	10-2560-410-5
		F/C SCIENCE SUPPLY		521	66.62	10-1113-412-2
		F/C SCIENCE SUPPLY		521	113.66	10-1113-412-2
		F/C SCIENCE SUPPLY		521	13.17	10-1113-412-2
		JR HI-CAFE FOOD		521	25.75	10-2560-410-3
		JR HI-CAFE MISC SUPPLIES		521	15.92	10-2560-490-3
		MEDICAID JH LIFE SKILLS		521	45.68	10-1220-411-11
		MEDICAID JH LIFE SKILLS		521	25.72	10-1220-411-11
		MEDICAID JH LIFE SKILLS		521	5.85	10-1220-411-11
		PRIMARY BREAKFAST		521	19.59	10-2560-410-1-5
					<u>\$367.70</u>	
JOHANNES BUS SERVICE INC.						
		CONTRACT REG		521	50,139.00	40-2550-325-1
		CONTRACT SERVICE-SP ED R		521	32,371.69	40-2550-326-1
		CONTRACT SERVICE-AV		521	1,980.40	40-2550-327-1
		CONTRACT-EX CURRIC		521	5,844.72	40-2550-328-1
		CONTRACT ECE ROUTES		521	11,875.80	40-2550-331-1
					<u>\$102,211.61</u>	
JOHN DEERE FINANCIAL						
		HIGH SCHOOL-BLDG SUPPLIE		521	69.99	20-2542-410-2
					<u>\$69.99</u>	
JOHNS SERVICE AND SALES, INC.						
		PRIMARY REPAIR/MAI - BACKFLOW REPAIR		521	201.00	20-2542-323-5
					<u>\$201.00</u>	
JONES SCHOOL SUPPLY COMPANY						
36986		ED FOUNDATIONS SUPPLIES AMAZING RACE		521	48.45	10-2310-411-6
43668		HEN MEDIA-SUPPLIES		521	31.95	10-2220-410-4
36981		JR HI SUPPLIES SCIENCE FAIR		521	33.95	10-1112-410-3
36987		JR HI SUPPLIES READING AWARDS/SPELLING BE		521	60.99	10-1112-410-3
					<u>\$175.34</u>	
JOSTENS INC						
		JR HI OFFICE-SUPPLIES		521	233.69	10-2410-410-3
					<u>\$233.69</u>	
JOURNAL STAR						
		HS MEDIA CTR-PERIODICALS		521	220.15	10-2220-440-2
					<u>\$220.15</u>	
JOYLABZ						
43610		DONATIONS MARQUIS GRANT		521	146.70	10-2310-412-6
					<u>\$146.70</u>	
JUNIOR HIGH IMPREST						

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		JR HI-ATHLETIC WORKERS		521	80.00	10-1501-125-3
		JH ATHL OFFICIALS		521	125.00	10-1501-319-3
		PRINC OFFICE-POSTAGE		521	4.94	10-2410-341-1
		JR HI-DUES/FEES		521	118.00	10-1112-640-3
					<u>\$327.94</u>	
KADDYWAMPUS		BOARD SUPPLIES		521	720.00	10-2310-410-6
					<u>\$720.00</u>	
KOHL WHOLESALE		PFA FOOD SUPP		521	830.67	10-1125-411-1
		HS BREAKFAST		521	617.31	10-2560-410-1-2
		H S-CAFE MISC SUPPLIES		521	271.24	10-2560-490-2
		PRIMARY BREAKFAST		521	423.54	10-2560-410-1-5
		PRIMARY MISC SUPPLY		521	407.85	10-2560-490-5
		JH BREAKFAST		521	608.96	10-2560-410
		JR HI-CAFE FOOD		521	3,504.48	10-2560-410-3
		JR HI-CAFE MISC SUPPLIES		521	135.60	10-2560-490-3
		HEN BREAKFAST		521	408.38	10-2560-410-1-4
		HENN-CAFE FOOD		521	2,281.89	10-2560-410-4
		HENN ELEM-CAFE MISC SUPP		521	477.31	10-2560-490-4
		HIGH SCHOOL- FOOD		521	3,971.95	10-2560-410-2
		PRIMARY CAFE FOOD		521	2,246.83	10-2560-410-5
					<u>\$16,186.01</u>	
LAKESHORE						
	43617	DONATIONS MARQUIS GRANT		521	241.47	10-2310-412-6
	43625	DONATIONS MARQUIS GRANT		521	315.05	10-2310-412-6
					<u>\$556.52</u>	
LASIK, JENNIFER		EPIC TUITION		521	510.00	10-2210-320-1
					<u>\$510.00</u>	
LEASE		PRINC OFFICE-TRAVEL SEMINAR		521	35.00	10-2410-332-1
					<u>\$35.00</u>	
LIBERTY MUTUAL INSURANCE		LIABILTIY INSURANCE		521	1,100.00	10-2310-380-1-7
					<u>\$1,100.00</u>	
LIGHTED WAY ASSOCIATION I		LIGHTEDWAY/PEORIA		521	7,465.92	10-1912-670-1
					<u>\$7,465.92</u>	
LOCKER ROOM		H S ATHLETIC-SUPPLIES		521	149.90	10-1501-410-2
		H S ATHLETIC-SUPPLIES TRACK		521	136.00	10-1501-410-2
	36958	JH ATH UNIFORMS B TRACK		521	1,440.00	10-1501-545-3
	36958	JH ATH UNIFORMS - G TRACK		521	1,440.00	10-1501-543-3
					<u>\$3,165.90</u>	
LOUIS, WENDY						

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		EPIC PROF SVS		521	123.12	10-2210-321-1
					<u>\$123.12</u>	
MACGILL						
	53229	NURSE-SUPPLIES		521	132.08	10-2134-410-1
					<u>\$132.08</u>	
MARCO INC						
		PRIMARY R/M /COPIER		521	414.92	10-1111-323-5
		HS R/M / COPIER		521	414.92	10-1113-323-2
		JH R/M/COPIER		521	414.93	10-1112-323-3
		HEN R/M/COPIERS		521	414.93	10-1110-323-4
		SUP COPY MACHINE		521	414.93	10-2320-323-1
		SUP COPY MACHINE		521	414.93	10-2320-323-1
		HEN R/M/COPIERS		521	414.93	10-1110-323-4
		JH R/M/COPIER		521	414.93	10-1112-323-3
		HS R/M / COPIER		521	414.92	10-1113-323-2
		PRIMARY R/M /COPIER		521	414.92	10-1111-323-5
					<u>\$4,149.26</u>	
MARK KARLOSKY CONSULTING						
		LEASE FD TECH SOFTWARE GOOGLE LICENSE		521	834.00	10-1113-470-1
		LEASE FD TECH SUPPLY		521	6,221.48	10-1112-410-1
		LEASE FD TECH SOFTWARE GOOGLE LICENSE		521	1,112.00	10-1113-470-1
		LEASE FD TECH SUPPLY		521	8,295.30	10-1112-410-1
					<u>\$16,462.78</u>	
MCNABB TELEPHONE COMPANY						
		SUPT-TELEPHONE		521	294.25	20-2542-340-1
		H S - TELEPHONE SERVICE		521	294.26	20-2542-340-2
		JR HI-TELEPHONE SERVICE		521	294.26	20-2542-340-3
		ELEM-TELEPHONE		521	294.26	20-2542-340-4
		PRIMARY-TELEPHONE SERV		521	294.26	20-2542-340-5
					<u>\$1,471.29</u>	
MEDIACOM						
		LEASE FD-NBS/MEDIACOM		521	26.90	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		521	379.32	10-2190-323-1
					<u>\$406.22</u>	
MENARDS PERU						
		HIGH SCHOOL-BLDG SUPPLIE		521	122.84	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		521	30.96	20-2542-410-2
		JR HI-BUILDING SUPPLIES		521	30.97	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		521	30.96	20-2542-410-4
		PRIMARY BLDG SUPPLY		521	30.97	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		521	73.93	20-2542-410-2
		JR HI-BUILDING SUPPLIES		521	73.94	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		521	73.94	20-2542-410-4
		PRIMARY BLDG SUPPLY		521	73.94	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		521	237.69	20-2542-410-2
		VOC AG SUPPLIES		521	16.28	10-1401-410-2
		ELEMENTARY-BLDG SUPPLIES		521	155.87	20-2542-410-4

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		VOC AG SUPPLIES		521	1.99	10-1401-410-2
		HIGH SCHOOL-BLDG SUPPLIE		521	34.06	20-2542-410-2
		JR HI-BUILDING SUPPLIES		521	34.07	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		521	34.06	20-2542-410-4
		PRIMARY BLDG SUPPLY		521	34.07	20-2542-410-5
		JR HI-BUILDING SUPPLIES		521	132.87	20-2542-410-2
					<u>\$1,223.41</u>	
MENNIE, CINDY		H S CAFE-TRAVEL FOOD SANITATION COURSE		521	125.00	10-2560-332-2
					<u>\$125.00</u>	
METALMASTER ROOFMASTER		PRIMARY REPAIR/MAI		521	769.00	20-2542-323-5
					<u>\$769.00</u>	
MEYER, COREY		HS-SUPPLIES		521	45.26	10-1113-410-2
					<u>\$45.26</u>	
MEYER, DANIEL		HS-SUPPLIES		521	56.81	10-1113-410-2
					<u>\$56.81</u>	
MF ATHLETIC	33980	JR HI-ATHLETIC SUPPLIES TRACK		521	401.54	10-1501-410-3
					<u>\$401.54</u>	
MIDWEST GROUND COVER	27333	H S-GROUNDS SUPPLIES		521	1,284.59	20-2542-410-2
					<u>\$1,284.59</u>	
MIGNONE, MARIA		EPIC PROF SERV SENSORY CONF.		521	129.60	10-2210-321-1
					<u>\$129.60</u>	
MOVING MINDS		PRIMARY-SUPPLIES		521	53.90	10-1111-410-5
					<u>\$53.90</u>	
MUSIC SHOPPE, INC.		LEASE FD TECH SUPPLY HS SOUND SYSTEM		521	5,282.39	10-1112-410-1
		MUSIC SUPPLY-HS		521	96.85	10-1115-410-2
		MUSIC REPAIRS		521	91.86	10-1115-323-1
		MUSIC RESALE		521	170.72	10-1115-495-1
		H S-BUILDING CAP OUTLAY HS SOUND SYSTEM		521	3,298.00	20-2542-540-2
		HIGH SCHOOL-BLDG SUPPLIE HS SOUND SYSTE		521	5,282.39	20-2542-410-2
					<u>\$14,222.21</u>	
NASCO	27345	F/C SCIENCE SUPPLY		521	2,362.65	10-1113-412-2
					<u>\$2,362.65</u>	
NCPERS GROUP LIFE INS.		NCPERS INSURANCE		96	56.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
		NCPERS INSURANCE		96	72.00	10-481

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		NCPERS INSURANCE		96	8.00	20-481
					<u>\$144.00</u>	
NETWORK BUSINESS SYSTEMS INC						
		LEASE FD-NBS/MEDIACOM		521	200.00	10-2190-323-1
					<u>\$200.00</u>	
NEWS TRIBUNE						
		INFO SERV-ADVERTISING ZONE/AM HERO'S		521	701.60	10-2630-350-1
					<u>\$701.60</u>	
NIMEE, ASHLEY						
		LOSS PREV/REDUC SERVICES OFF DUTY OFFIC		521	200.00	80-1360-310-1
					<u>\$200.00</u>	
NORTH CENTRAL BANK						
		PRIMARY-SUPPLIES		521	21.15	10-1111-410-5
		HIGH SCHOOL-BLDG SUPPLIE		521	280.00	20-2542-410-2
		H S ATHLETIC-SUPPLIES		521	38.70	10-1501-410-2
		TITLE IIA TRAVEL A HEISER		521	450.00	10-1110-332-42
		SUPT OFFICE-SUPPLIES		521	187.58	10-2320-410-1
		H S TRAVEL WATER TRAINING		521	335.00	10-1113-332-2
		JH WATER TRAINING		521	335.00	10-1112-332-3
		JR HI SUPPLIES INCENTIVE DAY		521	21.85	10-1112-410-3
		LEASE FD TECH SUPPLY		521	1,662.77	10-1112-410-1
		MEDICAID SENSORY BLANKETS		521	179.99	10-1220-411-11
					<u>\$3,512.04</u>	
NORTHERN ILLINOIS ACADEMY						
		LIGHTEDWAY/PEORIA		521	14,681.76	10-1912-670-1
					<u>\$14,681.76</u>	
ORKIN EXTERMINATING CO IN						
		ALL SCHOOL SERVICES		521	78.69	20-2542-321-1
		ALL SCHOOL SERVICES		521	77.95	20-2542-321-1
		ALL SCHOOL SERVICES		521	64.13	20-2542-321-1
		ALL SCHOOL SERVICES		521	78.24	20-2542-321-1
					<u>\$299.01</u>	
PCCU (NEC)						
		NEC 24/20		99	1,055.12	10-481
		NEC-ADMIN/10 MONTH		99	138.97	10-481
		NEC-ADMIN/10 MONTH		99	138.93	10-481
		NEC-ADMIN/10 MONTH		99	0.21	40-481
		NEC 24/20		99	1,238.30	10-481
		DED NEC		99	53.70	10-481
		NEC 24/20		99	2.86	40-481
					<u>\$2,628.09</u>	
PENSERV PLAN SERVICES INC						
		PENSERV PLAN SERVICES		97	2,867.00	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	3,061.68	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	5.32	40-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$6,034.00</u>	
PERMA- BOUND						
		HS MEDIA BOOKS		521	268.78	10-2220-411-2
		ED FOUNDATIONS SUPPLIES		521	48.70	10-2310-411-6
		TITLE I 1-6		521	39.89	10-1250-410-36
	33984	JH MEDIA BOOKS		521	519.22	10-2220-411-3
	34000	JH MEDIA SUPPLIES		521	654.92	10-2220-410-3
	43574	HEN MEDIA BOOKS		521	46.47	10-2220-411-4
	43574	HEN MEDIA BOOKS		521	38.94	10-2220-411-4
	50767	TITLE I 1-6		521	68.37	10-1250-410-36
	33985	JR HI MEDIA-PERIODICALS		521	358.42	10-2220-440-3
					<u>\$2,043.71</u>	
PERRY MEMORIAL HOSPITAL						
		STUDENT TESTING		521	592.00	10-2310-390-6
					<u>\$592.00</u>	
PRAIRIE FARMS PEORIA DIVISION						
		HIGH SCHOOL- MILK		521	1,138.50	10-2560-410-2
		HENN-CAFE MILK		521	941.00	10-2560-410-4
		PRIMARY CAFE MILK		521	1,132.00	10-2560-410-5
		JR HI-CAFE MILK		521	927.50	10-2560-410-3
		PFA FOOD MILK		521	63.80	10-1125-411-1
					<u>\$4,202.80</u>	
PRIMARY IMPREST						
		PRIMARY OFFICE - SUPPLIES		521	0.00	10-2410-410-5
		TITLE IIA TRAVEL/HIMELICK/BARR		521	420.76	10-1110-332-42
		PFA FOOD SUPP		521	0.00	10-1125-411-1
					<u>\$420.76</u>	
PSAT/NMSQT						
		BOARD DUES/FEES		521	821.00	10-2310-640-6
		BOARD DUES/FEES		521	1,062.00	10-2310-640-6
					<u>\$1,883.00</u>	
PUT CO PCEA/IEA DUES						
		NON-CERT DUES		96	59.52	20-481
		IEA CERT DUES		96	2,319.65	10-481
		NON-CERT DUES		96	556.69	10-481
		IEA CERT DUES		96	2,314.40	10-481
		IEA CERT DUES		96	5.25	40-481
		NON-CERT DUES		96	576.28	10-481
		NON-CERT DUES		96	59.52	20-481
		NON-CERT DUES		96	5.93	40-481
					<u>\$5,897.24</u>	
PUT CO SCHOOL (TRS HEALTH						
		PRIMARY-MED INS		521	160.39	10-1111-222-5
		H S-MEDICAL INSURANCE		521	160.39	10-1113-222-2
		HENN ELEM-MED INSURANCE		521	160.39	10-1110-222-4
		THIS P24/T20		99	3,748.35	10-481
		THIS ADMIN/10 MONTH		99	646.90	10-481

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		DED THIS		99	190.71	10-481
		THIS ADMIN/10 MONTH		99	646.72	10-481
		THIS ADMIN/10 MONTH		99	0.98	40-481
		THIS P24/T20		99	4,399.24	10-481
		THIS P24/T20		99	10.16	40-481
					<u>\$10,124.23</u>	
PUT CO SCHOOL (TRS)						
		MAY 1 TRS INVOICE		515	(87.42)	10-2310-640-6
		TRS P24/T20		99	13,730.09	10-481
		TRS ADMI/10 MONTH		99	2,156.30	10-481
		TRS P24/T20		99	16,114.30	10-481
		TRS P24/T20		99	37.19	40-481
		TRS ADMI/10 MONTH		99	2,155.72	10-481
		TRS ADMI/10 MONTH		99	3.27	40-481
		DED TRS		99	833.29	10-481
					<u>\$34,942.74</u>	
PUT CO SCHOOLS						
		IM IMRF		98	627.70	20-481
		IMRFBRD SHARE		98	1,672.47	50-481
		IM IMRF		98	1,724.13	10-481
		IMRFBRD SHARE		98	4,683.94	50-481
		IMRF VOL CONTRIBUTIONS		98	150.41	20-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IM IMRF		98	33.82	10-481
		IM IMRF		98	33.82	10-481
		IM IMRF		98	1,973.83	10-481
		IM IMRF		98	631.85	20-481
		IM IMRF		98	131.32	40-481
		IMRFBRD SHARE		98	5,349.23	50-481
		IMRFBRD SHARE		98	1,683.52	50-481
		IMRFBRD SHARE		98	349.90	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IMRF VOL CONTRIBUTIONS		98	150.41	20-481
					<u>\$19,345.53</u>	
PUTNAM CO COMM UNIT (IL)						
		IL State Tax		99	615.13	20-481
		IL State Tax		99	8,918.86	10-481
		IL State Tax		99	11,085.12	10-481
		IL State Tax		99	648.47	20-481
		IL State Tax		99	156.73	40-481
					<u>\$21,424.31</u>	
PUTNAM CO SD FIT						
		Federal Tax 2018		99	1,341.95	20-481
		Federal Tax 2018		99	16,393.24	10-481
		Federal Tax 2018		99	21,717.80	10-481
		Federal Tax 2018		99	1,352.52	20-481
		Federal Tax 2018		99	203.41	40-481

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					<u>\$41,008.92</u>	
PUTNAM CO SD MEDICARE						
		MEDICARE (CERT)		99	2,222.34	10-481
		MEDICARE (BRD PD)		99	2,222.34	50-481
		MEDICARE (CERT)		99	2,757.19	10-481
		MEDICARE (CERT)		99	5.64	40-481
		MEDICARE (BRD PD)		99	2,757.19	50-481
		MEDICARE (BRD PD)		99	5.64	50-481
					<u>\$9,970.34</u>	
PUTNAM COUNTY SD FICA						
		FICA 2018		99	1,022.81	20-481
		MATCHING FICA		99	1,022.81	50-481
		FICA 2018		99	2,816.20	10-481
		MATCHING FICA		99	2,816.20	50-481
		MATCHING FICA		99	3,579.05	50-481
		MATCHING FICA		99	1,074.67	50-481
		MATCHING FICA		99	223.24	50-481
		FICA 2018		99	3,579.05	10-481
		FICA 2018		99	1,074.67	20-481
		FICA 2018		99	223.24	40-481
					<u>\$17,431.94</u>	
QUILL						
		SUPT OFFICE-SUPPLIES		521	73.28	10-2320-410-1
					<u>\$73.28</u>	
REALITYWORKS						
		DONATIONS - MARQUIS GRANT HS		521	2,336.80	10-2310-412-6
					<u>\$2,336.80</u>	
REALLY GOOD STUFF						
	53228	TITLE I 1-6		521	129.94	10-1250-410-36
	53228	TITLE I 1-6		521	49.98	10-1250-410-36
					<u>\$179.92</u>	
REGIONAL OFFICE OF EDUCATION						
		YELLOW BUS R/M		521	10.00	40-2550-322-1
		BOARD DUES/FEES		521	514.50	10-2310-640-6
					<u>\$524.50</u>	
ROBBINS SCHWARTZ						
		BOARD LEGAL FEES - NEGOTIATIONS		521	5,312.50	10-2310-319-6
		LEGAL FEES		521	3,977.50	80-2369-318-1
					<u>\$9,290.00</u>	
ROUTE 71 AUTO BODY						
		H S-BUILDING REPAIRS/MAI		521	301.64	20-2542-323-2
					<u>\$301.64</u>	
ROYAL PUBLISHING						
		INFO SERV-ADVERTISING IESA TRACK		521	215.00	10-2630-350-1
					<u>\$215.00</u>	
SCHOOL SPECIALTY						

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43633	TITLE I 1-6		521	65.57	10-1250-410-36
43634	TITLE I 1-6		521	55.80	10-1250-410-36
				\$121.37	
SCHORN, TREY N.					
	LOSS PREV/REDUC SERVICES		521	40.00	80-1360-310-1
				\$40.00	
SHERWIN-WILLIAMS					
	JR HI-BUILDING SUPPLIES		521	1,062.90	20-2542-410-3
	PRIMARY BLDG SUPPLY		521	1,062.91	20-2542-410-5
	JR HI-BUILDING SUPPLIES		521	44.88	20-2542-410-2
				\$2,170.69	
SISLER ICE					
27338	H S ATHLETIC-SUPPLIES		521	38.00	10-1501-410-2
				\$38.00	
SOBKOWIAK, KATIE					
	TITLE IIA TRAVEL - ALSIP		521	473.34	10-1110-332-42
	PRIMARY-TRAVEL		521	54.61	10-1111-332-5
				\$527.95	
SOCIAL STUDIES SCHOOL SERVICE					
27189	HS-SUPPLIES		521	263.51	10-1113-410-2
				\$263.51	
SPECIALIZED DATA SYSTEMS					
	DATA PROCESSING-SUPPLIES CHECKS		521	300.00	10-2660-410-1
				\$300.00	
SPRATT'S TAP LLC					
	BOARD SUPPLIES		521	720.00	10-2310-410-6
				\$720.00	
STATE DISBURSEMENT UNIT					
	CHILD SUPPORT		97	451.83	10-481
	CHILD SUPPORT		97	451.83	10-481
				\$903.66	
STEIMLE GARAGE					
	YELLOW BUS R/M		521	37.50	40-2550-322-1
				\$37.50	
STEPHENS AUTO GLASS					
	YELLOW BUS R/M WINDSHIELD		521	312.91	40-2550-322-1
				\$312.91	
STRAUGHN, CHELSI					
	HENN ELEM-TRAVEL		521	33.48	10-1110-332-4
				\$33.48	
SUMMIT FINANCIAL RESOURCES					
	HIGH SCHOOL- FOOD		521	71.48	10-2560-410-2
	PRIMARY CAFE FOOD		521	71.48	10-2560-410-5
	HENN-CAFE FOOD		521	81.69	10-2560-410-4
	JR HI-CAFE FOOD		521	81.69	10-2560-410-3

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					<u>\$306.34</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		DENT NC SINGLE		96	34.08	20-481
		DENT NC BP SIN		96	63.48	20-481
		DENT NC SINGLE		96	79.52	10-481
		DENT NC BP SIN		96	148.12	10-481
		DENTAL CERT S+		96	87.52	10-481
		DENT BP CRT S+		96	162.56	10-481
		DENTAL CERT S		96	142.00	10-481
		DENTAL BP CRT S		96	264.50	10-481
		DENTAL CRT F		96	318.41	10-481
		DENTAL BP CRT F		96	591.43	10-481
		DENT NC S+ 1		96	10.94	20-481
		DENT BP NC S+ 1		96	20.32	20-481
		DENT ADM BP F		96	160.56	10-481
		DENT ADM BP S		96	16.26	10-481
		DENT NC FAMILY		96	80.40	10-481
		DENT NC BP FAM		96	80.16	10-481
		DENT NC S+ 1		96	31.62	10-481
		DENT BP NC S+ 1		96	21.16	10-481
		DENT ADMIN E+S		96	31.26	10-481
		DENT ADM BP F		96	159.91	10-481
		DENT ADM BP F		96	0.65	40-481
		DENT ADM BP S		96	16.26	10-481
		DENT ADMIN E+S		96	31.26	10-481
		DENT NC FAMILY		96	80.40	10-481
		DENT NC BP FAM		96	80.16	10-481
		DENT NC S+ 1		96	31.62	10-481
		DENT NC S+ 1		96	10.94	20-481
		DENT BP NC S+ 1		96	21.16	10-481
		DENT BP NC S+ 1		96	20.32	20-481
		DENT NC SINGLE		96	79.52	10-481
		DENT NC SINGLE		96	34.08	20-481
		DENT NC BP SIN		96	148.12	10-481
		DENT NC BP SIN		96	63.48	20-481
		DENTAL CERT S		96	141.34	10-481
		DENTAL CERT S		96	0.66	40-481
		DENTAL BP CRT S		96	263.27	10-481
		DENTAL BP CRT S		96	1.23	40-481
		DENTAL CRT F		96	317.96	10-481
		DENTAL CRT F		96	0.45	40-481
		DENTAL BP CRT F		96	590.59	10-481
		DENTAL BP CRT F		96	0.84	40-481
		DENTAL CERT S+		96	87.52	10-481
		DENT BP CRT S+		96	162.56	10-481
					<u>\$4,688.60</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		LIFE NC		96	5.18	20-481

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		LIFE NC BP		96	9.73	20-481
		LIFE NC		96	21.72	10-481
		LIFE NC BP		96	39.37	10-481
		LIFE CERT		96	76.96	10-481
		LIFE CERT BP		96	144.04	10-481
		LIFE ADM BP		96	21.25	10-481
		LIFE CERT		96	79.71	10-481
		LIFE CERT		96	0.22	40-481
		LIFE CERT BP		96	149.19	10-481
		LIFE CERT BP		96	0.38	40-481
		LIFE NC		96	21.49	10-481
		LIFE NC		96	5.18	20-481
		LIFE NC		96	0.23	40-481
		LIFE NC BP		96	38.94	10-481
		LIFE NC BP		96	9.73	20-481
		LIFE NC BP		96	0.43	40-481
		LIFE ADM BP		96	21.20	10-481
		LIFE ADM BP		96	0.05	40-481
					<u>\$645.00</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		VISION EMP		96	164.92	10-481
		VISION E+S		96	78.12	10-481
		VISION E+C		96	9.55	20-481
		VISION FAMILY		96	138.90	10-481
		VISION E+C		96	28.65	10-481
		VISION EMP		96	13.02	20-481
		VISION EMP		96	164.42	10-481
		VISION EMP		96	13.02	20-481
		VISION EMP		96	0.50	40-481
		VISION E+S		96	78.12	10-481
		VISION E+C		96	28.65	10-481
		VISION E+C		96	9.55	20-481
		VISION FAMILY		96	138.73	10-481
		VISION FAMILY		96	0.17	40-481
					<u>\$866.32</u>	
SUN LIFE FINANCIAL EMPLOYEE BE						
		LIFE VOL		96	82.16	10-481
		LIFE VOL		96	146.57	10-481
		LIFE VOL		96	0.07	40-481
					<u>\$228.80</u>	
SUPERINTENDENT IMPREST						
		SUPT OFFICE-POSTAGE		521	13.61	10-2320-341-1
		SUPT OFFICE-TRAVEL		521	21.95	10-2320-332-1
		BOARD DUES/FEES FARNSWORTH WINNERS		521	90.00	10-2310-640-6
					<u>\$125.56</u>	
SUPPLYWORKS						
		HIGH SCHOOL-BLDG SUPPLIE		521	123.00	20-2542-410-2
		JR HI-BUILDING SUPPLIES		521	123.00	20-2542-410-3

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		ELEMENTARY-BLDG SUPPLIES		521	123.00	20-2542-410-4
		PRIMARY BLDG SUPPLY		521	123.00	20-2542-410-5
		ELEMENTARY-BLDG SUPPLIES BULBS GYM		521	4,848.00	20-2542-410-4
		JR HI-BUILDING SUPPLIES GYM BULBS		521	446.44	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		521	299.80	20-2542-410-4
		HIGH SCHOOL-BLDG SUPPLIE		521	41.30	20-2542-410-2
		H S-BUILDING REPAIRS/MAI - SURFACE PREP MC		521	321.36	20-2542-323-2
		HIGH SCHOOL-BLDG SUPPLIE		521	112.12	20-2542-410-2
		JR HI-BUILDING SUPPLIES		521	112.12	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		521	112.13	20-2542-410-4
		PRIMARY BLDG SUPPLY		521	112.13	20-2542-410-5
		PRIMARY BLDG SUPPLY REFRACTOR		521	1,176.00	20-2542-410-5
		PRIMARY BLDG SUPPLY LIGHTS		521	1,808.10	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE AIR CARE		521	492.00	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE CEILING TILE		521	1,804.00	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		521	171.60	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		521	3.20	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		521	74.43	20-2542-410-2
		ELEMENTARY-BLDG SUPPLIES		521	384.62	20-2542-410-4
		HIGH SCHOOL-BLDG SUPPLIE		521	20.65	20-2542-410-2
		JR HI-BUILDING SUPPLIES		521	20.65	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		521	20.65	20-2542-410-4
		PRIMARY BLDG SUPPLY		521	20.65	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		521	6.70	20-2542-410-2
		ELEMENTARY-BLDG SUPPLIES		521	290.00	20-2542-410-4
		JR HI-BUILDING SUPPLIES GYM BULBS		521	478.98	20-2542-410-3
		PRIMARY REPAIR/MAI VACUUM		521	1,345.60	20-2542-323-5
		JR HI BLDG. REP/ MAINT SURFACE PREP MOTOR		521	321.36	20-2542-323-3
		ELEMENTARY-BLDG REPAIR SURFACE PREP MO		521	321.36	20-2542-323-4
		PRIMARY REPAIR/MAI SURFACE PREP MOTOR		521	321.37	20-2542-323-5
		PRIMARY BLDG SUPPLY LIGHTS		521	1,808.10	20-2542-410-5
		PRIMARY BLDG SUPPLY LIGHTS/GUARD		521	6,744.00	20-2542-410-5
		JR HI-BUILDING SUPPLIES		521	157.11	20-2542-410-2
		PRIMARY BLDG SUPPLY		521	4,111.02	20-2542-323-5
					<u>\$28,799.55</u>	
TEACHER DIRECT						
		SUPT OFFICE-SUPPLIES		521	299.98	10-2320-410-1
43601		DONATIONS MARQUIS GRANT		521	101.74	10-2310-412-6
					<u>\$401.72</u>	
THE BABY FOLD						
		LIGHTEDWAY/PEORIA		521	6,665.82	10-1912-670-1
		LIGHTEDWAY/PEORIA BABY FOLD		521	5,396.14	10-1912-670-1
					<u>\$12,061.96</u>	
THEISINGER, CLAYTON						
		PRINC OFFICE-TRAVEL		521	17.82	10-2410-332-1
					<u>\$17.82</u>	
THRUSH SANITATION						
		H S ATHLETIC-SUPPLIES		521	95.00	10-1501-410-2

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					<u>\$95.00</u>	
TOEDTER OIL COMPANY						
		PRIMARY-GROUNDS SUPPLIE		521	320.21	20-2543-410-5
		TRANSP - YB SUPPLY		521	449.72	40-2550-411-1
		EX CURRICULAR VAN		521	562.15	40-2550-324-1
		TRUCK REPAIR/MAINT		521	174.89	20-2542-320-3
		DRIVERS ED SUPPLIES		521	62.48	10-1700-410-2
		JR HI-GROUNDS SUPPLIES		521	320.20	20-2543-410-3
		ELEMENTARY-GROUNDS SUPPLY		521	320.20	20-2543-410-4
		H S- GROUNDS REPAIR/MAIN		521	320.20	20-2543-410-2
					<u>\$2,530.05</u>	
TONIS FLOWER AND GIFT SHOP						
		BOARD SUPPLIES		521	28.00	10-2310-410-6
					<u>\$28.00</u>	
TOPBULB						
	36940	JH MEDIA SUPPLIES		521	59.85	10-2220-410-3
					<u>\$59.85</u>	
TRINITY CATHOLIC SCHOOL						
		HIGH SCHOOL- FOOD		521	52.25	10-2560-410-2
		HIGH SCHOOL- FOOD		521	38.50	10-2560-410-2
					<u>\$90.75</u>	
UPS						
		LEASE FD TECH SUPPLY		521	4.33	10-1112-410-1
					<u>\$4.33</u>	
USI EDUCATION AND GOVERNMENT						
	53233	TITLE I 1-6		521	168.75	10-1250-410-36
					<u>\$168.75</u>	
VAR RESOURCES LLC						
		LEASE FD TECH SUPPLY CHROMEBOOKS		521	5,797.69	10-1112-410-1
					<u>\$5,797.69</u>	
VIG SOLUTIONS						
		LEASE FD TECH SUPPLY		521	7,694.00	10-1112-410-1
					<u>\$7,694.00</u>	
VILLAGE OF GRANVILLE						
		HS- WATER		521	881.75	20-2542-322-2
		PRIMARY- WATER		521	305.75	20-2542-322-5
					<u>\$1,187.50</u>	
WASHINGTON NATIONAL INS CO						
		WASHINGTON NTNL INS.		96	641.86	10-481
		WASHINGTON NTNL INS.		96	87.70	20-481
		WASHINGTON NTNL INS.		96	676.60	10-481
		WASHINGTON NTNL INS.		96	87.70	20-481
		WASHINGTON NTNL INS.		96	11.06	40-481
					<u>\$1,504.92</u>	
WASTE MANAGEMENT						
		ALL SCHOOL SERVICES		521	200.76	20-2542-321-1

Bills Payable List

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 PUTNAM COUNTY CUSD #535
 Expense on Date: 5/1/2018 to 5/31/2018

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		ALL SCHOOL SERVICES		521	393.85	20-2542-321-1
		ALL SCHOOL SERVICES		521	222.85	20-2542-321-1
		ALL SCHOOL SERVICES		521	654.32	20-2542-321-1
					<u>\$1,471.78</u>	
WB PROMOTIONS		HENN OFFICE - SUPPLIES		521	140.90	10-2410-410-4
					<u>\$140.90</u>	
WEINZIERL, HANNAH		VOC AG-FFA TRAVEL SPRINGFIELD		521	55.21	10-1401-333-2
		VOC AG SUPPLIES		521	25.95	10-1401-410-2
		VOC AG SUPPLIES		521	22.95	10-1401-410-2
					<u>\$104.11</u>	
WEST MUSIC CATALOG	53265	MUSIC TEXTS-PRIM		521	313.95	10-1115-420-5
					<u>\$313.95</u>	
ZIELINSKI, KEARSTEN		MEDICAID JH LIFE SKILLS		521	14.16	10-1220-411-11
					<u>\$14.16</u>	
				Report Total	<u><u>\$663,115.04</u></u>	

Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
1112 Junior High		FIRST PRIOR YEAR LEVY	0.00	3,216,944.88	3,293,745.00	76,800.12	97.67 10-1112
			0.00	3,216,944.88	3,293,745.00	76,800.12	97.67 ** Function
Middle-Junior High							
1120 Middle-Junior High		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00 10-1122
			0.00	0.00	0.00	0.00	0.00 ** Function
High School							
1130 High School		FIRST PRIOR YR LEASE	0.00	59,135.24	60,547.00	1,411.76	97.67 10-1130
			0.00	59,135.24	60,547.00	1,411.76	97.67 ** Function
Accelerated Reading Program							
1140 Accelerated Reading Program		SP ED PRIOR YEAR LEVY	0.00	47,310.06	48,437.00	1,126.94	97.67 10-1141
			0.00	47,310.06	48,437.00	1,126.94	97.67 ** Function
Speech & Lang. Impaired							
1210 Speech & Lang. Impaired		MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00 10-1210
			0.00	0.00	0.00	0.00	0.00 ** Function
Special Education Programs Pre-K							
1225 Special Education Programs Pre-K		CORP PERS PROP REPLC TAX	512,323.98	1,468,291.27	2,300,000.00	831,708.73	63.84 10-1230
			512,323.98	1,468,291.27	2,300,000.00	831,708.73	63.84 ** Function
Remedial and Supplemental Programs Pre-K							
1275 Remedial and Supplemental Programs Pre-K		WETLANDS	0.00	0.00	0.00	0.00	0.00 10-1290
			0.00	0.00	0.00	0.00	0.00 ** Function
Adult Education							
1310 Adult Education		PUPIL TUITION OTHER LEA	96,753.60	237,785.41	317,000.00	79,214.59	75.01 10-1312
			0.00	0.00	0.00	0.00	0.00 10-1313
			96,753.60	237,785.41	317,000.00	79,214.59	75.01 ** Function
Upgrdg In Current Occupn							
1340 Upgrdg In Current Occupn		PUPIL TUI-SP ED OTHER LEA	0.00	16,942.70	8,000.00	(8,942.70)	211.78 10-1342
			0.00	16,942.70	8,000.00	(8,942.70)	211.78 ** Function
Music							
		TAX INTEREST	0.00	0.00	0.00	0.00	0.00 10-1510
		ED-INT ON INVESTMENTS	983.18	12,630.86	17,500.00	4,869.14	72.18 10-1511
		INTEREST-SWANNEY BONDS	0.00	0.00	0.00	0.00	0.00 10-1512
		INTEREST-FARNSWORTH	0.00	0.00	100.00	100.00	0.00 10-1513

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Education Fund 10							
Function	1000	Instruction					
Function	1502	Music					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
1502 Music	983.18	12,630.86	17,600.00	4,969.14	71.77	** Function	
Summer School							
STUDENT LUNCH	9,599.71	116,391.46	115,000.00	(1,391.46)	101.21	10-1611	
STUDENT BREAKFAST	0.00	0.00	16,000.00	16,000.00	0.00	10-1612	
MILK SALES (OTHER)	0.00	0.00	9,500.00	9,500.00	0.00	10-1614	
ADULT LUNCHES/BREAKFAST	360.00	3,378.00	5,000.00	1,622.00	67.56	10-1620	
1600 Summer School	9,959.71	119,769.46	145,500.00	25,730.54	82.32	** Function	
Gifted Programs							
HEAD START LUNCHES	0.00	0.00	0.00	0.00	0.00	10-1690	
1650 Gifted Programs	0.00	0.00	0.00	0.00	0.00	** Function	
Vocational Ed Handicapped							
H S ATHLETIC ADMISSIONS	0.00	14,016.00	15,000.00	984.00	93.44	10-1711-2	
JR HI-ATHLETIC ADMISSION	155.00	3,662.00	5,000.00	1,338.00	73.24	10-1711-4	
H S / JR HI TOURNEY REV	0.00	1,813.00	3,000.00	1,187.00	60.43	10-1714	
ADMISSION - OTHERS	0.00	7,455.00	11,000.00	3,545.00	67.77	10-1719	
1710 Vocational Ed Handicapped	155.00	26,946.00	34,000.00	7,054.00	79.25	** Function	
Vctnl Ed Lmt Eng Profrcncy							
ACTIVITY FEES HS	90.00	10,600.00	3,700.00	(6,900.00)	286.49	10-1720	
ACTIVITY FEES HS	0.00	747.35	13,500.00	12,752.65	5.54	10-1720	
ACTIVITY FEES JR H	300.00	4,380.00	3,500.00	(880.00)	125.14	10-1720	
1720 Vctnl Ed Lmt Eng Profrcncy	390.00	15,727.35	20,700.00	4,972.65	75.98	** Function	
Vctnl Ed Acd /Econ Disadv							
OTHER DISTRICT REVENUE	0.00	20.00	1,000.00	980.00	2.00	10-1790	
H S PE RESALE	20.00	3,100.00	4,000.00	900.00	77.50	10-1790	
JH PE RESALE	0.00	5,290.00	3,000.00	(2,290.00)	176.33	10-1790-1	
	0.00	1,100.00	0.00	(1,100.00)	0.00	10-1791	
MUSIC RESALE	0.00	260.00	200.00	(60.00)	130.00	10-1792	
1730 Vctnl Ed Acd /Econ Disadv	20.00	9,770.00	8,200.00	(1,570.00)	119.15	** Function	
Bilingual Programs							
PRIM-TEXTBOOK RENTAL	0.00	10,505.00	7,000.00	(3,505.00)	150.07	10-1811	
H S- TEXTBOOK RENTAL	5.00	18,243.00	22,500.00	4,257.00	81.08	10-1811	
JR HI-TEXTBOOK RENTAL	0.00	7,475.00	8,500.00	1,025.00	87.94	10-1811	
ELEM-TEXTBOOK RENTAL	0.00	299.00	7,000.00	6,701.00	4.27	10-1811-4	
INSTRUMENT RENTAL	0.00	0.00	400.00	400.00	0.00	10-1819	
1800 Bilingual Programs	5.00	36,522.00	45,400.00	8,878.00	80.44	** Function	
Gifted Programs - Private Tuition							

Revenue Ledger

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Education Fund 10							
Function	1000	Instruction					
Function	1920	Gifted Programs - Private Tuition					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number	
		DONATIONS	0.00	64,550.01	20,000.00	(44,550.01)	322.75 10-1920
		DONATIONS-NCF	0.00	0.00	0.00	0.00	10-1920
1920		Gifted Programs - Private Tuition	0.00	64,550.01	20,000.00	(44,550.01)	322.75 ** Function
Truants Alternative/Optional Education Programs							
		PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	10-1940
		SW LEA ASSESSMENT	0.00	0.00	0.00	0.00	10-1941
		SPEECH LEA ASSESS	0.00	0.00	0.00	0.00	10-1941
			0.00	0.00	0.00	0.00	10-1942
		REFUND EXPENSES	0.00	0.00	13,500.00	13,500.00	10-1950
		DRIVERS ED FEE	150.00	200.00	3,000.00	2,800.00	6.67 10-1970
		OTHER LOCAL REVENUE	982.08	71,153.25	110,000.00	38,846.75	64.68 10-1999
		INSURANCE/PLAY EQUIPMENT	0.00	0.00	0.00	0.00	10-1999
		INTERNET REVENUE	0.00	0.00	0.00	0.00	10-1999-1
1922		Truants Alternative/Optional Education Programs	1,132.08	71,353.25	126,500.00	55,146.75	56.41 ** Function
1000		Instruction	621,722.55	5,403,678.49	6,445,629.00	1,041,950.51	83.83 * Function
Support Services							
Comp Arts							
		POVERTY GRANT	0.00	0.00	0.00	0.00	10-2200
2196		Comp Arts	0.00	0.00	0.00	0.00	** Function
Assessment/Testing							
		ROE FLOW THRU	0.00	0.00	0.00	0.00	10-2230
2230		Assessment/Testing	0.00	0.00	0.00	0.00	** Function
2000		Support Services	0.00	0.00	0.00	0.00	* Function
Community Services							
Other Support Services							
		GENERAL STATE AID	82,039.76	695,355.92	515,442.00	(179,913.92)	134.90 10-3001
		HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	10-3002
2900		Other Support Services	82,039.76	695,355.92	515,442.00	(179,913.92)	134.90 ** Function
Direction Of Community Sv							
		SP ED PRIV FAC TUITION	21,752.53	92,378.14	70,000.00	(22,378.14)	131.97 10-3100
		SP ED EXTRA ORDINARY	0.00	53,442.76	130,000.00	76,557.24	41.11 10-3105
		SP ED PERSONNEL	0.00	112,955.75	240,000.00	127,044.25	47.06 10-3110
		SP ED ORPHANAGE	0.00	31,206.51	31,207.00	0.49	100.00 10-3120
		SP ED SUMMER SCHOOL	0.00	853.15	960.00	106.85	88.87 10-3145
3100		Direction Of Community Sv	21,752.53	290,836.31	472,167.00	181,330.69	61.60 ** Function

Revenue Ledger

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Education Fund 10							
Function	3000	Community Services					
Function	3200	Community Recreation Srv					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Community Recreation Srv							
CTEI GRANT-SRAVTE	19,688.00	19,688.00	19,688.00	0.00	100.00	10-3200	
VOC AG STATE GRTS	0.00	0.00	0.00	0.00	0.00	10-3215	
VOC AG SUPPLEMENTAL	2,300.00	4,693.00	2,489.00	(2,204.00)	188.55	10-3235	
FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299	
3200 Community Recreation Srv	21,988.00	24,381.00	22,177.00	(2,204.00)	109.94	** Function	
Civic Services							
TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	10-3305	
IL FREE LUNCH/BRKFST AIDE	251.97	1,994.60	3,500.00	1,505.40	56.99	10-3360	
IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360	
DRIVERS ED REIMBURSEMENT	0.00	9,721.94	15,000.00	5,278.06	64.81	10-3370-1	
3300 Civic Services	251.97	11,716.54	18,500.00	6,783.46	63.33	** Function	
Welfare Activities Serv							
SCHOOL IMP-HOP	0.00	0.00	0.00	0.00	0.00	10-3610	
SCHOOL IMP BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3640	
LEARNING IMP GRANT	0.00	0.00	0.00	0.00	0.00	10-3641	
NATL BOARD CERTIFIC	0.00	0.00	0.00	0.00	0.00	10-3651-1	
SAFE TO LEARN GRANT	0.00	0.00	0.00	0.00	0.00	10-3695	
3600 Welfare Activities Serv	0.00	0.00	0.00	0.00	0.00	** Function	
Nonpublic School Pupils							
PRESCHOOL FOR ALL GRANT	14,575.00	189,175.00	169,575.00	(19,600.00)	111.56	10-3705	
READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715	
	0.00	0.00	0.00	0.00	0.00	10-3725	
	0.00	0.00	0.00	0.00	0.00	10-3735	
ADA BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	10-3775	
	0.00	0.00	0.00	0.00	0.00	10-3792	
	0.00	0.00	0.00	0.00	0.00	10-3794	
3700 Nonpublic School Pupils	14,575.00	189,175.00	169,575.00	(19,600.00)	111.56	** Function	
Home/School Services							
	0.00	0.00	0.00	0.00	0.00	10-3800	
3800 Home/School Services	0.00	0.00	0.00	0.00	0.00	** Function	
Other Community Services							
LIBRARY GRNT/OTHER STATE REV	0.00	750.00	5,000.00	4,250.00	15.00	10-3999	
RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999	
3900 Other Community Services	0.00	750.00	5,000.00	4,250.00	15.00	** Function	
3000 Community Services	140,607.26	1,212,214.77	1,202,861.00	(9,353.77)	100.78	* Function	

Revenue Ledger

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Education Fund 10							
Function	4000	Nonprogrammed Charges					
Function	3900	Other Community Services					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Nonprogrammed Charges							
Other Community Services							
3900 Other Community Services	TITLE V INVO(CHAR CTS)	0.00	0.00	0.00	0.00	0.00	10-4100
		0.00	0.00	0.00	0.00	0.00	** Function
Payments Reg Programs							
4110 Payments Reg Programs		0.00	0.00	0.00	0.00	0.00	10-4110
		0.00	0.00	0.00	0.00	0.00	** Function
Payments for Regular Programs - Tuition							
4210 Payments for Regular Programs - Tuition	FEDERAL LUNCH AID	15,815.81	108,375.93	175,000.00	66,624.07	61.93	10-4210
		15,815.81	108,375.93	175,000.00	66,624.07	61.93	** Function
Payments for Special Education Programs - Tuition							
4220 Payments for Special Education Programs - Tuition	FED BREAKFAST AID	4,246.75	28,059.64	36,000.00	7,940.36	77.94	10-4220
		4,246.75	28,059.64	36,000.00	7,940.36	77.94	** Function
Payments to Other Govt Units (In-Sate) Transfers							
4300 Payments to Other Govt Units (In-Sate) Transfers	TITLE I GRANT	26,831.00	122,076.00	98,374.00	(23,702.00)	124.09	10-4300
		26,831.00	122,076.00	98,374.00	(23,702.00)	124.09	** Function
Payments to Other Govt Units - Out of State							
4400 Payments to Other Govt Units - Out of State	TITLE IV A ESSA GRANT	0.00	0.00	0.00	0.00	0.00	10-4400
		0.00	0.00	0.00	0.00	0.00	** Function
Payments Other Govt Units Out of State Transfers							
	SP ED INCENTIVE GRT	0.00	0.00	0.00	0.00	0.00	10-4620
	DISCRETIONARY FUNDS	0.00	0.00	0.00	0.00	0.00	10-4620
	SP ED BLOCK GRT	0.00	3,696.78	110,545.00	106,848.22	3.34	10-4620
	DEMONSTR PROJ/LEASE	0.00	0.00	0.00	0.00	0.00	10-4620-1
	EXCESS (ROOM/BOARD)	15,333.12	106,704.41	100,000.00	(6,704.41)	106.70	10-4625-1
	STEP PROGRAM	0.00	5,308.00	17,696.00	12,388.00	30.00	10-4770-1
	CARL PERKINS	2,564.28	7,180.80	8,441.00	1,260.20	85.07	10-4770-1-40
	SFSF/GSA REVENUE	0.00	0.00	0.00	0.00	0.00	10-4850
	ARRA TITLE I	0.00	0.00	0.00	0.00	0.00	10-4854
	ARRA IDEA PART B	0.00	0.00	0.00	0.00	0.00	10-4857-1
	ARRA GSA	0.00	0.00	0.00	0.00	0.00	10-4870-1
	ARRA ED JOBS FUND	0.00	0.00	0.00	0.00	0.00	10-4880-1
		0.00	0.00	0.00	0.00	0.00	10-4900
	TITLE II TEACHER QUALITY	4,183.00	11,663.00	17,645.00	5,982.00	66.10	10-4935
		0.00	0.00	0.00	0.00	0.00	10-4945
	TITLE IID-TECH ENHANC	0.00	0.00	0.00	0.00	0.00	10-4971

Revenue Ledger

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Education Fund 10								
Function	4000	Nonprogrammed Charges						
Function	4430	Payments Other Govt Units Out of State Transfers						
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number		
				Revenue				
		MEDICAID-ADMIN OUTREACH	0.00	13,410.95	20,000.00	6,589.05	67.05	10-4991-1
		MEDICAID-FEE FOR SERV	3,967.87	10,273.20	35,000.00	24,726.80	29.35	10-4992-1-11
			0.00	0.00	0.00	0.00	0.00	10-4998-1
4430		Payments Other Govt Units Out of State Transfers	26,048.27	158,237.14	309,327.00	151,089.86	51.16	** Function
4000		Nonprogrammed Charges	72,941.83	416,748.71	618,701.00	201,952.29	67.36	* Function
Provision For Contingences								
<u>Provision For Contingences</u>								
		TRANS OF WC TECH THRUST	0.00	0.00	0.00	0.00	0.00	10-7110
		PERM TRANSFER WC	0.00	0.00	0.00	0.00	0.00	10-7110
		TRANSFER OF WC	0.00	0.00	0.00	0.00	0.00	10-7110-1
6000		Provision For Contingences	0.00	0.00	0.00	0.00	0.00	** Function
<u>Perm Trnf from W/C</u>								
		TRANS WC INTEREST	0.00	0.00	0.00	0.00	0.00	10-7120
		ACCURED INT B&I	0.00	0.00	0.00	0.00	0.00	10-7230
7120		Perm Trnf from W/C	0.00	0.00	0.00	0.00	0.00	** Function
6000		Provision For Contingences	0.00	0.00	0.00	0.00	0.00	* Function
10		Education Fund	835,271.64	7,032,641.97	8,267,191.00	1,234,549.03	85.07	Fund

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Oper, Build, & Maint Fund 20							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
1112 Junior High		FIRST PRIOR YEAR LEVY	0.00	591,348.61	605,468.00	14,119.39	97.67 20-1112
	0.00		591,348.61	605,468.00	14,119.39	97.67	** Function
Middle-Junior High							
1120 Middle-Junior High		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	20-1122
	0.00		0.00	0.00	0.00	0.00	** Function
Special Education Programs Pre-K							
1225 Special Education Programs Pre-K		CORP PERS PROP REPL TAX	0.00	249,227.00	0.00	(249,227.00)	0.00 20-1230
	0.00		249,227.00	0.00	(249,227.00)	0.00	** Function
Music							
1502 Music		BLD-INT	86.65	755.01	5,000.00	4,244.99	15.10 20-1511
		INTEREST - TREE FUND	0.00	18.12	50.00	31.88	36.24 20-1515
	86.65		773.13	5,050.00	4,276.87	15.31	** Function
Pre-K Programs - Private Tuition							
1910 Pre-K Programs - Private Tuition		HOUSE RENT	0.00	0.00	0.00	0.00	20-1910
	0.00		0.00	0.00	0.00	0.00	** Function
Regular K-12 Programs - Private Tuition							
1911 Regular K-12 Programs - Private Tuition		FACILITY/GROUND RENT	0.00	0.00	1,000.00	1,000.00	0.00 20-1911
	0.00		0.00	1,000.00	1,000.00	0.00	** Function
Gifted Programs - Private Tuition							
1920 Gifted Programs - Private Tuition		DONATIONS	0.00	0.00	500.00	500.00	0.00 20-1920
	0.00		0.00	500.00	500.00	0.00	** Function
Truants Alternative/Optional Education Programs							
1922 Truants Alternative/Optional Education Programs		REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00 20-1950
		TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00 20-1950
	5,353.57	OTHER LOCAL REVENUE	5,512.93	18,000.00	12,487.07	30.63	20-1999
	5,353.57		5,512.93	19,000.00	13,487.07	29.02	** Function
1000 Instruction	5,440.22		846,861.67	631,018.00	(215,843.67)	134.21	* Function
Support Services							
Truants Alternative/Optional Education Programs							
1922 Truants Alternative/Optional Education Programs		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00 20-2100
	0.00		0.00	0.00	0.00	0.00	** Function
2000 Support Services	0.00		0.00	0.00	0.00	0.00	* Function

Revenue Ledger

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Oper, Build, & Maint Fund 20							
Function	3000	Community Services					
Function	3900	Other Community Services					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Community Services							
Other Community Services							
		INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	20-3920-1
		SCHL INFRASTRUCT/MAINT PROJ	0.00	0.00	0.00	0.00	20-3925-1-1
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	20-3999
3900	Other Community Services		0.00	0.00	0.00	0.00	** Function
3000	Community Services		0.00	0.00	0.00	0.00	* Function
Nonprogrammed Charges							
Payments Other Govt Units Out of State Transfers							
			0.00	0.00	0.00	0.00	20-4900
			0.00	0.00	0.00	0.00	20-4980
4430	Payments Other Govt Units Out of State Transfers		0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges		0.00	0.00	0.00	0.00	* Function
Provision For Contingences							
Provision For Contingences							
		TRANSFER WC	0.00	0.00	540,154.00	540,154.00	0.00 20-7110
6000	Provision For Contingences		0.00	0.00	540,154.00	540,154.00	** Function
Perm Trnf from W/C							
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	20-7130-1
		SALE/COMP FIXED ASSETS	0.00	0.00	0.00	0.00	20-7400
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	540,154.00	540,154.00	* Function
20	Oper, Build, & Maint Fund		5,440.22	846,861.67	1,171,172.00	324,310.33	72.31 Fund

Revenue Ledger

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Debt Service Fund or Fund Group 30								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YEAR LEVY	0.00	2,745.80	2,748.00	2.20	99.92	30-1112
1112	Junior High		0.00	2,745.80	2,748.00	2.20	99.92	** Function
Music								
		B/I-INT INVESTMENTS	56.89	699.07	500.00	(199.07)	139.81	30-1511
1502	Music		56.89	699.07	500.00	(199.07)	139.81	** Function
1000	Instruction		56.89	3,444.87	3,248.00	(196.87)	106.06	* Function
Provision For Contingences								
Provision For Contingences								
		PERM TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	30-7110-1
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	** Function
Perm Trnf from W/C								
		ACCRUED INT ON BONDS SOL	0.00	0.00	0.00	0.00	0.00	30-7230
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group		56.89	3,444.87	3,248.00	(196.87)	106.06	Fund

CS

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Transportation Fund 40							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
1112 Junior High		FIRST PRIOR YR LEVY TRAN	0.00	236,541.39	242,187.00	5,645.61	97.67 40-1112
	0.00		0.00	236,541.39	242,187.00	5,645.61	97.67 ** Function
Middle-Junior High							
1120 Middle-Junior High		1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00 40-1122
	0.00		0.00	0.00	0.00	0.00	0.00 ** Function
Special Education Programs Pre-K							
1225 Special Education Programs Pre-K		CORP REPLACEMNT PROP TAX	0.00	200,000.00	200,000.00	0.00	100.00 40-1230
	0.00		0.00	200,000.00	200,000.00	0.00	100.00 ** Function
Home Ec Occupations							
1421 Home Ec Occupations		ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00 40-1441
	0.00		0.00	0.00	0.00	0.00	0.00 ** Function
Music							
1502 Music		TRANSP-INT	136.44	1,624.03	1,000.00	(624.03)	162.40 40-1511
	136.44		136.44	1,624.03	1,000.00	(624.03)	162.40 ** Function
Truants Alternative/Optional Education Programs							
1922 Truants Alternative/Optional Education Programs		REFUND TRANSP	0.00	0.00	0.00	0.00	0.00 40-1950
	1,966.41	OTHER LOCAL REVENUE	1,966.41	5,646.67	11,000.00	5,353.33	51.33 40-1999
	1,966.41		1,966.41	5,646.67	11,000.00	5,353.33	51.33 ** Function
1000 Instruction	2,102.85		2,102.85	443,812.09	454,187.00	10,374.91	97.72 * Function
Community Services							
Custody/Child Care Serv							
3500 Custody/Child Care Serv		REG TRANSPORTATION AID	95,115.77	361,684.31	365,500.00	3,815.69	98.96 40-3500
	0.00	VOC TRANSPORTATION AID	0.00	0.00	13,170.00	13,170.00	0.00 40-3505
	45,039.43	SP ED TRANSPORTATION AID	45,039.43	186,406.40	205,251.00	18,844.60	90.82 40-3510
	0.00	OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00 40-3511
	140,155.20		140,155.20	548,090.71	583,921.00	35,830.29	93.86 ** Function
Nonpublic School Pupils							
3700 Nonpublic School Pupils		ECE TRANSPORTATION	6,025.00	77,625.00	77,625.00	0.00	100.00 40-3705
	6,025.00		6,025.00	77,625.00	77,625.00	0.00	100.00 ** Function
3000 Community Services	146,180.20		146,180.20	625,715.71	661,546.00	35,830.29	94.58 * Function

Nonprogrammed Charges

Payments Other Govt Units Out of State Transfers

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Transportation Fund 40								
Function	4000	Nonprogrammed Charges						
Function	4430	Payments Other Govt Units Out of State Transfers						
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance	% of Budget	State Account Number		
				Revenue				
		IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
4430	Payments Other Govt Units Out of State Transfers		0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges		0.00	0.00	0.00	0.00	0.00	* Function
Provision For Contingences								
<u>Provision For Contingences</u>								
		PERM TRANSFER W/C	0.00	0.00	0.00	0.00	0.00	40-7110-1
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	** Function
<u>Perm Trnf from W/C</u>								
		PERMANENT TRANSFER	0.00	0.00	0.00	0.00	0.00	40-7130-1
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund		148,283.05	1,069,527.80	1,115,733.00	46,205.20	95.86	Fund

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Revenue Ledger

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I.M.R.F./Soc. Sec. Fund 50							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
		FIRST PRIOR YR LEVY-IMRF	0.00	142,113.31	145,506.00	3,392.69	97.67 50-1112
		FIRST PRIOR YR-SS	0.00	90,073.01	92,224.86	2,151.85	97.67 50-1112
1112	Junior High		0.00	232,186.32	237,730.86	5,544.54	97.67 ** Function
MUSIC							
		MEDICARE-FIRST PRIOR YR	0.00	0.00	0.00	0.00	0.00 50-1115
1115	MUSIC		0.00	0.00	0.00	0.00	0.00 ** Function
Accelerated Reading Program							
		FIRST PRIOR YR-S S	0.00	0.00	0.00	0.00	0.00 50-1150
1140	Accelerated Reading Program		0.00	0.00	0.00	0.00	0.00 ** Function
Special Education Programs Pre-K							
		CORP PERS PROP REPL TAX	0.00	0.00	74,252.00	74,252.00	0.00 50-1230
1225	Special Education Programs Pre-K		0.00	0.00	74,252.00	74,252.00	0.00 ** Function
Music							
		IMRF-INT	54.47	702.62	1,000.00	297.38	70.26 50-1511
1502	Music		54.47	702.62	1,000.00	297.38	70.26 ** Function
Truants Alternative/Optional Education Programs							
		OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00 50-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00 ** Function
1000	Instruction		54.47	232,888.94	312,982.86	80,093.92	74.41 * Function
50	I.M.R.F./Soc. Sec. Fund		54.47	232,888.94	312,982.86	80,093.92	74.41 Fund

Revenue Ledger

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

Revenue Ledger

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Working Cash Fund 70								
Function	1000	Instruction						
Function	1112	Junior High						
Description			M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction								
Junior High								
		FIRST PRIOR YR WRKG CASH	0.00	59,135.26	60,547.00	1,411.74	97.67	70-1112
1112	Junior High		0.00	59,135.26	60,547.00	1,411.74	97.67	** Function
Music								
		WC-INT	504.89	5,070.53	9,200.00	4,129.47	55.11	70-1511
1502	Music		504.89	5,070.53	9,200.00	4,129.47	55.11	** Function
1000	Instruction		504.89	64,205.79	69,747.00	5,541.21	92.06	* Function
Provision For Contingences								
Perm Trnf from W/C								
		PRINCIPAL ON BONDS SOLD	0.00	0.00	0.00	0.00	0.00	70-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
70	Working Cash Fund		504.89	64,205.79	69,747.00	5,541.21	92.06	Fund

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Revenue Ledger

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Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1112 Junior High

Description		M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number
Instruction							
Junior High							
	FIRST PRIOR YEAR LEVY	0.00	305,232.84	312,518.00	7,285.16	97.67	80-1112
1112	Junior High	0.00	305,232.84	312,518.00	7,285.16	97.67	** Function
Special Education Programs Pre-K							
	CORP PERS PROP REPLCMNT TAX	0.00	0.00	0.00	0.00	0.00	80-1230-1
1225	Special Education Programs Pre-K	0.00	0.00	0.00	0.00	0.00	** Function
Music							
	TORT-INTEREST	72.64	687.22	800.00	112.78	85.90	80-1511
1502	Music	72.64	687.22	800.00	112.78	85.90	** Function
Truants Alternative/Optional Education Programs							
	REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	80-1950
	OTHER LOCAL REVENUE	0.00	0.00	0.00	0.00	0.00	80-1999
1922	Truants Alternative/Optional Education Programs	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	72.64	305,920.06	313,318.00	7,397.94	97.64	* Function
80	Tort Immunity and Judgment Fund	72.64	305,920.06	313,318.00	7,397.94	97.64	Fund

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Revenue Ledger

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Fire Prevention/Life Safety 90							
Function	1000	Instruction					
Function	1112	Junior High					
Description	M.T.D. Revenue	Y.T.D. Revenue	Revenue Budget	Budget Balance Revenue	% of Budget	State Account Number	
Instruction							
Junior High							
		FIRST PRIOR YEAR LEVY L/	0.00	59,135.24	60,547.00	1,411.76	97.67 90-1112
1112	Junior High		0.00	59,135.24	60,547.00	1,411.76	** Function
Special Education Programs Pre-K							
		L/S CORP REPL TAX	0.00	0.00	0.00	0.00	90-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	** Function
Music							
		LS-INT ON INVESTMENTS	33.47	614.95	500.00	(114.95)	122.99 90-1511
1502	Music		33.47	614.95	500.00	(114.95)	** Function
Truants Alternative/Optional Education Programs							
		OTHER REVENUE	0.00	0.00	0.00	0.00	90-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	** Function
1000	Instruction		33.47	59,750.19	61,047.00	1,296.81	* Function
Provision For Contingences							
Perm Trnf from W/C							
		TRANSFER FROM W/C	0.00	0.00	0.00	0.00	90-7120
		SALE OF BONDS	0.00	0.00	0.00	0.00	90-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety		33.47	59,750.19	61,047.00	1,296.81	97.88 Fund
Report Total:			989,717.27	9,615,241.29	11,314,438.86	1,699,197.57	84.98

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Expenditure Report

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Education Fund 10

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	48,794.03	488,827.69	23,642.10	672,905.00	160,435.21	76.16	
200	Employee Benefits	11,487.76	107,048.41	5,594.95	138,000.00	25,356.64	81.63	
300	Purchased Services	2,088.70	18,894.90	1,917.91	30,150.00	9,337.19	69.03	
400	Supplies And Materials	155.47	9,821.54	203.19	25,300.00	15,275.27	39.62	
500	Capital Outlay	0.00	5,500.62	0.00	49,500.00	43,999.38	11.11	
1110	Elementary	62,525.96	630,093.16	31,358.15	915,855.00	254,403.69	72.22	** Function
100	Salaries	36,648.13	330,074.87	17,495.21	455,000.00	107,429.92	76.39	
200	Employee Benefits	8,643.44	74,190.53	4,211.63	115,000.00	36,597.84	68.18	
300	Purchased Services	841.63	10,591.17	1,398.49	15,500.00	3,510.34	77.35	
400	Supplies And Materials	177.86	5,539.40	426.76	25,300.00	19,333.84	23.58	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	46,311.06	420,395.97	23,532.09	612,300.00	168,371.94	72.50	** Function
100	Salaries	47,499.71	475,868.28	21,909.29	576,000.00	78,222.43	86.42	
200	Employee Benefits	13,055.61	126,889.42	6,261.86	156,000.00	22,848.72	85.35	
300	Purchased Services	883.53	11,636.52	1,050.92	16,000.00	3,312.56	79.30	
400	Supplies And Materials	13,736.58	167,761.07	45,309.31	228,600.00	15,529.62	93.21	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	556.17	0.00	1,000.00	443.83	55.62	
1112	Junior High	75,175.43	782,711.46	74,531.38	979,100.00	121,857.16	87.55	** Function
100	Salaries	61,249.51	661,834.43	29,067.29	816,137.00	125,235.28	84.66	
200	Employee Benefits	17,220.06	170,418.63	8,367.91	230,000.00	51,213.46	77.73	
300	Purchased Services	2,013.04	14,276.00	1,050.90	17,000.00	1,673.10	90.16	
400	Supplies And Materials	19,097.20	70,117.14	10,187.94	98,350.00	18,044.92	81.65	
500	Capital Outlay	0.00	750.00	0.00	1,500.00	750.00	50.00	
600	Other Objects	0.00	411.08	0.00	1,000.00	588.92	41.11	
1113	High School	99,579.81	917,807.28	48,674.04	1,163,987.00	197,505.68	83.03	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	6,723.74	67,648.80	3,361.88	82,500.00	11,489.32	86.07	
200	Employee Benefits	1,607.53	14,403.78	767.75	24,500.00	9,328.47	61.92	
300	Purchased Services	0.00	498.94	0.00	3,750.00	3,251.06	13.31	
400	Supplies And Materials	722.94	2,703.45	166.88	5,620.00	2,749.67	51.07	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	674.00	0.00	800.00	126.00	84.25	

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Education Fund 10

Function 1000 Instruction
Function 1115 MUSIC
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1115	MUSIC	9,054.21	85,928.97	4,296.51	117,170.00	26,944.52	77.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	6,000.00	6,000.00	0.00	** Function
100	Salaries	11,022.21	107,808.93	5,224.74	135,800.00	22,766.33	83.24	
200	Employee Benefits	2,182.47	22,224.57	1,049.60	26,000.00	2,725.83	89.52	
300	Purchased Services	137.05	733.21	0.00	1,300.00	566.79	56.40	
400	Supplies And Materials	585.86	5,566.72	2,401.59	9,450.00	1,481.69	84.32	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	13,927.59	136,333.43	8,675.93	172,550.00	27,540.64	84.04	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	350.00	1,610.00	0.00	5,000.00	3,390.00	32.20	
200	Employee Benefits	109.40	326.77	0.00	500.00	173.23	65.35	
300	Purchased Services	392.00	49,805.10	8,271.50	73,000.00	14,923.40	79.56	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	851.40	51,741.87	8,271.50	78,500.00	18,486.63	76.45	** Function
300	Purchased Services	0.00	0.00	0.00	800.00	800.00	0.00	
1206	Visually Impaired (Vi)	0.00	0.00	0.00	800.00	800.00	0.00	** Function
300	Purchased Services	77.81	5,751.29	0.00	6,300.00	548.71	91.29	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	77.81	5,751.29	0.00	6,300.00	548.71	91.29	** Function
100	Salaries	4,321.03	36,618.79	2,160.52	54,000.00	15,220.69	71.81	
200	Employee Benefits	1,189.24	8,686.68	570.00	14,200.00	4,943.32	65.19	
300	Purchased Services	215.88	50,443.68	0.00	51,528.00	1,084.32	97.90	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	5,726.15	95,749.15	2,730.52	120,378.00	21,898.33	81.81	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	61,324.52	603,384.61	29,105.22	859,000.00	226,510.17	73.63	
200	Employee Benefits	15,815.53	146,626.32	7,762.36	260,000.00	105,611.32	59.38	
300	Purchased Services	0.00	491.96	0.00	3,900.00	3,408.04	12.61	
400	Supplies And Materials	249.94	5,715.90	16.17	28,900.00	23,167.93	19.83	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	77,389.99	756,218.79	36,883.75	1,151,800.00	358,697.46	68.86	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	5,875.54	54,203.85	2,667.78	68,000.00	11,128.37	83.63	
200	Employee Benefits	1,656.56	15,472.57	807.62	19,600.00	3,319.81	83.06	
300	Purchased Services	0.00	0.00	0.00	500.00	500.00	0.00	
400	Supplies And Materials	0.00	114.99	686.21	1,300.00	498.80	61.63	
1225	Special Education Programs Pre-K	7,532.10	69,791.41	4,161.61	89,400.00	15,446.98	82.72	** Function
100	Salaries	4,428.75	50,227.27	1,941.67	59,000.00	6,831.06	88.42	
200	Employee Benefits	1,337.06	18,495.58	644.85	20,800.00	1,659.57	92.02	
300	Purchased Services	144.02	7,451.27	128.08	7,595.00	15.65	99.79	
400	Supplies And Materials	4,700.02	20,437.96	5,346.28	26,787.00	1,002.76	96.26	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1250	Remedial and Supplemental Programs K-12	10,609.85	96,612.08	8,060.88	114,182.00	9,509.04	91.67	** Function
100	Salaries	6,544.35	64,371.26	3,156.53	78,500.00	10,972.21	86.02	
200	Employee Benefits	2,175.93	18,386.72	1,057.78	23,700.00	4,255.50	82.04	
300	Purchased Services	62.39	578.04	55.21	3,500.00	2,866.75	18.09	
400	Supplies And Materials	328.26	4,413.22	25.95	8,889.00	4,449.83	49.94	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	500.00	500.00	0.00	
1401	VOCATIONAL AG	9,110.93	87,749.24	4,295.47	115,089.00	23,044.29	79.98	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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Education Fund 10

Function 1000 Instruction
Function 1402 INDUSTRIAL ARTS
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	0.00	474.72	0.00	0.00	(474.72)	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	474.72	0.00	0.00	(474.72)	0.00	** Function
100	Salaries	2,499.33	18,914.60	1,159.67	28,600.00	8,525.73	70.19	
200	Employee Benefits	659.80	5,487.70	316.15	7,300.00	1,496.15	79.50	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	0.00	
400	Supplies And Materials	0.00	4,676.96	0.00	0.00	(4,676.96)	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	3,159.13	29,079.26	1,475.82	36,500.00	5,944.92	83.71	** Function
100	Salaries	1,780.92	15,434.04	890.46	25,368.00	9,043.50	64.35	
200	Employee Benefits	506.54	3,754.01	242.71	5,950.00	1,953.28	67.17	
300	Purchased Services	78.30	281.88	0.00	1,000.00	718.12	28.19	
400	Supplies And Materials	0.00	288.05	0.00	300.00	11.95	96.02	
1459	CO-OP PROGRAM	2,365.76	19,757.98	1,133.17	32,618.00	11,726.85	64.05	** Function
100	Salaries	10,339.99	99,749.77	2,790.05	128,000.00	25,460.18	80.11	
200	Employee Benefits	11.64	2,244.41	0.00	5,450.00	3,205.59	41.18	
300	Purchased Services	4,044.95	23,221.65	0.00	33,500.00	10,278.35	69.32	
400	Supplies And Materials	1,097.86	18,164.41	2,120.97	17,700.00	(2,585.38)	114.61	
500	Capital Outlay	0.00	8,940.37	2,880.00	10,200.00	(1,620.37)	115.89	
600	Other Objects	935.60	11,162.71	0.00	12,500.00	1,337.29	89.30	
1501	ATHLETICS	16,430.04	163,483.32	7,791.02	207,350.00	36,075.66	82.60	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,997.93	20,381.72	1,254.04	28,000.00	6,364.24	77.27	
200	Employee Benefits	0.00	0.00	0.00	3,000.00	3,000.00	0.00	
300	Purchased Services	0.00	68.58	0.00	500.00	431.42	13.72	
400	Supplies And Materials	1,131.54	5,847.36	144.00	6,300.00	308.64	95.10	
600	Other Objects	0.00	0.00	0.00	300.00	300.00	0.00	

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Education Fund 10

Function 1000 Instruction
Function 1540 EXTRA CURRICULAR
Object 600 Other Objects

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1540	EXTRA CURRICULAR	3,129.47	26,297.66	1,398.04	38,100.00	10,404.30	72.69	** Function
100	Salaries	0.00	7,290.00	0.00	18,000.00	10,710.00	40.50	
200	Employee Benefits	0.00	462.52	0.00	3,200.00	2,737.48	14.45	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	250.00	250.00	0.00	
1600	Summer School	0.00	7,752.52	0.00	21,450.00	13,697.48	36.14	** Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	572.84	8,112.72	286.42	24,550.00	16,150.86	34.21	
200	Employee Benefits	0.00	463.60	0.00	3,200.00	2,736.40	14.49	
300	Purchased Services	0.00	4,422.21	0.00	7,400.00	2,977.79	59.76	
400	Supplies And Materials	112.41	1,055.61	62.48	2,000.00	881.91	55.90	
1700	Drivers Education Program	685.25	14,054.14	348.90	37,150.00	22,746.96	38.77	** Function
100	Salaries	125.00	1,250.00	62.50	1,500.00	187.50	87.50	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	125.00	1,250.00	62.50	1,500.00	187.50	87.50	** Function
600	Other Objects	26,137.78	250,820.69	5,396.14	425,000.00	168,783.17	60.29	
1912	Special Education Programs K-12 - Private Tuition	26,137.78	250,820.69	5,396.14	425,000.00	168,783.17	60.29	** Function
1000	Instruction	469,904.72	4,649,854.39	273,077.42	6,443,079.00	1,520,147.19	76.41	* Function
100	Salaries	9,417.24	98,389.98	4,708.62	113,450.00	10,351.40	90.88	
200	Employee Benefits	2,198.35	22,203.53	1,052.41	32,800.00	9,544.06	70.90	
300	Purchased Services	0.00	170.96	0.00	1,500.00	1,329.04	11.40	
400	Supplies And Materials	0.00	385.76	0.00	1,170.00	784.24	32.97	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	225.00	0.00	200.00	(25.00)	112.50	
2110	Attendance/Soc Wrk Serv	11,615.59	121,375.23	5,761.03	149,120.00	21,983.74	85.26	** Function
100	Salaries	3,615.28	40,431.34	1,807.65	45,000.00	2,761.01	93.86	
200	Employee Benefits	1,064.43	9,651.95	519.98	12,800.00	2,628.07	79.47	
300	Purchased Services	0.00	0.00	0.00	1,650.00	1,650.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	450.00	450.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	100.00	100.00	0.00	

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Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	4,679.71	50,083.29	2,327.63	60,000.00	7,589.08	87.35	** Function
100	Salaries	3,559.89	36,198.51	1,776.10	54,000.00	16,025.39	70.32	
200	Employee Benefits	535.80	5,316.26	267.90	6,500.00	915.84	85.91	
300	Purchased Services	500.34	1,330.05	0.00	1,700.00	369.95	78.24	
400	Supplies And Materials	0.00	333.57	134.48	1,350.00	881.95	34.67	
2134	Nurse Services	4,596.03	43,178.39	2,178.48	63,550.00	18,193.13	71.37	** Function
100	Salaries	1,338.01	13,985.78	669.01	16,500.00	1,845.21	88.82	
200	Employee Benefits	277.28	4,443.11	138.64	3,400.00	(1,181.75)	134.76	
300	Purchased Services	0.00	19,069.66	5,132.68	62,150.00	37,947.66	38.94	
400	Supplies And Materials	138.66	1,126.30	285.39	1,800.00	388.31	78.43	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2140	Psychological Services	1,753.95	38,624.85	6,225.72	83,850.00	38,999.43	53.49	** Function
100	Salaries	0.00	8,642.07	0.00	0.00	(8,642.07)	0.00	
200	Employee Benefits	0.00	2,199.81	0.00	0.00	(2,199.81)	0.00	
300	Purchased Services	0.00	22.80	0.00	0.00	(22.80)	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2149	Other Psychological Ser	0.00	10,864.68	0.00	0.00	(10,864.68)	0.00	** Function
300	Purchased Services	1,033.64	7,961.57	226.90	9,300.00	1,111.53	88.05	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2190	Other Support Svs Pupils	1,033.64	7,961.57	226.90	9,300.00	1,111.53	88.05	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2191	OTHER SUPPORT	0.00	0.00	0.00	1,000.00	1,000.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2192	TITLE V CHART COUNTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2193	Title IV	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,957.08	20,889.35	335.85	51,000.00	29,774.80	41.62	

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Education Fund 10

Function 2000 Support Services
Function 2210 EPIC
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	375.38	3,742.66	0.00	5,800.00	2,057.34	64.53	
300	Purchased Services	510.00	9,868.00	2,040.00	21,500.00	9,592.00	55.39	
400	Supplies And Materials	0.00	10,284.48	0.00	15,000.00	4,715.52	68.56	
2210	EPIC	2,842.46	44,784.49	2,375.85	93,300.00	46,139.66	50.55	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2218	Quality Assuarance	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	10,651.09	105,558.32	5,280.24	133,000.00	22,161.44	83.34	
200	Employee Benefits	1,874.72	16,897.72	906.08	22,200.00	4,396.20	80.20	
300	Purchased Services	101.08	827.44	0.00	2,400.00	1,572.56	34.48	
400	Supplies And Materials	1,628.45	9,606.23	3,349.79	14,765.00	1,808.98	87.75	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	14,255.34	132,889.71	9,536.11	172,365.00	29,939.18	82.63	** Function
100	Salaries	7,061.69	69,769.69	3,530.85	87,000.00	13,699.46	84.25	
200	Employee Benefits	1,239.90	12,149.48	613.60	11,400.00	(1,363.08)	111.96	
300	Purchased Services	18.35	2,582.74	331.56	13,500.00	10,585.70	21.59	
400	Supplies And Materials	0.00	0.00	0.00	2,700.00	2,700.00	0.00	
2226	TECHNOLOGY	8,319.94	84,501.91	4,476.01	114,600.00	25,622.08	77.64	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	255.91	5,647.42	127.96	6,600.00	824.62	87.51	
200	Employee Benefits	0.00	(0.08)	0.00	0.00	0.08	0.00	
300	Purchased Services	607.00	28,985.81	18,307.50	58,400.00	11,106.69	80.98	

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Education Fund 10

Function 2000 Support Services
Function 2310 Brd Ed Services
Object 400 Supplies And Materials

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
400	Supplies And Materials	5,730.75	28,489.77	6,971.88	46,000.00	10,538.35	77.09	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	1,522.00	7,752.82	(87.42)	32,000.00	24,334.60	23.95	
2310	Brd Ed Services	8,115.66	70,875.74	25,319.92	143,000.00	46,804.34	67.27	** Function
100	Salaries	7,229.24	72,292.40	3,614.62	96,300.00	20,392.98	78.82	
200	Employee Benefits	3,199.88	31,747.55	1,588.78	38,500.00	5,163.67	86.59	
300	Purchased Services	635.99	13,719.30	1,050.92	20,000.00	5,229.78	73.85	
400	Supplies And Materials	31.27	6,075.60	299.98	10,000.00	3,624.42	63.76	
500	Capital Outlay	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
600	Other Objects	300.25	1,184.95	0.00	3,000.00	1,815.05	39.50	
2320	Executive Adm. Serv	11,396.63	125,019.80	6,554.30	174,800.00	43,225.90	75.27	** Function
100	Salaries	41,931.36	422,572.62	20,683.71	526,000.00	82,743.67	84.27	
200	Employee Benefits	13,371.17	127,562.61	6,609.98	156,800.00	22,627.41	85.57	
300	Purchased Services	(152.75)	4,287.54	640.00	8,000.00	3,072.46	61.59	
400	Supplies And Materials	452.67	4,818.97	518.06	12,420.00	7,082.97	42.97	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	993.01	0.00	4,000.00	3,006.99	24.83	
2410	Office Of Principal Serv	55,602.45	560,234.75	28,451.75	708,720.00	120,033.50	83.06	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	8,167.03	87,086.19	1,926.05	107,500.00	18,487.76	82.80	
200	Employee Benefits	10.66	109.55	2.77	150.00	37.68	74.88	
300	Purchased Services	89.00	821.32	0.00	1,700.00	878.68	48.31	
400	Supplies And Materials	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	450.00	450.00	0.00	
2520	Fiscal Services	8,266.69	88,017.06	1,928.82	110,800.00	20,854.12	81.18	** Function
100	Salaries	14,088.17	142,329.01	6,647.71	172,400.00	23,423.28	86.41	
200	Employee Benefits	2,225.18	23,311.60	1,112.49	34,525.00	10,100.91	70.74	
300	Purchased Services	0.00	62.64	0.00	2,800.00	2,737.36	2.24	

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Education Fund 10								
Function	2000	Support Services						
Function	2560	Food Services						
Object	400	Supplies And Materials						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
400	Supplies And Materials	22,586.10	158,601.68	8,322.99	242,000.00	75,075.33	68.98	
500	Capital Outlay	0.00	0.00	0.00	4,000.00	4,000.00	0.00	
600	Other Objects	0.00	159.00	0.00	900.00	741.00	17.67	
2560	Food Services	38,899.45	324,463.93	16,083.19	456,625.00	116,077.88	74.58	** Function
300	Purchased Services	0.00	4,788.31	0.00	6,200.00	1,411.69	77.23	
2630	Information Services	0.00	4,788.31	0.00	6,200.00	1,411.69	77.23	** Function
100	Salaries	0.00	7,298.42	0.00	3,200.00	(4,098.42)	228.08	
200	Employee Benefits	0.00	6.22	0.00	75.00	68.78	8.29	
2640	Function 2640	0.00	7,304.64	0.00	3,275.00	(4,029.64)	223.04	** Function
300	Purchased Services	0.00	1,653.68	0.00	5,000.00	3,346.32	33.07	
400	Supplies And Materials	9,230.00	11,955.00	300.00	14,600.00	2,345.00	83.94	
2660	DATA PROCESSING	9,230.00	13,608.68	300.00	19,600.00	5,691.32	70.96	** Function
2000	Support Services	180,607.54	1,728,577.03	111,745.71	2,370,105.00	529,782.26	77.65	* Function
600	Other Objects	0.00	51,749.82	0.00	55,000.00	3,250.18	94.09	
4120	Payments Sp Ed Programs	0.00	51,749.82	0.00	55,000.00	3,250.18	94.09	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
4140	Payments for CTE Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	5,000.00	5,000.00	0.00	** Function
600	Other Objects	2,697.06	23,666.44	0.00	63,000.00	39,333.56	37.57	
4210	Payments for Regular Programs - Tuition	2,697.06	23,666.44	0.00	63,000.00	39,333.56	37.57	** Function
600	Other Objects	0.00	53,622.00	0.00	35,000.00	(18,622.00)	153.21	
4220	Payments for Special Education Programs - Tuition	0.00	53,622.00	0.00	35,000.00	(18,622.00)	153.21	** Function
600	Other Objects	0.00	40,500.00	0.00	35,000.00	(5,500.00)	115.71	
4240	Payments for CTE Programs - Tuition	0.00	40,500.00	0.00	35,000.00	(5,500.00)	115.71	** Function
4000	Nonprogrammed Charges	2,697.06	169,538.26	0.00	193,000.00	23,461.74	87.84	* Function
600	Other Objects	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
6000	Provision For Contingences	0.00	0.00	0.00	10,000.00	10,000.00	0.00	** Function
6000	Provision For Contingences	0.00	0.00	0.00	10,000.00	10,000.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8130	Prmt Trns From Ed Fund	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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Education Fund 10								
Function	8000	Other Financing Uses						
Function	8130	Prmt Trns From Ed Fund						
Object	600	Other Objects						
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
10	Education Fund	653,209.32	6,547,969.68	384,823.13	9,016,184.00	2,083,391.19	76.89	Fund

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Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	22,945.88	252,888.89	11,159.03	387,200.00	123,152.08	68.19	
200	Employee Benefits	3,537.32	39,077.34	1,768.66	51,600.00	10,754.00	79.16	
300	Purchased Services	16,157.36	141,871.09	19,769.29	300,700.00	139,059.62	53.75	
400	Supplies And Materials	39,834.81	217,847.30	30,020.15	331,700.00	83,832.55	74.73	
500	Capital Outlay	1,488.74	60,822.80	3,298.00	188,500.00	124,379.20	34.02	
2542	Care & Upkeep Bldg Serv	83,964.11	712,507.42	66,015.13	1,259,700.00	481,177.45	61.80	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	5,710.64	26,216.21	0.00	57,000.00	30,783.79	45.99	
400	Supplies And Materials	2,558.17	6,835.07	3,403.81	12,500.00	2,261.12	81.91	
500	Capital Outlay	0.00	55,708.87	0.00	126,000.00	70,291.13	44.21	
600	Other Objects	0.00	0.00	0.00	50.00	50.00	0.00	
2543	Care Upkeep Grnds Serv	8,268.81	88,760.15	3,403.81	195,550.00	103,386.04	47.13	** Function
2000	Support Services	92,232.92	801,267.57	69,418.94	1,455,250.00	584,563.49	59.83	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
8800	Function 8800	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
20	Oper, Build, & Maint Fund	92,232.92	801,267.57	69,418.94	1,455,250.00	584,563.49	59.83	Fund

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Expenditure Report

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Debt Service Fund or Fund Group 30

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
5140	State Aid Anticipation Certificates	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	7,350.00	16,600.00	0.00	16,600.00	0.00	100.00	
5200	Debt Service - Interest on Long-Term Debt	7,350.00	16,600.00	0.00	16,600.00	0.00	100.00	** Function
600	Other Objects	0.00	95,000.00	0.00	95,000.00	0.00	100.00	
5320	General Obligation Bonds	0.00	95,000.00	0.00	95,000.00	0.00	100.00	** Function
600	Other Objects	0.00	500.00	0.00	500.00	0.00	100.00	
5400	Debt Service Other - Short Term Debt Principal	0.00	500.00	0.00	500.00	0.00	100.00	** Function
5000	Debt Services	7,350.00	112,100.00	0.00	112,100.00	0.00	100.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
30	Debt Service Fund or Fund Group	7,350.00	112,100.00	0.00	112,100.00	0.00	100.00	Fund

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Transportation Fund 40

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	4,093.67	34,816.05	624.75	28,000.00	(7,440.80)	126.57	
200	Employee Benefits	60.95	539.76	0.00	300.00	(239.76)	179.92	
300	Purchased Services	99,604.11	713,724.31	609.65	889,989.00	175,655.04	80.26	
400	Supplies And Materials	1,390.39	4,488.18	449.72	4,000.00	(937.90)	123.45	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	105,149.12	753,568.30	1,684.12	922,289.00	167,036.58	81.89	** Function
2000	Support Services	105,149.12	753,568.30	1,684.12	922,289.00	167,036.58	81.89	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs	0.00	0.00	0.00	0.00	0.00	0.00	* Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8140	Prmt Transf Of Interest	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	* Function
40	Transportation Fund	105,149.12	753,568.30	1,684.12	922,289.00	167,036.58	81.89	Fund

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

Function 1000 Instruction
Function 1110 Elementary
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	939.36	10,597.38	438.49	17,650.00	6,614.13	62.53	
1110	Elementary	939.36	10,597.38	438.49	17,650.00	6,614.13	62.53	** Function
200	Employee Benefits	518.51	4,644.24	243.36	6,800.00	1,912.40	71.88	
1111	Primary	518.51	4,644.24	243.36	6,800.00	1,912.40	71.88	** Function
200	Employee Benefits	702.16	6,904.48	301.88	8,900.00	1,693.64	80.97	
1112	Junior High	702.16	6,904.48	301.88	8,900.00	1,693.64	80.97	** Function
200	Employee Benefits	1,318.58	13,337.01	627.57	17,475.00	3,510.42	79.91	
1113	High School	1,318.58	13,337.01	627.57	17,475.00	3,510.42	79.91	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1114	Reading Imp	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	103.95	1,059.39	52.04	1,400.00	288.57	79.39	
1115	MUSIC	103.95	1,059.39	52.04	1,400.00	288.57	79.39	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1120	Middle-Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	737.41	7,110.21	357.96	9,600.00	2,131.83	77.79	
1125	Pre-K Programs	737.41	7,110.21	357.96	9,600.00	2,131.83	77.79	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1130	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	5.56	18.43	0.00	75.00	56.57	24.57	
1204	Physically Hndcap Homebound	5.56	18.43	0.00	75.00	56.57	24.57	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	61.45	613.56	30.72	950.00	305.72	67.82	
1210	Speech & Lang.Impaired	61.45	613.56	30.72	950.00	305.72	67.82	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	6,031.20	55,365.30	2,938.86	77,200.00	18,895.84	75.52	
1220	Cross-Categorical (Cc)	6,031.20	55,365.30	2,938.86	77,200.00	18,895.84	75.52	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1222	MI	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	421.70	3,842.40	194.36	5,300.00	1,263.24	76.17	
1225	Special Education Programs Pre-K	421.70	3,842.40	194.36	5,300.00	1,263.24	76.17	** Function
200	Employee Benefits	76.58	883.86	26.00	1,200.00	290.14	75.82	
1250	Remedial and Supplemental Programs K-12	76.58	883.86	26.00	1,200.00	290.14	75.82	** Function
200	Employee Benefits	109.24	1,006.25	52.52	1,300.00	241.23	81.44	
1401	VOCATIONAL AG	109.24	1,006.25	52.52	1,300.00	241.23	81.44	** Function
200	Employee Benefits	0.00	48.59	0.00	0.00	(48.59)	0.00	
1402	INDUSTRIAL ARTS	0.00	48.59	0.00	0.00	(48.59)	0.00	** Function
200	Employee Benefits	37.85	280.13	16.29	450.00	153.58	65.87	
1407	BUSINESS ED	37.85	280.13	16.29	450.00	153.58	65.87	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1415	IVCC TECH PREP	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	25.00	186.23	12.50	650.00	451.27	30.57	
1459	CO-OP PROGRAM	25.00	186.23	12.50	650.00	451.27	30.57	** Function
200	Employee Benefits	371.05	3,146.23	11.35	5,750.00	2,592.42	54.91	
1501	ATHLETICS	371.05	3,146.23	11.35	5,750.00	2,592.42	54.91	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	1.50	0.00	150.00	148.50	1.00	
1540	EXTRA CURRICULAR	0.00	1.50	0.00	150.00	148.50	1.00	** Function
200	Employee Benefits	0.00	27.04	0.00	450.00	422.96	6.01	
1600	Summer School	0.00	27.04	0.00	450.00	422.96	6.01	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	45.15	0.00	150.00	104.85	30.10	
1700	Drivers Education Program	0.00	45.15	0.00	150.00	104.85	30.10	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	11,459.60	109,117.38	5,303.90	155,450.00	41,028.72	73.61	* Function
200	Employee Benefits	379.64	2,743.93	189.82	5,000.00	2,066.25	58.68	
2110	Attendance/Soc Wrk Serv	379.64	2,743.93	189.82	5,000.00	2,066.25	58.68	** Function
200	Employee Benefits	50.75	570.68	25.35	700.00	103.97	85.15	

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	50.75	570.68	25.35	700.00	103.97	85.15	** Function
200	Employee Benefits	655.78	6,717.07	327.14	8,400.00	1,355.79	83.86	
2134	Nurse Services	655.78	6,717.07	327.14	8,400.00	1,355.79	83.86	** Function
200	Employee Benefits	271.32	3,644.18	135.66	3,500.00	(279.84)	108.00	
2140	Psychological Services	271.32	3,644.18	135.66	3,500.00	(279.84)	108.00	** Function
200	Employee Benefits	0.00	30.73	0.00	0.00	(30.73)	0.00	
2149	Other Psychological Ser	0.00	30.73	0.00	0.00	(30.73)	0.00	** Function
200	Employee Benefits	21.45	301.32	0.00	1,600.00	1,298.68	18.83	
2210	EPIC	21.45	301.32	0.00	1,600.00	1,298.68	18.83	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2215	TITLE II CLASS REDUCTION	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2219	BLOCK GRANT	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,125.75	10,977.36	561.41	15,550.00	4,011.23	74.20	
2220	MEDIA PROGRAM	1,125.75	10,977.36	561.41	15,550.00	4,011.23	74.20	** Function
200	Employee Benefits	470.16	4,581.85	235.08	6,225.00	1,408.07	77.38	
2226	TECHNOLOGY	470.16	4,581.85	235.08	6,225.00	1,408.07	77.38	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2230	Assessment/Testing	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	18.28	413.04	9.14	900.00	477.82	46.91	
2310	Brd Ed Services	18.28	413.04	9.14	900.00	477.82	46.91	** Function
200	Employee Benefits	129.00	1,290.00	64.50	1,900.00	545.50	71.29	
2320	Executive Adm. Serv	129.00	1,290.00	64.50	1,900.00	545.50	71.29	** Function
200	Employee Benefits	456.85	4,203.37	228.37	8,700.00	4,268.26	50.94	
2365	Risk Management and Claims Services Payments	456.85	4,203.37	228.37	8,700.00	4,268.26	50.94	** Function
200	Employee Benefits	2,392.01	24,240.30	1,183.36	33,700.00	8,276.34	75.44	
2410	Office Of Principal Serv	2,392.01	24,240.30	1,183.36	33,700.00	8,276.34	75.44	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2510	Dirctn Business Suppt Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	1,626.20	17,137.53	378.27	22,800.00	5,284.20	76.82	
2520	Fiscal Services	1,626.20	17,137.53	378.27	22,800.00	5,284.20	76.82	** Function
200	Employee Benefits	5,055.16	49,947.41	2,490.72	58,700.00	6,261.87	89.33	

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

Function 2000 Support Services
Function 2542 Care & Upkeep Bldg Serv
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2542	Care & Upkeep Bldg Serv	5,055.16	49,947.41	2,490.72	58,700.00	6,261.87	89.33	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2543	Care Upkeep Grnds Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	527.50	3,890.23	0.00	4,400.00	509.77	88.41	
2550	Pupil Transportation Ser	527.50	3,890.23	0.00	4,400.00	509.77	88.41	** Function
200	Employee Benefits	2,629.16	25,952.66	1,285.04	33,500.00	6,262.30	81.31	
2560	Food Services	2,629.16	25,952.66	1,285.04	33,500.00	6,262.30	81.31	** Function
200	Employee Benefits	0.00	1,371.36	0.00	0.00	(1,371.36)	0.00	
2640	Function 2640	0.00	1,371.36	0.00	0.00	(1,371.36)	0.00	** Function
2000	Support Services	15,809.01	158,013.02	7,113.86	205,575.00	40,448.12	80.32	* Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
3696	Safe To Learn	0.00	0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
50	I.M.R.F./Soc. Sec. Fund	27,268.61	267,130.40	12,417.76	361,025.00	81,476.84	77.43	Fund

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Capital Projects Fund or Fund Group 60

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

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

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Working Cash Fund 70

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	540,154.00	540,154.00	0.00	
8110	Permnt Trns Wrk Csh Abol	0.00	0.00	0.00	540,154.00	540,154.00	0.00	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
8120	Prmnt Trnf Int From Wrkcs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
8000	Other Financing Uses	0.00	0.00	0.00	540,154.00	540,154.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	0.00	540,154.00	540,154.00	0.00	Fund

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PUTNAM COUNTY CUSD #535

Tort Immunity and Judgment Fund 80

Function 1000 Instruction
Function 1110 Elementary
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1110	Elementary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1111	Primary	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1112	Junior High	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1113	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1115	MUSIC	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1210	Speech & Lang.Impaired	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1220	Cross-Categorical (Cc)	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1225	Special Education Programs Pre-K	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	200.00	0.00	(200.00)	0.00	
1360	Special Interest	0.00	0.00	200.00	0.00	(200.00)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1401	VOCATIONAL AG	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1407	BUSINESS ED	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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Tort Immunity and Judgment Fund 80

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
1459	CO-OP PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
1700	Drivers Education Program	0.00	0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction	0.00	0.00	200.00	0.00	(200.00)	0.00	* Function
100	Salaries	0.00	1,335.84	0.00	0.00	(1,335.84)	0.00	
200	Employee Benefits	0.00	168.68	0.00	0.00	(168.68)	0.00	
2134	Nurse Services	0.00	1,504.52	0.00	0.00	(1,504.52)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	29,270.00	0.00	25,000.00	(4,270.00)	117.08	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	29,270.00	0.00	25,000.00	(4,270.00)	117.08	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	551.24	0.00	20,000.00	19,448.76	2.76	
2363	Unemployment Insurance Act Payments	0.00	551.24	0.00	20,000.00	19,448.76	2.76	** Function
300	Purchased Services	0.00	54,845.00	0.00	54,845.00	0.00	100.00	
2364	Insurance Payments (regular or self-insurance)	0.00	54,845.00	0.00	54,845.00	0.00	100.00	** Function
100	Salaries	13,973.87	131,918.13	6,986.95	165,000.00	26,094.92	84.18	
200	Employee Benefits	0.00	180.47	0.00	0.00	(180.47)	0.00	
2365	Risk Management and Claims Services Payments	13,973.87	132,098.60	6,986.95	165,000.00	25,914.45	84.29	** Function
300	Purchased Services	0.00	12,381.07	0.00	15,000.00	2,618.93	82.54	
2367	Educational, Inspectional, Sup Serv due to loss	0.00	12,381.07	0.00	15,000.00	2,618.93	82.54	** Function
300	Purchased Services	10,225.35	38,501.72	3,977.50	30,000.00	(12,479.22)	141.60	
2369	Legal Services	10,225.35	38,501.72	3,977.50	30,000.00	(12,479.22)	141.60	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2410	Office Of Principal Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	973.00	0.00	0.00	(973.00)	0.00	
2540	Function 2540	0.00	973.00	0.00	0.00	(973.00)	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2542	Care & Upkeep Bldg Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2560	Food Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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Tort Immunity and Judgment Fund 80									
Function	2000	Support Services							
Function	2560	Food Services							
Object	100	Salaries							
Account	Description		M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2000	Support Services		24,199.22	270,125.15	10,964.45	309,845.00	28,755.40	90.72	* Function
80	Tort Immunity and Judgment Fund		24,199.22	270,125.15	11,164.45	309,845.00	28,555.40	90.78	Fund

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Expenditure Report

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Fire Prevention/Life Safety 90								
Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2548	L/S Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	0.00	0.00	0.00	0.00	0.00	0.00	* Function
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
4190	Other Pymnts Gov In State	0.00	0.00	0.00	0.00	0.00	0.00	** Function
4000	Nonprogrammed Charges	0.00	0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety	0.00	0.00	0.00	0.00	0.00	0.00	Fund
Report Total:		<u>909,409.19</u>	<u>8,752,161.10</u>	<u>479,508.40</u>	<u>12,716,847.00</u>	<u>3,485,177.50</u>	<u>72.59</u>	

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Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 10				
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
10-110-1	CASH IN BANKS	2,314,123.92	(524,227.24)	1,789,896.68
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-121-1	REGULAR INVESTMENT ED	2,136,510.67	706,289.56	2,842,800.23
10-131	PAYROLL CASH	0.00	0.00	0.00
10-199-1	EMPLOYEE COMPUTERS	0.00	0.00	0.00
10-122-1	FARNSWORTH INVESTMENT	0.00	0.00	0.00
	Total	\$4,464,434.59	\$182,062.32	\$4,646,496.91
10-457-1	Delete This Account	0.00	0.00	0.00
10-498-1	TEACHER RET 2.2	0.00	0.00	0.00
10-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
10-496-1	LOHMANS CAFE. PLAN	0.00	0.00	0.00
10-495-1	LIFE INS PAYABLE	0.00	0.00	0.00
10-493-1	MEDICARE INS. PAYABLE	0.00	0.00	0.00
10-490-1	Delete This Account	0.00	0.00	0.00
10-481-1	TEACHER RET. PAYABLE	(128.00)	0.00	(128.00)
10-460-1	DISABILITY INS. PAYABLE	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-456-1	Delete This Account	0.00	0.00	0.00
10-455-1	Delete This Account	0.00	0.00	0.00
10-459-1	Delete This Account	0.00	0.00	0.00
10-454-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
10-434-1	LOANS FROM WKG CASH FND	0.00	0.00	0.00
10-453-1	Delete This Account	0.00	0.00	0.00
	Total	(\$128.00)	\$0.00	(\$128.00)
10-706-1	NET PROFIT/LOSS	(302,609.97)	(182,062.32)	(484,672.29)
10-730-1	FUND BALANCE	(4,161,696.62)	0.00	(4,161,696.62)
	Total	(\$4,464,306.59)	(\$182,062.32)	(\$4,646,368.91)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 20				
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
20-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
20-184-1	LAND FUND INVESTMENT	0.00	0.00	0.00
20-183-1	TREE FUND INVESTMENTS	3,630.78	0.00	3,630.78
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	298,265.61	(86,875.41)	211,390.20
20-121-1	REGULAR INVESTMENT O/M	114,584.25	82.71	114,666.96
	Total	\$416,480.64	(\$86,792.70)	\$329,687.94
20-454-1	Delete This Account	0.00	0.00	0.00
20-456-1	Delete This Account	0.00	0.00	0.00
20-457-1	Delete This Account	0.00	0.00	0.00
20-458-1	Delete This Account	0.00	0.00	0.00
20-459-1	Delete This Account	0.00	0.00	0.00
20-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
20-453-1	Delete This Account	0.00	0.00	0.00
20-481-1	ANNUITIES PAYABLE	(16.00)	0.00	(16.00)
20-451	Delete This Account	0.00	0.00	0.00
20-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
20-452-1	Delete This Account	0.00	0.00	0.00
	Total	(\$16.00)	\$0.00	(\$16.00)
20-730-1	FUND BALANCE	(284,077.84)	0.00	(284,077.84)
20-706-1	NET PROFIT/LOSS	(132,386.80)	86,792.70	(45,594.10)
	Total	(\$416,464.64)	\$86,792.70	(\$329,671.94)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 30				
AP-Accrual-30	AP-Accrual for Fund 30	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
30-110-1	CASH IN BANKS	8,484.76	(7,350.00)	1,134.76
30-121-1	REGULAR INVESTMENT B/I	228,126.95	56.89	228,183.84
	Total	\$236,611.71	(\$7,293.11)	\$229,318.60
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
30-730-1	FUND BALANCE	(337,973.73)	0.00	(337,973.73)
30-706-1	NET PROFIT/LOSS	101,362.02	7,293.11	108,655.13
	Total	(\$236,611.71)	\$7,293.11	(\$229,318.60)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

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Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 40				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-110-1	CASH IN BANKS	315,758.94	(103,182.71)	212,576.23
40-121-1	REGULAR INVESTMENT TRANS	357,029.46	146,316.64	503,346.10
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	Total	\$672,788.40	\$43,133.93	\$715,922.33
40-453-1	Delete This Account	0.00	0.00	0.00
40-411-1	LOANS FROM W/C	0.00	0.00	0.00
40-452-1	Delete This Account	0.00	0.00	0.00
40-454-1	Delete This Account	0.00	0.00	0.00
40-456-1	Delete This Account	0.00	0.00	0.00
40-457-1	Delete This Account	0.00	0.00	0.00
40-481-1	EMPLOYEE INCENTIVE	0.00	0.00	0.00
40-451-1	Delete This Account	0.00	0.00	0.00
40-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
40-706-1	NET PROFIT/LOSS	(272,825.57)	(43,133.93)	(315,959.50)
40-730-1	FUND BALANCE	(399,962.83)	0.00	(399,962.83)
	Total	(\$672,788.40)	(\$43,133.93)	(\$715,922.33)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 05/01/2018 3:14:26PM
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 50				
AP-Accrual-50	AP-Accrual for Fund 50	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-110-1	CASH IN BANKS	156,329.83	(27,268.61)	129,061.22
50-121-1	REGULAR INVESTMENT IMRF	229,332.97	54.47	229,387.44
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	Total	\$385,662.80	(\$27,214.14)	\$358,448.66
50-481-1	MEDICARE EMPLOYEE (10)	0.00	0.00	0.00
50-492-1	MEDICARE INS PAYABLE	0.00	0.00	0.00
50-457-1	Delete This Account	0.00	0.00	0.00
50-454-1	Delete This Account	0.00	0.00	0.00
50-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
50-493-1	MEDICARE BOARD SHARE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
50-730-1	FUND BALANCE	(392,690.12)	0.00	(392,690.12)
50-706-1	NET PROFIT/LOSS	7,027.32	27,214.14	34,241.46
	Total	(\$385,662.80)	\$27,214.14	(\$358,448.66)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 05/01/2018 3:14:26PM
 PUTNAM COUNTY CUSD #535

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

Balance Sheet (by fund)

Printed: 05/01/2018 3:14:26PM
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 70				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-121-1	REGULAR INVESTMENT WC	1,185,966.76	279.28	1,186,246.04
70-185-1	INVESTMENT LONG TERM WC	1,274,257.19	225.61	1,274,482.80
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	0.00	0.00	0.00
	Total	\$2,460,223.95	\$504.89	\$2,460,728.84
70-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
70-411-1	LOANS TO LIFE SAFETY	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
70-730-1	FUND BALANCE	(2,396,523.05)	0.00	(2,396,523.05)
70-706-1	NET PROFIT/LOSS	(63,700.90)	(504.89)	(64,205.79)
	Total	(\$2,460,223.95)	(\$504.89)	(\$2,460,728.84)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 05/01/2018 3:14:26PM
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 80				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	15,006.44	72.64	15,079.08
80-110-1	TORT-CASH IN BANKS	269,607.93	(24,199.22)	245,408.71
	Total	\$284,614.37	(\$24,126.58)	\$260,487.79
80-481	NON-CERT DUES	0.00	0.00	0.00
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
80-730-1	FUND BALANCE	(224,692.88)	0.00	(224,692.88)
80-706-1	NET PROFIT/LOSS	(59,921.49)	24,126.58	(35,794.91)
	Total	(\$284,614.37)	\$24,126.58	(\$260,487.79)
	Total	\$0.00	\$0.00	\$0.00

Balance Sheet (by fund)

Printed: 05/01/2018 3:14:26PM
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
Fund: 90				
AP-Accrual-90	AP-Accrual for Fund 90	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
90-185-1	LONG TERM L/S	0.00	0.00	0.00
90-121-1	REGULAR INVESTMENT L/S	114,910.90	33.47	114,944.37
90-110-1	CASH IN BANK-LIFE SAFETY	0.00	0.00	0.00
	Total	\$114,910.90	\$33.47	\$114,944.37
90-411-1	LOAN DUE TO EDUCATION	0.00	0.00	0.00
90-481-1	IL WITHHOLDING TAX PAY	0.00	0.00	0.00
90-457-1	Delete This Account	0.00	0.00	0.00
90-452-1	Delete This Account	0.00	0.00	0.00
90-412-1	LOAN DUE TO WORKING CASH	0.00	0.00	0.00
90-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	Total	\$0.00	\$0.00	\$0.00
90-706-1	NET PROFIT/LOSS	(59,716.72)	(33.47)	(59,750.19)
90-730-1	FUND BALANCE	(55,194.18)	0.00	(55,194.18)
	Total	(\$114,910.90)	(\$33.47)	(\$114,944.37)
	Total	\$0.00	\$0.00	\$0.00

Fund Balance Report

Printed: 05/01/2018 3:15:22PM

PUTNAM COUNTY CUSD #535

Fund	Description	Month to Date		Year to Date		YTD Change	Fund Balance	
		Expense	Income	Expense	Income		Start of Year	Current
10	Education Fund	653,209.32	835,271.64	6,547,969.68	7,032,641.97	484,672.29	4,161,696.62	4,646,368.91
20	Oper, Build, & Maint Fund	92,232.92	5,440.22	801,267.57	846,861.67	45,594.10	284,077.84	329,671.94
30	Debt Service Fund or Fund Group	7,350.00	56.89	112,100.00	3,444.87	(108,655.13)	337,973.73	229,318.60
40	Transportation Fund	105,149.12	148,283.05	753,568.30	1,069,527.80	315,959.50	399,962.83	715,922.33
50	I.M.R.F./Soc. Sec. Fund	27,268.61	54.47	267,130.40	232,888.94	(34,241.46)	392,690.12	358,448.66
70	Working Cash Fund	0.00	504.89	0.00	64,205.79	64,205.79	2,396,523.05	2,460,728.84
80	Tort Immunity and Judgment Fund	24,199.22	72.64	270,125.15	305,920.06	35,794.91	224,692.88	260,487.79
90	Fire Prevention/Life Safety	0.00	33.47	0.00	59,750.19	59,750.19	55,194.18	114,944.37
		<u>\$909,409.19</u>	<u>\$989,717.27</u>	<u>\$8,752,161.10</u>	<u>\$9,615,241.29</u>	<u>\$863,080.19</u>	<u>\$8,252,811.25</u>	<u>\$9,115,891.44</u>

78

PCPS Activity Fund April

Beginning Balance	\$9488.45
Deposits	\$0
Expenditures	\$175.79
Ending Balance	\$9312.66

Deposits

Expenditures

CK#			
950	4/16/18	Pepsi	\$107.52
		Soda	
951	4/16/18	Hinckley Springs	\$28.27
		Water	
952	4/26/18	Casey's	\$40.00
		Pizza-Young Auth Celebration	

PCPS Imprest Fund April

Beginning Balance	\$1581.74
Deposits	\$0
Expenditures	\$502.50
Ending Balance	\$1079.24

Deposits

Expenditures

<u>CK#</u>	<u>ACCT#</u>		
664	10-2410-410-5	Clover Club	\$36.50
		Interview Lunch	
665	12-1250-332-36	LEASE	\$450.00
		Himelick, Barr, Sped -	
		Elements of Structured Teaching	
666	10-1125-411-26	Clover Club	\$16.00
		PreK Screening Lunch	

Total request for reimbursement \$420.76

PCES Activity Fund April 2018

Beginning Balance April 01, 2018	\$18221.95
Deposits April 2018	\$93.90
Expenditures April 2018	\$163.02
Ending Balance April 30, 2018	\$18152.83

Deposits

4/24/18	Soda (85.90), Recorder (3.00) 5 th Gr Planner (5.00)	\$93.90
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Expenditure

4/11/18 - Check#1369	Starved Rock Reading Council Young Authors Awards	\$108.00
4/27/18 – Check#1370	Alfono's 3 rd Winners of Food Drive	\$55.02

Total Expenditures	\$163.02
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PCES Imprest Fund Report April 2018

Beginning Balance April 01, 2018	\$1500.00
Balance April 30, 2018	\$1500.00
Request for reimbursement	\$0.00
Attain Maximum Balance	\$1,500.00

Deposits

Expenditures

Total Expenditures	\$0.00
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Request for reimbursement	\$0.00
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Putnam County Junior High School
 Imprest Fund
 April, 2018
 Account #010-146

Beginning Balance	\$ 1,948.40
Replenishment Request	<u>851.60</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>327.94</u>
Balance	\$ 2,472.06
Replenishment Request	<u>\$ 327.94</u>
Attain Maximum Balance	\$ 2,800.00

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Account #</u>	<u>Reason</u>	<u>Amount</u>
6010	04/09	Makenzie Edens	10-1501-125-3	athletic worker	80.00
6011	04/11	Starved Rock Read Cncil		registration fee	108.00
6012	04/13	U. S. Postmaster	10-2410-341-1	postage	4.94
6013	04/17	RCYRA		media center fees Rebecca Caudill	10.00
6014	04/24	Leo Vandervlugt	10-1501-319-3	track starter	125.00

expenditures	327.94
Replenishment request	327.94

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School
 PCJH Cheerleading
 April, 2018
 Account #138-258

Beginning Balance	\$	678.71
Transfers In		<u>00.00</u>
Subtotal		678.71
Less Expenditures		<u>00.00</u>
Balance		678.71

<u>Check#</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Michael Olson, Principal

Sandra A. Troglia, Secretary

Putnam County Junior High School
 PCJH Girls Athletic Fund
 April, 2018
 Account #010-707

Beginning Balance	\$ 15,145.78
Transfers In	<u>00.00</u>
Subtotal	15,145.78
Less Expenditures	<u>00.00</u>
Balance	15,145.78

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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 Michael Olson, Principal

 Sandra A. Troglio, Secretary

Putnam County Junior High School
Puma Crew
April 2018
Account #010-561

Beginning Balance	\$1,941.42
Transfers In	<u>0.00</u>
Subtotal	1,941.42
Less Expenditures	<u>96.29</u>
Balance	\$1,845.13

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
656	4/25	Hy-Vee	Young Authors' Incentive Luncheon Supplies	\$50.04
657	4/26	Lil Sicily	Young Authors' Luncheon	\$46.25

Cortny Hannon, Advisor

Putnam County Junior High School
 PCJH Staff Soda
 April, 2018
 Account #010-650

Beginning Balance	\$ 7,023.28
Transfers In	<u>921.08</u>
Subtotal	7,944.36
Less Expenditures	<u>2,148.96</u>
Balance	5,795.40

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1536	04/13	First State Bank	book fair	200.00
1537	04/17	Cosgroves	dance	43.97
1538	04/18	Water Store	water	16.76
1539	04/26	N/C Bank	8 th Grade reward	443.08
1540	04/26	Scholastic Book Fair	book fair	921.07
1541	04/26	Pepsi	soda	489.08
1542	04/27	Toni's	flowers	35.00

Michael Olson, Principal

Sandra A. Troglgio, Secretary

Putnam County Junior High School
Student Council
April, 2018
Account #138-096

Beginning Balance	\$ 3399.08
Transfers In	<u>\$ 00.00</u>
Subtotal	\$ 3399.08
Less Expenditures	<u>\$ 2090.00</u>
Balance	\$ 1309.08

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1011	4-10	April Casey	yearbooks	2090.00

Mike Olson, Principal

Kristin Erickson, Sponsor

Putnam County Junior High School
 PCJH Activity Fund
 April, 2018

<u>Account name & #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 678.71	00.00	00.00	\$ 678.71
PCJH Girls Athletic 010-707	15,145.78	00.00	00.00	15,145.78
PCJH Puma Crew 010-561	1,941.42	00.00	96.29	1,845.13
Staff Soda 010-650	7,023.28	921.08	2,148.96	5,795.40
PCJH Student Council 138-096	3,399.08	00.00	2,090.00	1,309.08

 Michael Olson, Principal

 Sandra A. Troglia, Secretary

Putnam County High School
General Ledger Report
Financial Report
April report

From Date:	4/1/2018
To Date:	4/30/2018

From Acct:	100
To Account:	603

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$15,800.08	\$182.40	(\$1,240.69)	\$0.00	\$14,741.79	\$0.00	\$14,741.79
000102	Office Adjustment	\$0.03	\$0.00	\$0.00	\$0.00	\$0.03	\$0.00	\$0.03
000105	Adult Education	\$37.48	\$0.00	\$0.00	\$0.00	\$37.48	\$0.00	\$37.48
000110	Condolence	\$661.17	\$0.00	\$0.00	\$0.00	\$661.17	\$0.00	\$661.17
000120	Baseball	\$1,887.02	\$300.00	(\$71.21)	\$0.00	\$2,115.81	\$0.00	\$2,115.81
000125	Girl's Softball	\$328.30	\$0.00	\$0.00	\$0.00	\$328.30	\$0.00	\$328.30
000130	PC Enterprises	\$968.24	\$0.00	\$0.00	\$0.00	\$968.24	\$0.00	\$968.24
000135	Golf	\$408.62	\$0.00	\$0.00	\$0.00	\$408.62	\$0.00	\$408.62
000137	Girls Golf	\$178.69	\$0.00	\$0.00	\$0.00	\$178.69	\$0.00	\$178.69
000140	Scholastic Bowl	\$413.63	\$0.00	\$0.00	\$0.00	\$413.63	\$0.00	\$413.63
000150	Interact Club	\$2,261.41	\$0.00	\$0.00	\$0.00	\$2,261.41	\$0.00	\$2,261.41
000155	Art	\$554.90	\$0.00	\$0.00	\$0.00	\$554.90	\$0.00	\$554.90
000200	Athletic	\$32.48	\$0.00	\$0.00	\$0.00	\$32.48	\$0.00	\$32.48
000210	Cable Club	\$1,514.67	\$0.00	\$0.00	\$0.00	\$1,514.67	\$0.00	\$1,514.67
000220	Track	\$5,822.24	\$1,520.00	(\$4,065.10)	\$0.00	\$3,277.14	\$0.00	\$3,277.14
000300	Journalism	\$4,486.36	\$0.00	\$0.00	\$0.00	\$4,486.36	\$0.00	\$4,486.36
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$1,582.29	\$450.00	(\$300.00)	\$0.00	\$1,732.29	\$0.00	\$1,732.29
000325	Boy's Basketball	\$2,356.36	\$0.00	\$0.00	\$0.00	\$2,356.36	\$0.00	\$2,356.36
000330	Student Council	\$3,145.03	\$255.25	\$0.00	\$0.00	\$3,400.28	\$0.00	\$3,400.28
000340	N.H.S.	\$348.37	\$229.90	(\$413.31)	\$0.00	\$164.96	\$0.00	\$164.96
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$335.38	\$3.68	\$0.00	\$0.00	\$339.06	\$0.00	\$339.06
000360	FFA	\$75.57	\$0.00	(\$20.00)	\$0.00	\$55.57	\$0.00	\$55.57
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$3,570.71	\$0.00	\$0.00	\$0.00	\$3,570.71	\$0.00	\$3,570.71
000380	Panteras	\$495.06	\$0.00	\$0.00	\$0.00	\$495.06	\$0.00	\$495.06
000390	Media Club	\$1,220.12	\$0.00	\$0.00	\$0.00	\$1,220.12	\$0.00	\$1,220.12
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$16,936.68	\$127.50	(\$775.00)	\$0.00	\$16,289.18	\$0.00	\$16,289.18
000405	PC Graduation Rollover	\$5,168.49	\$0.00	\$0.00	\$0.00	\$5,168.49	\$0.00	\$5,168.49
000410	Thespians	\$879.71	\$760.00	(\$302.55)	\$0.00	\$1,337.16	\$0.00	\$1,337.16
000420	Science Club	\$182.20	\$0.00	\$0.00	\$0.00	\$182.20	\$0.00	\$182.20
000425	Wrestling	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$5.00
000430	Music (Band)	\$471.61	\$0.00	(\$393.38)	\$0.00	\$78.23	\$0.00	\$78.23

**Putnam County High School
General Ledger Report
Financial Report
April report**

From Date:	4/1/2018
To Date:	4/30/2018

From Acct:	100
To Account:	603

Acct.	Account Name	Beg. Bal.	Recept/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000440	Music (Chorus)	\$22.19	\$0.00	\$0.00	\$0.00	\$22.19	\$0.00	\$22.19
000500	Class of 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000515	ITP Class	\$348.02	\$887.66	(\$665.00)	\$0.00	\$570.68	\$0.00	\$570.68
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$1,844.04	\$0.00	\$0.00	\$0.00	\$1,844.04	\$0.00	\$1,844.04
000545	Class of 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000560	Class of 2010	(\$0.03)	\$0.00	\$0.00	\$0.00	(\$0.03)	\$0.00	(\$0.03)
000595	Class of 2018	\$2,267.36	\$0.00	\$0.00	\$0.00	\$2,267.36	\$0.00	\$2,267.36
000600	Class of 2019	\$6,678.03	\$5,800.00	(\$4,781.67)	\$0.00	\$7,696.36	\$0.00	\$7,696.36
000602	Class of 2020	\$2,640.31	\$0.00	\$0.00	\$0.00	\$2,640.31	\$0.00	\$2,640.31
000603	Class of 2021	\$1,185.21	\$0.00	\$0.00	\$0.00	\$1,185.21	\$0.00	\$1,185.21
Group Total		\$87,908.44	\$10,516.39	(\$13,027.91)	\$0.00	\$85,396.92	\$0.00	\$85,396.92
Activity Accounts Grand Total		\$87,908.44	\$10,516.39	(\$13,027.91)	\$0.00	\$85,396.92	\$0.00	\$85,396.92

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

Bookkeeper: _____ Date: __/__/__

Principal: _____ Date: __/__/__

IMPREST REPORT
 PUTNAM COUNTY HIGH SCHOOL
 Apr-18
 Clayton Theisinger, Principal

Balance March			\$2,521.75
replenishment requested			\$3,478.25
Maximum Balance			\$6,000.00
Balance as of April			\$2,732.00
Replenishment Requested			\$3,268.00
Gary Harlow	10-1501-319-2	VBB Umpire	\$65.00
Ron Leiteritz	10-1501-319-2	VBB Umpire	\$65.00
Todd Ryan	10-1501-319-2	SB Umpire	\$65.00
Ed Derix	10-1501-319-2	SB Umpire	\$65.00
John Levy	10-1501-319-2	JVBB Umpire	\$55.00
Dave Elliott	10-1501-319-2	JVBB Umpire	\$55.00
Don Grubaugh	10-1501-319-2	track	\$125.00
Dan Weiczorek	10-1501-319-2	VBB Umpire	\$62.00
Jay Gerber	10-1501-319-2	VBB Umpire	\$62.00
Todd Ryan	10-1501-319-2	SB Umpire	\$62.00
Simon Kamperth	10-1501-319-2	SB Umpire	\$62.00
Ed Derix	10-1501-319-2	SB Umpire	\$60.00
Todd Ryan	10-1501-319-2	SB Umpire	\$60.00
Joel Gerdovich	10-1501-319-2	VBB Umpire	\$62.00
Jeff Sonnenberg	10-1501-319-2	VBB Umpire	\$62.00
Gary Harlow	10-1501-319-2	VBB Umpire	\$62.00
John Alexander	10-1501-319-2	VBB Umpire	\$62.00
Don Grubaugh	10-1501-319-2	track starter	\$125.00
John McCauley	10-1501-319-2	tri baseball umpire	\$185.00
Dan Weiczorek	10-1501-319-2	tri baseball umpire	\$185.00
Duane Rakestraw	10-1501-319-2	tri baseball umpire	\$185.00
Gregory Pilon	10-1501-319-2	Tri County track starter	\$125.00
Don Grubaugh	10-1501-319-2	track starter	\$125.00
Joel Gerdovich	10-1501-319-2	JVBB Umpire	\$55.00
Ron Leiteritz	10-1501-319-2	JVBB Umpire	\$55.00
Todd Ryan	10-1501-319-2	SB Umpire	\$62.00
Ed Derix	10-1501-319-2	SB Umpire	\$62.00
Dan Lieteritz	10-1501-319-2	VBB Umpire	\$62.00
Dan Weiczorek	10-1501-319-2	VBB Umpire	\$62.00
Todd Ryan	10-1501-319-2	SB Umpire	\$62.00
Ed Derix	10-1501-319-2	SB Umpire	\$62.00
Bryant Eustice	10-1501-319-2	JVBB Umpire	\$55.00
Derek Neahring	10-1501-319-2	JVBB Umpire	\$55.00
IAVAT Conference	10-1113-332-2	conference	\$510.00

Wetherfield High School	10-1501-640-2	track invite	\$90.00
College Boards	10-1113-332-2	AP college conf. balance due	\$35.00

SUPERINTENDENT IMPREST
APRIL 2018

BANK BALANCE	\$ 1,968.01
REPLENISHMENT REQUEST MARCH	\$ 00.00
IMPREST BALANCE	\$ 1,968.01
REPLENISHMENT AMOUNT REQUESTED	\$ 125.56
BALANCE	\$ 1,842.45
3/12/18 – Ck# 3081 Postmaster – 10-2320-341-1	\$ 13.61
4/24/18 – Ck# 3082 Linzee Fay – Farnsworth Winner 10-2310-640-6	\$ 50.00
4/24/18 – Ck# 3083 Lillian Sandberg – Farnsworth 2 nd place 10-2310-640-6	\$ 20.00
4/24/18 – Ck# 3084 Erin Brooker - Farnsworth – 3 rd place 10-2310-640-6	\$ 20.00
4/25/18 Ck# 3085 – Valley Bar and Grill 10-2320-332-1	\$ 21.95
TOTAL REIMBURSEMENT	\$ 125.56

Putnam County Community Unit School District #535

Treasurer's Report April 30, 2018

	Fund 10 EDUCATION	Fund 20 O & M	Fund 30 BOND & INT	Fund 40 TRANSPORT	Fund 50 IMRF/SS	Fund 70 WORK CASH	Fund 80 TORT	Fund 90 LIFE SAFETY	Outstanding Checks	Totals
Cash Balances, Beginning of Month	4,464,306.59	416,464.64	236,611.71	672,788.40	385,662.80	2,460,223.95	284,614.37	114,910.90	-	9,035,583.36
Add: Receipts	835,271.64	5,440.22	56.89	148,283.05	54.47	504.89	72.64	33.47		989,717.27
Less: Expenditures	653,209.32	92,232.92	7,350.00	105,149.12	27,268.61	-	24,199.22	-		909,409.19
Less: Outstanding Deposits										-
Interest										-
Adjusting Entries										-
District Balances 4/30/2018	4,646,368.91	329,671.94	229,318.60	715,922.33	358,448.66	2,460,728.84	260,487.79	114,944.37	-	9,115,891.44
Add: Outstanding Checks									23,274.46	23,274.46
Reconciliation Balance 04/30/18	4,646,368.91	329,671.94	229,318.60	715,922.33	358,448.66	2,460,728.84	260,487.79	114,944.37	23,274.46	9,139,165.90

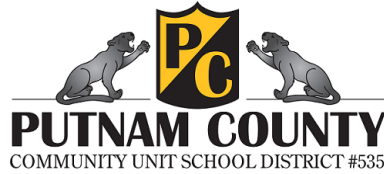
(these balances should equal Total Cash & Investments)

Bank Balances Made up of the Following Funds

NOW Accounts: APY										
Granville National Bank	0.05%	598,310.18	6,415.09	-	2,694.57	-	-	-	-	607,419.84
First State Bank	0.15%	1,191,939.53	158,541.40	1,134.76	209,861.66	129,061.22	-	245,408.71	-	1,935,947.28
North Central Bank	0.10%	-	46,437.53	-	-	-	-	-	-	46,437.53
Subtotal:		1,790,249.71	211,394.02	1,134.76	212,556.23	129,061.22	-	245,408.71	-	2,589,804.65
Money Market Accounts: APY										
First State Bank	0.03%	453,550.65	107,448.99	96,165.53	76,338.03	75,818.31	85,827.58	7,794.00	80,796.43	983,739.52
North Central Bank	0.03%	2,123,756.49	7,217.97	132,018.31	427,008.07	153,569.13	1,100,418.46	7,285.08	34,147.94	3,985,421.45
Eureka Savings Bank	0.35%	255,557.75	-	-	-	-	-	-	-	255,557.75
IL Fund	0.00%	9,002.67	-	-	-	-	-	-	-	9,002.67
INB	0.00%	1,000.00	-	-	-	-	-	-	-	1,000.00
Subtotal:		2,842,867.56	114,666.96	228,183.84	503,346.10	229,387.44	1,186,246.04	15,079.08	114,944.37	5,234,721.39
Certificates of Deposits										
First State Bank	0.66%					211,639.34				211,639.34
North Central Bank	1.58%					339,630.48				339,630.48
North Central Bank	0.55%					723,212.98				723,212.98
Subtotal:						1,274,482.80				1,274,482.80
Tree Fund / NCB CD			3,635.28							3,635.28
Imprest Fund		13,800.00								13,800.00
TOTAL CASH & INVESTMENTS:		4,646,917.27	329,696.26	229,318.60	715,902.33	358,448.66	2,460,728.84	260,487.79	114,944.37	9,116,444.12
Difference		(548.36)	(24.32)	-	20.00	-	-	-	-	(552.68)
Outstanding Checks									23,274.46	22,721.78

Daniel J. Wojcik 5-10-18

402 East Silverspoon Ave.
Granville, Ill. 61326



Office (815) 882-2800
Fax (815) 339-2628

Putnam County High School
Mr. Clayton J. Theisinger
Principal

BOARD REPORT: May 2018

Classroom Insights

At our May 2, 2018, early-out professional development time, Mrs. Angie Heiser presented on a teaching strategy she employs in her classroom to create a more collaborative and engaging learning experience for students. In lieu of typical worksheets, Mrs. Heiser uses Google Slides to create interactive modules for students to demonstrate their learning. This strategy also promotes greater use of the Chromebooks in a progressive and meaningful manner. Because of Mrs. Heiser's sharing with the rest of staff, other teachers have begun to explore the strategy's use and implementation as well.

Academics

Graduation

On Friday, May 18, 2018, the 52nd Graduation at Putnam County High School celebrated the Class of 2018. The keynote speaker for the evening was Ms. Carla Passini, 2007 graduate of PCHS and current head coach of the softball team at Quincy University.

Honors Awards Assembly

The 43rd annual Honors Awards Assembly was on Wednesday, May 9, 2018, and recognized senior students earning scholarships and awards through local and state sponsors. Over the course of the evening, nearly \$200,000 of financial assistance within 41 awards was provided for students to attend post-secondary education or training. In addition, all students receiving high honor roll were recognized for their academic achievement from this year.

Other

Excellence in Education

On Thursday, May 3, 2018, Mrs. Wendy Louis, special education teacher, was recognized for her service to and advocacy for students at PCHS. Mrs. Louis has collaborated with other teachers, paraprofessionals, and administrators to develop a PAES and STEP program that readily helps students engage in meaningful transitions from high school to post-secondary life.



Prom

Prom was on Saturday, April 28, 2018, with Premiere at 4:30 PM at the high school, dinner and dance at 6:30 PM at Celebrations, and Afterglow sponsored by PC Rotary at 11:00 PM at PCPS. The theme for the evening was a Night in Chicago, and there were just above 150 attendees. In the photo below, students are doing “The Hustle,” a true testament to the dance curriculum provided in our physical education courses.



Enrollment

Enrollment as of May 7, 2018, is as follows:

Freshman	73 (+/-0)	
Sophomore	64 (-1)	(transferred out of district)
Junior	69 (+/-0)	
Senior	80 (-1)	(student moved away and father dropped her from enrollment)
Post-Grad	4	
Total	290	



Putnam County Elementary School

326 S. 5th St.
Hennepin, IL 61327

Phone Number 1-815-882-2800
Fax Number 1-815-925-7435

May 2018 Board Report
Mrs. Courtney Balestri

Enrollment

3rd Grade = 50 students, with class sizes of 16, 17 and 17 students (+/-0)

4th Grade = 52 students, with class sizes of 17, 17, and 18 students (+/-0)

5th Grade = 64 students, with class sizes of 21, 21, and 22 students (-/-0)

Excellence in Education

On May 3rd the Regional Office of Education hosted their annual Excellence in Education Banquet. I am pleased to share with the Board of Education that 5th grade teacher, Mrs. Josie Hall, was the nominee from PCES. All Putnam County recipients were acknowledged on stage and given a plaque to recognize their dedication to our students. *(See picture below)*

A special acknowledgement was made at the end of the evening for our very own Mrs. Cross who was the recipient of the prestigious Excellence in Education award. All other PC staff members were notified of their nomination, however, Excellence in Education awards are not announced until that evening. It is an absolute honor and privilege to work alongside Mrs. Cross! Check out her video [Here](#) that was presented the evening of the banquet. (If the link doesn't work, please cut and paste the following into a browser: <https://www.youtube.com/watch?v=zhSCabZrBzY>)

AimswebPlus Spring Benchmark

The AimswebPlus Spring Benchmarking was conducted on May 1st. The attached document provides results for the Fall, Winter, and Spring benchmarking. In this chart, you will see both percentages of each Tier as well as number of students in each Tier. Please keep in mind that this data represents all elementary students. Our target is to have at least 80% of students in Tier I (100th – 26th percentile) for each measure.

3rd Trimester Character Counts Assembly

Mrs. Peterson and the behavior committee organized the third trimester Character Counts assembly. Guest speaker, Officer Jeff Bean, spoke to all elementary students about bullying and cyber bullying. In addition, we conducted our grand prize drawing in which one male and one female student were randomly drawn from the entire box of character counts slips. Each student was awarded a new bike.

Trash to Treasure

The 4th grade class conducted another success Trash to Treasure Expo in the PCES gymnasium. Each year students participate in this project where the instructions are simple; use old, used, or recycled items to creating something usable. Students use their imagination and creativity to sculpt projects of all shapes and sizes. During the expo, student projects are on display and members of the community are invited in preview the items. (See pictures below)

2nd Grade Visit Day

2nd grade students visited the elementary school on the morning of May 11th. Students began their visit with an overview of expectation and changes between the primary and elementary. Examples that always get excited cheers are the 1:1 Chromebooks and lockers. Students were then paired with a 3rd grade buddy. Students completed projects in the classroom and toured the building. This continues to be a great experience for 2nd grade students with the hopes of alleviating 3rd grade jitters.

Junior High Shadow Day

Just as the 2nd graders visit the elementary, the 5th grade students also have the opportunity to visit the junior high for a shadow day. 5th grade students are given a 6th grade peer buddy in which they follow throughout the day to all of their classes. Thank you to Mr. Olson and his staff for continuing to allow us to visit for a full day. This definitely helps 5th grade students experience what it's like to transition from classroom to classroom every 45 minutes.

Young Authors Celebration

Two students from each grade level were chosen to be honored at this year's Young Author's celebration. Students were required to submit a story or poem that he/she wrote independently. Students were then chosen by their grade level teachers based on creativity and overall structure of their written piece. Congratulations to 3rd graders Marley D. and Peyton O., 4th graders Bailey O. and Ella I., and 5th graders Lisa M. and Miles M. (See picture below)

4th Grade Trash to Treasure



PCES Young Authors



Excellence in Education Banquet



MAY Board Report

PRINCIPAL: RONDA CROSS

PCPS Enrollment:

PreK - 78

K - 64

1st- 44

2nd- 58

Proud Moments & Upcoming Events:

- **May 21** Kindergarten Field Trip to Peoria Zoo
- **May 24** Children's Author Jamie Bozarth
- **May 25** Kindergarten Promotion 1:00; PreK Closing Program, Awards
- **May 29** Last Day of School (Inflatables this year!)

Handbook Revisions

PCPS and PCES have conducted their joint handbook review for the 2018-19 school year. Corrections have been made to the master document and included for your review. This has become a fairly efficient committee due to the consolidation of three handbooks down to one all-inclusive handbook for PreK-5th and it's a great committee to work with.

Grant Updates

Early Childhood FY19 Grant Awards

There is no new word on our RFP application to the State for our Preschool for All grant. I continue to hear that we will not know funding until the end of May or beginning of June. I have contacted Representative Long's office as well as the State Board to communicate the hardship this is creating for our district and families.

Title I & II A

I continue to work with the state to amend the grant for advance placement dollars and additional carryover dollars for this year. We have completed our annual planning as a district and Mrs. Balestri and I will complete the Title I Plan in the next two-three weeks.

Young Author's Recognition

Eli King, Brooklyn Gorski, Emmy Carboni, Kennedy Holocker, Aurora Bickerman and Tyson Zuniga were all recognized for the books they wrote for the Young Author's Conference. Mrs. Bell and Ms. Himelick arranged the event for our students and a family member. This is one of those great moments we have to celebrate our students. I am so glad we do the event!



Mother's Day Tea Is Another Huge Hit at PCPS!!



Rock Stars of the Week!!

Broddee Grandadam
Lillian Bousein
Millie Harris
Guiliana Ciemi
Aubrey Zbrowski
Cayden Bush
Dominik Avila
Jace Boedigheimer
Ari Romero
Camden Moriarty
Jesus Ramirez
Julian Sis Pompa
Eli King
Clover Nixon
Brynn Zimmerlein
Liam Askeland

2nd grade
Kindergarten
1st Grade
Preschool
Preschool
Kindergarten
2nd Grade
1st Grade
2nd Grade
Kindergarten
1st Grade
Kindergarten
1st Grade
2nd Grade
Preschool
Preschool

Mrs. Ladage
Mrs. Downey
Mrs. Sobkowiak
Mrs. Edens
Mrs. Fox
Mrs. Alleman
Mrs. Ladage
Ms. Himelick
Mrs. Smith
Mrs. Alleman
Ms. Delvallee
Mrs. Alleman
Mrs. Sobkowiak
Mrs. Berger
Mrs. Edens
Mrs. Fox

**Hans Frund
Trenity Thomas
Tessa Gerling**

**Preschool
Preschool
2nd Grade**

**Mrs. Edens
Mrs. Fox
Mrs. Ladage**

Rock Star Staff Members of the Week

**Ms. Serafini
Mrs. Faletti
Mrs. Copeland**

**Kindergarten Teacher
Preschool Paraprofessional
Preschool Paraprofessional**

Putnam County Primary School Recommendations for Hire (2018-19)

Position: 2nd grade Teacher

Candidate Recommended: Ashley Bush

The 2nd grade team and I interviewed 5 candidates out of 12 that submitted for the position after being posted for 4 weeks.

Mrs. Bush has 3 years of teaching experience and 1 year of paraprofessional experience. She has previously taught in the district at the kindergarten level. She is recommended to return at the 2nd grade level for the 2018-19 school year. Mrs. Bush is excited to return to education and the 2nd grade level. She has taken time to visit the school and shadow teachers and substitute to re-acclimate herself to the educational setting. She has an entry plan and is eager to begin the transition.

Position: Custodian II

Candidate Recommended: Jennifer Trovero

There was one internal candidate interviewed by the head of maintenance and the building principal after posting the vacancy for two weeks.

Ms. Trovero has 6 years of paraprofessional experience at the Primary and Junior High levels. She has been a summer worker/custodian at the Primary building for the past two years. Ms. Trovero will have a very small learning curve to jump in due to the years of experience helping in the summer and working as a paraprofessional in the building (familiar with most staff). There is a transition plan for Ms. Trovero that will be carried out by the head of maintenance and the building principal.

Position:

Special Education Teacher – Remains unfilled

Positions:

2 Summer School Teachers (One teacher in reserve for enrollment)

- 1. Jennifer Smith – Reading Specialist**
- 2. Katie Sobkowiak – 1st Grade Teacher**

Teacher in reserve for higher enrollment: Morgan Himelick -1st Grade Teacher

AIMSweb Plus Data (K-2nd)

Kindergarten

Percentile	Initial Sound		Letter Name Fluency			Phoneme Segmentation		Letter Word Sound Fluency		Word Reading Fluency	
	Fall	Winter	Fall	Winter	Spring	Winter	Spring	Winter	Spring	Spring	
100-26th %	32/48%		31/47%	56/85%	58/87.9%	58/88%	54/81.8%	63/96%	55/83.3%	58/87.9%	
25-11th %	19/28%		19/28%	5/8%	5/7.6%	7/11%	11/16.7%	2/3%	10/15.2%	6/9.1%	
10-0%	16/24%		17/25%	5/8%	3/4.5%	58/88%	1/1.5%	1/2%	1/1.5%	2/3%	

	Number Naming Fluency			Quantity Total Fluency			Concepts & Applications			Quantity Difference Fluency	
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Winter	Spring
100-26th %	44/66%	56/85%	58/89.3%	31/47%	52/79%	31/46.3	38/57%	50/76%	54/81.8%	46/70%	49/77.8%
25-11th %	14/21%	8/13%	6/9.2%	25/37%	10/16%	25/37.3%	19/28%	7/11%	5/7.6%	10/16%	5/7.9%
10-0%	9/13%	1/2%	1/1.5%	11/16%	4/6%	11/16.4%	10/15%	9/14%	7/10.6%	10/16%	9/14.3%

1st Grade

	Phoneme Seg.	Letter Word/Sound Flu.	Word Reading Fluency			Oral Reading Fluency				
	Fall	Fall	Fall	Winter	Spring	Fall	Winter	Spring		
100-26th %	42/98%	32/75%	41/96%	39/87%	42/91.4%	35/81%	41/92%	38/82.7%		
25-11th %	0/0%	8/19%	1/2%	3/7%	2/4.3%	6/14%	1/3%	6/13%		
10-0%	1/2%	3/6%	1/2%	3/7%	2/4.3%	2/5%	3/7%	2/4.3%		

	Number Compare/Fluency			Math Fact Fluency (1 digit)			Concepts & Applications			Math Fact Fluency (Tens)	
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Winter	Spring
100-26th %	35/82%	42/94%	42/91.4%	39/91%	45/100%	41/89.2%	36/84%	42/94%	40/86.9%	42/94%	40/88.9%
25-11th %	5/12%	2/5%	2/4.3%	4/9%	0/0%	2/4.3%	6/14%	3/7%	5/10.9%	3/7%	5/11.1%
10-0%	3/6%	1/3%	2/4.3%	0/0%	0/0%	3/6.5%	1/2%	0/0%	1.2.2%	0/0%	0/0%

2nd Grade

	Oral Reading Fluency			Vocabulary			Reading Comprehension				
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring		
100-26th %	34/63%	38/67%	38/84.5%	39/72%	48/85%	48/84.2%	32/58%	46/81%	45/79%		
25-11th %	15/27%	14/25%	5/11.1%	8/14%	4/7%	2/3.5%	13/24%	8/14%	8/14%		
10-0%	6/10%	5/9%	2/4.4%	8/14%	5/9%	7/12.3%	10/18%	3/6%	4/7%		

	Number Compar/Fluency			Mental Comp Fluency			Concepts & Applications			Number Sense Fluency (NSF)		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	37/67%	40/71%	44/77.2%	39/72%	52/92%	44/77.1%	45/83%	51/90%	54/81.8%	40/74%	48/85%	47/82.5%
25-11th %	18/33%	8/14%	5/8.8%	10/18%	5/9%	12/21.1%	8/14%	5/9%	5/7.6%	10/19%	8/14%	8/14%
10-0%	0/0%	9/16%	8/14%	6/10%	0/0%	1/1.8%	2/3%	1/2%	7/10.6%	4/8%	1/2%	2/3.5%

AIMSweb Plus Data (3rd-5th)

3rd Grade

Percentile	Vocabulary			Reading Comprehension			Oral Reading Fluency					
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring			
100-26th %	42/84%	44/90%	40/81.7%	36/72%	37/80%	37/75.5%	33/66%	33/68%	37.75.5%			
25-11th %	6/12%	4/9%	8/16.3%	8/16%	6/13%	8/16.3%	3/6%	11/23%	7/14.3%			
10-0%	2/4%	1/2%	1/2%	6/12%	6/13%	4/8.2%	13/27%	5/11%	5/10.2%			
	NSF			NCF-T			MCF			CA		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	36/72%	38/78%	42/85.7%	37/74%	37/80%	37/75.5%	36/72%	38/78%	39/76.6%	29/58%	43/88%	43/87.8%
25-11th %	10/20%	9/19%	5/10.2%	7/14%	7/15%	9.18.4%	10/20%	6/13%	7/14.3%	14/28%	4/9%	5/10.2%
10-0%	4/8%	2/4%	2/4.1%	6/12%	5/11%	3/6.1%	4/8%	5/11%	3/6.1%	7/14%	2/4%	1/2.0%

4th Grade

	Vocabulary			Reading Comprehension			Oral Reading Fluency			Silent Reading Fluency		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	42/81%	45/89%	44/84.6%	42/80%	42/83%	38/73.1%	32/62%	41/81%	35/67.3%	36/72%	44/87%	43/87.8%
25-11th %	9/17%	2/4%	7/13.5%	5/10%	6/12%	6/11.5%	15/28%	7/14%	13/25%	7/14%	2/4%	3/6.1%
10-0%	1/2%	4/8%	1/1.9%	5/10%	3/6%	8/15.4%	5/10%	3/6%	4/7.7%	7/14%	5/10%	3/6.1%
	NSF			NCF-T			MCF			CA		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	39/75%	47/93%	42/80.7%	44/85%	44/87%	37/71.1%	34/65%	47/93%	46.88.5%	30/57%	42/83%	42/80.8%
25-11th %	8/15%	4/8%	7/13.5%	2/4%	6/12%	7/13.5%	14/27%	4/8%	5/9.6%	12/23%	8/16%	5/9.6%
10-0%	5/10%	0/0%	3/5.8%	6/11%	1/2%	8/15.4%	4/8%	0/0%	1/1.9%	10/19%	1/2%	5/9.6%

5th Grade

	Vocabulary			Reading Comprehension			Oral Reading Fluency			Silent Reading Fluency		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	59/91%	58/91%	56/87.5%	54/83%	55/86%	48/75%	45/70%	50/79%	41/64%	52/82%	57/89%	52/83.9%
25-11th %	4/6%	3/5%	5/7.8%	8/12%	6/10%	8/12.5%	10/15%	7/11%	14/21.9%	8/13%	4/7%	9/14.5%
10-0%	2/3%	3/5%	3/4.7%	3/5%	3/5%	8/12.5%	10/15%	7/11%	9/14.1%	52/82%	3/5%	1/1.6%
	NSF			NCF-T			MCF			CA		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	55/85%	61/96%	53/72.8%	54/83%	60/94%	52/81.2%	53/82%	59/93%	53/82.8%	51/78%	59/93%	56/87.5%
25-11th %	5/8%	2/4%	5/7.8%	3/5%	3/5%	8/12.5%	9/14%	4/7%	7/10.9%	10/15%	4/7%	6/9.4%
10-0%	5/8%	1/2%	6/9.4%	8/12%	1/2%	4/6.3%	3/4%	1/2%	4/6.3%	4/7%	59/93%	2/3.1%



“Where all students will learn and succeed, and all means ALL”

Putnam County Junior High School

Michael Olson, Principal
olsonm@pcschoools535.org

13183 N 350th Avenue
McNabb, IL 61335

Phone-815-882-2800 opt. 3

Fax-815-882-2299

Putnam County Junior High Board Report May 21, 2018

Enrollment

6th= 64 (+/-0)

7th= 62 (+-0)

8th= 49 (+-0)

Total Enrollment= 175 (+/-0) as of May 16, 2018

Track

- We have 29 student athletes qualify for state under Coach Carboni and Coach Hannon with our 7th Grade Boys Relay placing 6th in state-Carter Holmes, Joel Rangel, Logan Cogdal, Wyatt Grimshaw, and Gavin Cimei.

End of Year Events

- Breakfast of Champions was held on Friday May 11th where we recognized all our High Honor and Honor Roll students for their hard work this year.
- We had our Academic Recognition Assembly where we honored our academic awards winners. We also held our Extra Curricular Activities assembly where we honored all our students who participated in any activity or club.
- Graduation is set and ready to go.

Professional Development

- We have spent looking at the data we have now on our students to see what curriculum improvements we can do.
- We are also looking at ways to improve our differentiation of instruction, which will help increase the education of every child- no matter where their current academic ability is.
-

Planning

- We are planning for the end of 2018 school year- end of year activities, field trips, and graduation.
- We are in process of planning for 2018-2019 school year.

- I am also looking at maximizing time spent in class.

Summer School

- We are in process of getting recommendations for summer school to help with Math & English.

2018-2019 School Year

- We will be implementing a STEM program for one of our new Exploratories.
- New Science curriculum will be implemented for the 2018-2019 school year.

April Student of the Month

- 6th-Trinity Wroblewski
- 7th-Toni Stropes
- 8th-Erin Brooker

Mr. Carlson, Mrs. Goetz, and Board Members Thank you to all of you for your dedication and support this year. Have a great summer and look forward to next year and many years to come for PC students. -Mike

Dental Clinic 2018

Dr. Grinter and his staff from Onsite Dental were here on Monday April 23 offering free dental services to Putnam County students. This year the clinic was open to all students in the district. The clinic was held at the Primary school and Johannes Bus Service provided transportation for the Elementary and Jr High students.

There were 84 consents turned in and 80 students were seen by Dr. Grinter (only 4 absent).

Primary-49
Elementary-20
Jr. High-12
High School-3

Unfortunately 5th graders were not able to attend because of a field trip that was already planned. I am hoping now that we have offered this service to the whole district that our numbers will continue to grow next year. Dr. Grinter provides every student with an exam and then based on need provides cleanings, sealants, and fluoride treatment.

44 students needed just preventative treatment
18 require restorative treatment, they need a filling/fillings
18 require urgent treatment, they have signs of infection, nerve exposure, abscess, or advanced disease state

The students who require restorative or urgent treatment are referred to Park City Dental or additional clinics that Dr. Grinter is providing in Streator and Peru.



Transportation Report

May 21, 2018

I conducted our monthly administrative team meeting on Wednesday, May 16, 2018. Irene Parola was not able to attend due to a family emergency.

- Again, our administrative team discussed end of the year items such as field trips, spring activities, shadow days, etc. We want to make sure to maintain clear communication so that no surprise routes or requests pop up out of the ordinary.
- We conducted the bus bid opening on Friday, May 18, 2018 at 10:00 am at the Zukowski Law Office. The initial bids were between Johannes and Illinois Central. I will be receiving the detailed reports late Friday or early Monday. However, at this point, it appears that Johannes has submitted the lower bid for our main routes. Again, we need additional time to evaluate the complexities of our bid specs to make sure everything is completed as required.
- I will continue to keep the board members updated as we move forward.

State Funding Update 5/21/18

The state still owes in the following categories

Special Education	\$ 21,752.53
Transportation	\$140,155.20
Early Childhood	\$ 61,800.00
Ag Grant	\$ 15,065.00
<u>Illinois Free Lunch</u>	<u>\$ 526.50</u>
	\$239,299.23

FAKED
5-1-18

Putnam County Community Unit School District #535
Carl Carlson, Superintendent
400 E. Silverspoon Avenue
Granville, IL 61326
Phone 815/882-2800, option 5
Fax 815/882-2802

Date: 5/1/2018

The CD bid in the amount of \$727,198.86 with a term of 12 months has been awarded to: North Central Bank.

The following summarizes each bank's submitted CD APY:

First State Bank 1.51

Granville National Bank 0.30

North Central Bank 1.57

Signature:

Carl Carlson, Supt.

AL

Investment Report
May 21, 2018

See Approved Bid Sheet for results of each bid.

The recommendation is to accept the highest bid of 1.57% from North Central Bank.

This is a 1.18% rate increase from the bid a year ago from First State Bank.

As you will see on the bid sheet, we had two banks submitting much higher, at least higher than normal, and competitive bids.

School Safety Proclamation

In addition to the various safety measures recommended by the Board Safety Committee and adopted by the Board of Education, the School Board is supportive of exploring the option of allowing approved staff to conceal carry at school in the event state law were ever to change permitting such an act. This of course would only be at the approved staff member's choice, and, only after the staff member could demonstrate that he or she had received proper and thorough training in the use of a concealed carry firearm.

Present this topic during the Safety Committee Update

Ask for a motion and a second in order to vote on accepting this Proclamation

Central Office Reconfigurations

Since our last Safety Committee meeting, there was insufficient time to fully acquire all estimates necessary to finalize a total dollar amount for central office reconfigurations. Superintendent Carlson is requesting a motion from the Board that once a total dollar amount is secured and if it falls under approved spending limits that the project(s) could commence. However, if the dollar amount exceeds the approved spending limit of \$10,000 board approval would be required.

Present this topic during the Safety Committee Update

Ask for a motion and a second in order to vote on accepting proceeding with the project pending spending limitations.

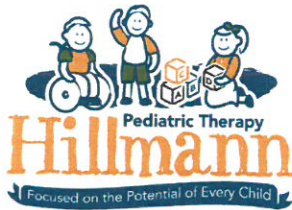
School Camera Access

Per the Safety Committee meeting, allowing Law Enforcement Access to our school cameras is underway. After discussion with our Tech Director, it is not as easy as just turning over our IP addresses. All of our cameras are run through the district's secured filters. This makes them inaccessible to anyone not associated or affiliated through our district network. We are in the process of purchasing or providing law enforcement with a school issued computer that is provided access

as a user within our district network. However, this is not something we want to broadcast publicly as there are some tech type people out there that may try to hack into our network and access our camera system. This is monitored through our filter system but we don't want to give anyone any ideas just in case.

District Security

Per our Safety Committee request, the district has been utilizing off duty law enforcement officers at large school or district based events. The district will continue to utilize this service as agreed upon per the hourly wage. Recent events have included the High School Awards/Scholarship Night, Prom, and Graduations.



Hillmann Pediatric Therapy, P.C.

850 Brook Forest Ave.
Unit L
Shorewood, IL 60404
(815) 730-1800
Fax: (815) 730-1835

941 Sixth Street
LaSalle, IL. 61301
(815) 224-3261
Fax: (815) 224-4512

1715 DeKalb Ave.
Suite #125
Sycamore, IL 60178
(815) 991-5760
Fax: (815) 991-5766

Mr. Carl Carlson
Putnam CCUD 535
400 E. Silverspoon
Granville, IL 61326

March 15th, 2018

Dear Mr. Carlson,

It's hard to believe another school year is coming to an end, but it is time once again to begin planning for next year. We have had another busy year and are thankful for the opportunity we have had to provide physical and occupational therapy services to students in 45 school districts. We will continue our commitment to providing districts with well trained, experienced therapists, and reliable, quality services as we plan our caseloads for the upcoming year.

Enclosed are two copies of our contract for 2018-2019 school year. While the contract language does not change, it does include a very small increase.

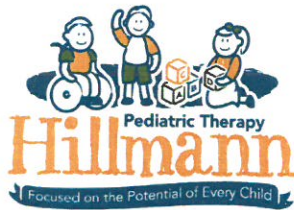
Please sign and return one copy of the contract to our Shorewood Office:

Hillmann Pediatric Therapy
850 Brook Forest Ave. UNIT L
Shorewood, IL 60404

If you have any questions or concerns, don't hesitate to contact me.

Sincerely,

Brenda Hillmann, PT
President
Hillmann Pediatric Therapy



Hillmann Pediatric Therapy, P.C.

850 Brook Forest Ave.
Unit L
Shorewood, IL 60404
(815) 730-1800
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Sycamore, IL 60178
(815) 991-5760
Fax: (815) 991-5766

Professional Service Agreement

Between

Hillmann Pediatric Therapy

And

Putnam County Community Unit District 535

- 1) This Professional Services Agreement (“Agreement”) is made by and between Hillmann Pediatric Therapy, (“Hillmann”), and Putnam County Community Unit District 535, (“Client”). It is anticipated that Hillmann will involve their own employees, agents or contractors in performing this Agreement.
- 2) **Independent Contractor Relationship.** This Agreement establishes an independent contractor relationship between Hillmann and the Client (hereinafter referred to collectively as “the Parties”) and all of the terms and conditions of this Agreement shall be interpreted in light of that relationship. Hillmann agrees to furnish professional services as provided in this Agreement as an independent contractor using Hillmann’s own means and methods. There is no intention to create by this Agreement an employer-employee or agency relationship between Hillmann’s personnel and the Client. This Agreement does not authorize Hillmann to perform any services that would cause Hillmann or its employees to be considered employees or nonemployee agents of the Client for tax, employment, liability, or other purposes. Hillmann acknowledges and agrees that Hillmann and its personnel will not be eligible for and will not receive any of the benefits provided by the Client to the Client’s employees. Hillmann is not, and shall not hold itself out to be, vested with any power or right to bind the Client contractually or to act on behalf of the Client as its contacting broker, agent, or otherwise.
- 3) **Criminal Background Check.** Any individual representing Hillmann, working on school premises or with Client’s students shall submit to a criminal history records check with the Illinois State Police and Federal Bureau of Investigation. The cost of background checks shall be paid by Hillmann.
- 4) **Term.** The term of this Agreement shall take effect August 1st, 2018 and shall continue through July 31, 2019 or until the Agreement is terminated in accordance with its terms. An Agreement for the 2019-2020 school year will be received by the Client prior to March 1, 2019 which must be returned to Hillmann prior to May 1, 2019 to assure continuation of service.
- 5) **Services.** The objective of this Agreement is for Hillmann to provide sufficient Occupational Therapy and Physical Therapy services for the Client’s students, so that the Client may fulfill its responsibility to provide a free, appropriate public education to its students, as required by IDEIA, 20 U.S.C. 1400 et seq. The obligations of Hillmann identified in this Agreement are collectively referred to as “Services”. Those Services include:

The provision of Occupational Therapists and Assistants and Physical Therapists and Assistants who are properly licensed to provide occupational and physical therapy in Illinois' public schools and are otherwise determined to be qualified to provide occupational or physical therapy in public schools and are familiar with the responsibilities of supportive services as that term is used in IDEIA and under Illinois law regarding the provision of special education.

- a) Prepare for and participate in IEP meetings;
 - b) Provision of direct and consultative OT services and PT services, as stated in students' IEP's;
 - c) Student evaluations to determine possible eligibility for OT and PT, as requested through the Client's referral process.
 - d) Providing ongoing consultation and collaboration with school staff and parents;
 - e) Availability to assist in the Client's RTI process as requested;
 - f) Recommending training to Client and providing teacher/staff training as requested;
 - g) Daily documentation and data collection related to the provision of OT and PT, including completion of Medicaid logs.
 - h) Attendance at student team meetings as requested;
 - i) Facilitation of student equipment needs.
- 6) Hillmann will provide the following supports to Hillmann personnel assigned to the Client with no separate charge to the Client. These supports were taken into consideration and incorporated into the hourly rate set for Service.
- a) Management of the referral process for OT and PT, in consultation with the Client;
 - b) Monitoring of the delivery of appropriate therapy as stated in students' IEP's;
 - c) Monitoring and management of caseloads of Hillmann personnel, in consultation with the Client;
 - d) Verification of the Client's administration regarding the needs of the Client's students that are addressed by OT and PT;
 - e) Providing ongoing support, training, mentorship and management of Hillmann personnel in the performance of the Services.
 - f) Support to Hillmann personnel assigned to the Client in communication and clerical tasks desirable and necessary to the performance of the Services identified in this Agreement.
- 7) The Client will provide appropriate treatment and work space for the use of Hillmann personnel on school district premises.
- 8) **Staffing levels.** Hillmann will provide adequate Occupational and Physical Therapy service hours to meet aforesaid IEP and support obligations.
- 9) **Fees.** The cost billed to the Client is \$72.00 per hour of OT/PT services. Mileage incurred by Hillmann personnel in the performance of the work identified to this Agreement, will be the responsibility of Hillmann.
- 10) **Billing.** Billing will be handled on a monthly basis, with each bill received by the Client's Business Office on or before the 15th of each month for Services rendered the previous month. Payment is required within 45 days of receipt.

Bills will be itemized, reporting each named therapist, the days actually worked by the therapist, and the hours worked. The appropriate documentation to support the bill will be determined by the Client in collaboration with Hillmann.

Hillmann will not bill insurance companies or any other parties for any Services. Client shall pay Hillmann Pediatric Therapy directly by check and shall send such payments to:

Hillmann Pediatric Therapy
850 Brook Forest Ave. - Unit L
Shorewood, IL 60404

11) **Termination.** This Agreement may be terminated by either party by providing 90 days written notice of termination.

Hillmann will provide an invoice for any outstanding billing and final payment within (14) days from the effective date of termination. Client shall pay the final invoice within (45) days of receipt of the same.

12) **Indemnification.** The Client hereby agrees to defend, indemnify and hold harmless Hillmann, its agents and employees, and each and every one of them, from and against all suits, costs, claims, expenses, liability and judgments of every kind and description actually and reasonably incurred, whether threatened, pending, or completed, including claims, suits, costs, expenses and judgments of officers, agents, and employees of the Client, and from and against all damages and expenses to which Hillmann may be subjected by reason of the actions of the Client's officers, agents and employees.

Hillmann hereby agrees to defend, indemnify and hold harmless the Client, its agents and employees, its officers, agents, and Board members and each and every one of them, from and against all suits, costs, claims, expenses, liability and judgments of every kind and description actually and reasonably incurred, whether threatened, pending, or completed, including claims, suits, costs, expenses and judgments of officers, agents and employees of Hillmann, and from and against all damages and expenses to which the Client may be subjected by reason of the actions or inaction of Hillmann, its employees, or agents pursuant to the performance of this Agreement.

13) **Non-Compete Agreement.** For a period of (18) months following the expiration or termination of the Agreement for any reason, at the option of either party, the Client will not hire any employees of Hillmann Pediatric Therapy and will not directly or indirectly solicit, induce, recruit, or encourage any Hillmann Pediatric Therapy employees to leave its employment, either on behalf of the Client or for any other person or entity.

14) **Complete Agreement.** This Agreement represents the entire Agreement of the Parties hereto and no other warranties, inducements, considerations, promises or interpretations shall be implied or impressed upon this Agreement.

Date: _____

Date: 3/15/18

Administrator
Putnam County Community Unit
District 535

Brenda Hillmann PT
Brenda Hillmann, PT
President

Recommendation to Approve Renewal of Hillman Pediatric Therapy Contract

As superintendent, I recommend to approve Renewal of the Hillman Pediatric Therapy Contract

Rationale

- This is an annual renewal for our district. The Hillman Pediatric Therapy contract provides our physical and occupational therapy needs within the school district. These services allow the district to remain compliant with providing mandated and necessary services for our students. The hourly rate for the contract as of January 1, 2017 was \$71/hour. The renewed contract is for \$72/hour and Hillman covers mileages for the service personnel. This is a minimal increase to a critical service. Upon a cost comparison of three other vendors provided to me from LEASE shows the cost to be extremely competitive. The area schools in the LEASE co-operative do not utilize any other service besides Hillman. Also, the personnel that come to our schools to provide these services for our students do an outstanding job. They have developed sound and trusting relationships which is so important in any therapy process. Therefore, I recommend to approve the renewal of this contract.

District Goal

Demonstrate increased academic achievement for all students

DRAFT RECUSAL POLICY
Incorporating Dennis's Comments

The following policy is hereby adopted in reference to employment-related issues pertaining to individuals related to a member of the Board of Education..

1. For purposes of this policy, the term "employees" includes licensed employees, educational support personnel employees, coaches, and persons holding extracurricular positions within the District.
2. For purposes of this policy, the term "related" extends to:
 - a. Members of a Board Member's household (i.e. individuals sharing residence with a Board Member), including individuals who have been a member of the Board Member's household within the year prior to consideration;
 - b. A Board Member's lineal family, including parents, grandparents, children, and grandchildren, including step-parents, step-grandparents, step-children and step-grandchildren, and including the spouses of those mentioned;
 - c. A Board Members' siblings (including siblings-in-law and step-siblings).
3. A Board Member will not be present and will not otherwise participate in committee or executive session discussions, and will abstain from discussions and voting during open sessions, regarding the hiring, firing or change in employment status of related persons. This policy does not pertain to or affect consideration, negotiation or decision-making pertaining to employees as a whole, or any class of employees as a whole, such as union negotiations, that do not single out a related employee.
4. In the event that any other family relationship exists between a Board Member and an applicant or employee whose relationship may be called into question, the Board Member is obligated to disclose to the Board such relationship regardless of whether recusal is mandated.
5. This policy shall govern future practices and employment decisions only and shall not apply to or have any affect upon past practices or employment decisions.
6. This policy is in addition to School Code provisions addressing business conflicts of interest. 105 ILCS 5/10-9.

Putnam County High School

Putnam County Community Unit School District #535

- Student & Parent Handbook –

2018-2019



Mr. Carl Carlson, *Superintendent*

Mr. Clayton J. Theisinger, *Principal*

Mr. Christopher Newsome, *Assistant Principal*

Where all students will learn and succeed, and all means ALL

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2018-2019 OFFICIAL SCHOOL CALENDAR

August 13 No School - Institute Day
August 14 No School - Institute Day
August 15 First Day of School (2:00 Dismissal)
August 16-17 2:00 Dismissal
September 3 No School - Labor Day
September 5 2:00 Dismissal
September 19 2:00 Dismissal
October 3 2:00 Dismissal
October 5 Institute Day – No School
October 8 No School - Columbus Day
October 12 End of First Nine Weeks
October 17 2:00 Dismissal
October 18 Parent/Teacher Conferences (4 pm to 8 pm)
pass out report cards
October 19 No School - Parent/Teacher Conferences (8am to Noon)
November 2 End of trimester (K-5)
November 7 2:00 Dismissal
Nov 21-Nov 23 No School - Thanksgiving Break
December 5 2:00 Dismissal
December 19 2:00 Dismissal
December 20 End of 2nd Nine Weeks-End of 1st Semester (2:00 dismiss)
Dec 21-Jan 6 Winter Break

January 7 Institute Day – No School
January 8 School Resumes
January 16 2:00 Dismissal
January 21 No School - Martin Luther King Day
February 6 2:00 Dismissal
February 8 End of trimester (K-5)
February 14 Parent/Teacher Conferences (4pm to 8pm)
February 15 No School-Parent/Teacher Conferences (8am to Noon)
February 18 No School – Presidents’ Day
February 20 2:00 Dismissal
March 6 2:00 Dismissal
March 8 End of Third Nine Weeks
March 20 2:00 Dismissal
April 3 2:00 Dismissal
April 12 2:00 Dismissal
April 15-22 Spring break
April 23 School resumes
May 1 2:00 Dismissal
May 15 2:00 Dismissal
May 21 End of trimester (K-5)
May 22-23 2:00 Dismissal
May 23 Report card day
Emergency days May 24, 28, 29, 30, 31

PARENT-TEACHER CONFERENCES

October 18th Parent/Teacher Conferences (4 pm to 8 pm)
October 19th No School - Parent/Teacher Conferences (8am to Noon)
February 14th Parent/Teacher Conferences (4pm to 8pm)
February 15th Parent/Teacher Conferences (8am to Noon)

DAILY SCHEDULES

Daily Schedule

1 st hour	8:00 - 8:47
2 nd hour	8:50 - 9:36
3 rd hour	9:39 - 10:25
4 th hour	10:28 - 11:14
5 th hour Class	11:17 - 12:03
5 th hour Lunch	11:14 - 11:44
6 th hour Class	11:47 - 12:33
6 th hour Lunch	12:02 - 12:33
7 th hour	12:36 - 1:22
8 th hour	1:25 - 2:11
9 th hour	2:14 - 3:00

2:00 Schedule

1 st hour	8:00 - 8:36
2 nd hour	8:39 - 9:15
3 rd hour	9:18 - 9:54
4 th hour	9:57 - 10:33
7 th hour	10:36 - 11:12
5 th hour Class	11:15 - 11:51
5 th hour Lunch	11:12 - 11:42
6 th hour Class	11:45 - 12:21
6 th hour Lunch	11:51 - 12:21
8 th hour	12:24 - 1:00
9 th hour	1:03 - 1:40
Activity Period	1:40 - 2:00

FINAL EXAM SCHEDULE

1st Semester: Day 1

1 st hour	8:00-9:00
2 nd hour	9:03-10:03
3 rd hour	10:06-11:06
4 th hour	11:09-12:09

1st Semester: Day 2

5 th /6 th hour	8:00-9:00
7 th hour	9:03-10:03
8 th hour	10:06-11:06
9 th hour	11:09-12:09

2nd Semester: Day 1

5 th /6 th hour	8:00-9:00
7 th hour	9:03-10:03
8 th hour	10:06-11:06
9 th hour	11:09-12:09

2nd Semester: Day 2

1 st hour	8:00-9:00
2 nd hour	9:03-10:03
3 rd hour	10:06-11:06
4 th hour	11:09-12:09

STUDENT HANDBOOK ACKNOWLEDGMENT

Name of Student: _____

Student Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies, and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere and encourage my student to adhere to all School and School District rules, policies, and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me or my student from being responsible for knowing or complying with School and School District rules, policies, and procedures.

Parent/Guardian Signature

Date

General School Information

BASIC GUIDELINES DISCLAIMER

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences, which will occur when said standards are not met. These are guidelines to be interpreted by the staff members at Putnam County High School. Each incident will be considered according to the individual merits of the case. School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

SAFETY PROGRAM

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention, bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designee must conduct a law enforcement drill during the academic year. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the School District and used as a digital two-way radio, and (4) when the school bus is parked.

CONVICTED CHILD SEX OFFENDER AND NOTIFICATION LAWS

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is on school property.

EQUAL EDUCATION OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*. Clayton Theisinger, Principal, Putnam County High School, Granville, Illinois 61326, Phone number (815)882-2800 ext. 4

SEX EQUITY

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Clayton Theisinger, Principal, Putnam County High School, Granville, Illinois 61326, Phone number (815)882-2800 ext. 4, is the coordinator for Title IV (Sex equity) and Section 504 (minorities).

ADMINISTRATIVE IMPLEMENTATION

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

FUNDRAISING

The following concession stand assignments are made for the purpose of athletic event fundraising:

Freshman Class – Girls' Basketball Games and Wrestling Meets

Sophomore Class – Volleyball Games

Junior Class – Boys' Basketball Games

In addition to assigned concession stands, all classes, athletics, and activities may participate in fundraising throughout the school year to support student organization purposes. Fundraising activities must be approved by the Principal or designee at the start of each school year. Faculty and staff sponsors should see the Principal or designee for approval procedures.

Principal: Mr. Clayton Theisinger, Principal
Putnam County High School
Granville, IL 61326
(815)882-2800 ext. 4

INTEGRATED PEST MANAGEMENT PLAN

Putnam County CUSD #535 is committed to providing students a safe environment. The District seeks to prevent children from being exposed to pests and pesticides; therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and non-chemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pesticides may be used. If such a control is used, parents and staff members can be informed of such prior to an application. A parent or staff member may contact the school building Principal if they want to be added to a registry for notification prior to chemical application. Only those that request such will receive advance notice.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If such a situation arises, written notice will be sent to those listed on the registry as soon as practical. If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

ASBESTOS MATERIALS

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD # 535 have been re-inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

FIRE DRILL

As soon as the signal is given for a fire drill, students are to report to the designated room spots with their current teacher or staff member. These locations can be found in any classroom or learning environment.

FIRE ALARM EVACUATION PLAN

If smoke or fire is detected within the school building, the nearest fire alarm should be activated. All individuals are to evacuate the building to the assigned spots with occupants out of the fire and emergency personnels' way. The school emergency response team will check restrooms and other areas to assure evacuation. Teachers are to take roll once in the designated location.

The following routes should be taken based on location:

Room 0 thru 1	Move west down hall and exit through eastern main entrance
Room 2 thru 6	Move east down hall and exit through east hallway door
Room 7 thru 12	Move east down hall and exit through east hallway door
Room 13	Move south and exit through eastern main entrance
Room 14 & 15	Move north down hall and exit through north hallway door
Room 16	Move south out of room and exit through west hallway door
Room 17	Move west down hall and exit through west hallway door
Room 18	Exit through shop's north door
Room 19	Move west down hall and exit through west hallway door
Room 20	Move west down hall and exit through west hallway door
Ag Shop	Exit through shop's north door
Ind. Arts Shop	Exit through shop's north door
Media Center	Move east down hall and exit through east hallway door or through exits
Auditorium	Exit through eastern and western main entrance door
Commons	Exit through eastern and western main entrance door
Kitchen	Move north down hall and exit through north hallway door
Principal's Office	Exit through main entrance
Conference Room	Exit through main eastern entrance
Guidance Office	Exit through main eastern entrance
Gym	Exit through west exit doors
Boy's Locker Room	Exit through north exit door
Girl's Locker Room	Move through west door and exit through west exit doors
Restroom	Through nearest outside door

INCLEMENT WEATHER (TORNADO) DRILL & SAFETY PLAN

The signal for an Inclement Weather Drill will be an announcement over the intercom. Upon identification of the signal, teachers will take charge of moving all students to an assigned Inclement Weather area as prescribed in the Inclement Weather Plan. Procedures and assignments are as follows:

1. Students go to an inside wall
2. Drop to your knees facing the wall
3. Bend over knees with hands covering head
4. Students are to remain quiet

Room 0 thru 2	Turn right outside of room and go to the center of the hallway
Room 3 thru 6	Turn left outside of room and go to the center of the hallway
Room 7 thru 10	Turn right outside of room and go to the center of the hallway
Room 11 & 12	Turn left outside of room and go to the center of the hallway
Room 13	Proceed to interior classroom area
Room 14 & 15	Turn left outside of room, go through the double doors, take cover against FCS/kitchen wall
Room 16 & 17	Proceed to interior classroom area
Room 18	Proceed to interior classroom area
Room 19	Proceed to interior storage rooms
Room 20	Turn right outside of room and go to center of the hallway
Ag Shop	Proceed to interior classroom area
Ind. Arts Shop	Proceed to interior classroom area
Media Center	Go to the nearest hallway, go the center of the hallway
Auditorium	Out main door take cover against auditorium front wall
Commons	Take cover against kitchen, auditorium and faculty wall
Kitchen	Take cover in kitchen restroom
Principal's Office	Exit office and go to auditorium entrance wall
Conference Room	Exit office and go to auditorium entrance wall
Guidance Office	Exit office and go to auditorium entrance wall
Gym	Go to shelter in the locker room showers
Boy's Locker Room	Take cover in the shower room
Girl's Locker Room	Take cover in the shower room

*Students will be released from the Inclement Weather Area by administration.

EARTHQUAKE DRILL & SAFETY PLAN

At the start of a drill, or as soon as shaking starts, the teacher asks students to drop and cover, facing away from windows. Students are to remain under shelter and silent until the shaking stops. Students who are in a classroom should crawl beneath desks or tables (if possible), place their heads between their knees, and cover their heads with their arms. Students should avoid being under the ceiling lights or near objects that could fall, such as bookcases, etc. Students who are in the hallways or large open areas should move to an interior wall, crouch down, and cover their heads with their arms. Students who are outdoors should move away from buildings and utility wires and either lie down or sit down. *Leave building as prescribed in the Building Evacuation Plan when the earthquake is over or instructed to do so by the teacher.

GRADING PERIODS

Nine Week Grading Periods

1st Quarter: August 15, 2018 – October 12, 2018

2nd Quarter: October 15, 2018 – December 20, 2018

3rd Quarter: January 8, 2019 – March 8, 2019

4th Quarter: March 11, 2019 – May 23, 2019

*Report cards to be distributed within 5 days after the end of each grading periods. Report cards are available for review on TeacherEase. Parents/guardians or students may request a paper copy of a report card from the school office at any time.

SCHOOL CANCELLATION/DISMISSAL DUE TO WEATHER

Inclement Weather Plan

The decision not to open school because of inclement weather conditions rests with the Superintendent. There are numerous factors involved in the decision, from the state legal requirements for days of school attendance to the safety and welfare of the students. Every attempt will be made for adequate notification to parents through the appropriate media.

Cancellation

The Putnam County CUSD #535 policy is to hold classes whenever possible. School will be canceled whenever it is determined that the school buses will have difficulty completing their routes. The administration is interested in insuring the safety of the students and must also carry out its assigned task of education. The final decision whether a child should be kept home because of bad weather rests with the parent. Any time parents are worried about bad roads or weather, they may keep their child at home as an excused absence.

BlackBoard Connect System

The BlackBoard Connect service is a reliable, robust communication solution designed specifically for K-12 administrators and educators. This system is utilized by PCHS for informing families, students, and the community of emergencies and other school-related happenings. In addition to Blackboard Connect, the school website will be utilized for informing of emergencies as well as daily events.

In addition, the District will utilize an app and texting service to alert all subscribers of cancellations or other District notifications.

Coordinator: Mr. Carl Carlson, Superintendent

Delayed Start

The Superintendent may elect to delay the start of school by one or two hours for bus route completion. If this decision is made by the Superintendent, an announcement will be made on local radio stations and through Blackboard Connect as early as possible. When an announcement is made that buses will be delayed either one or two hours, school opening will be delayed by the same amount of time, and no students are expected in the buildings before the delayed opening time.

Early Release

When school is in session and a winter storm is entering the area, every attempt will be made to dismiss classes early to ensure that all students can reach home safely. If an unexpected storm enters the area, all students will be held in the buildings until condition's change to allow their safe return home.

Extracurricular Events

Varsity practice and games are not directly affected by school closings because a small number of young adults are involved. For information regarding varsity and sophomore events – whether they will be held or canceled – listen to your local radio stations **or opt to receive texting and app notifications from the District.**

1. When school is closed because of weather conditions, all junior varsity and freshmen games **and practices** are automatically canceled. Scheduled varsity and sophomore events may be played.
2. When school is closed, all junior high games and practices are canceled.
3. All other extracurricular meetings after school are canceled when school is closed because of weather.
4. When an extracurricular event is in session after school hours and a winter storm is approaching, the sponsor is responsible for insuring that all participants get home safely by following the procedures set for the regular school day.

Radio Station Announcements

In addition to postings on the school district website (www.pcschools535.org), all announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations:

	AM	FM		AM	FM
WLPO/WAJK	1220	99.3	WLPO/WAJK	1220	99.3
WLRZ – Peru		100.9	WZOE – Princeton	1490	98.1
WIRL – Peoria	1290				

VISITOR CONDUCT ON SCHOOL PROPERTY

The following definitions apply to this policy:

“School property” – School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

“Visitor” – Any person other than an enrolled student or employee.

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

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

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. 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;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

COMMUNITY RELATIONS

Parental Involvement

In order to ensure collaborative relationships between students' families and the District and to enable parents/guardians to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

Parent Advisory Committee

The Parent Advisory Committee (PAC) for Putnam County Community Unit School District #535 is a committee of parents representing the various villages and grade levels served by the school. The purpose of the PAC is to provide direct two-way communication between the school, the parents, and communities. The committee will meet once during each grading period during the school year. Parents who are interested in serving on the PAC are encouraged to contact the Building Principal.

PROFESSIONAL PERSONNEL

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois license that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - c. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be licensed for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified for their assignments;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and

3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *certified*.

OPERATIONAL SERVICES

Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

Fee Waiver: Eligibility Criteria

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. 1758; 7 C.F.R. Part 245 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will give additional consideration where there are extenuating circumstances.

Fee Waiver: Eligibility Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to the National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to the National School Lunch Act.

Fee Waiver: Determination and Appeal

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

Free and Reduced Price Food Service (FRPFS)

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

FRPFS: Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

FRPFS: Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

FRPFS: Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

FRPFS: Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in *7 C.F.R. 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools*. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-priced meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

INSTRUCTIONAL PROGRAMMING

Title I Programs

The Superintendent or designee shall pursue funding under *Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act*, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

English Learners

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

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

For questions related to this program or to express input in the school's English Learners program, contact Mrs. Courtney Balestri by phone at (815)882-2800 ext. 2.

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may conduct a review as to whether such hardship continues to exist in accordance with State law.

Education of Children with Disabilities

The School District shall provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s students with disabilities.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen and are prohibited by law from doing more than such treatment.

Parents/guardians of students who are injured or who become ill (i.e., fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; please keep the office informed of any changes. In the event of an emergency, the schools will first try to contact the parent/guardian. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

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

child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Care of Students with Diabetes

If a child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school Principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any changes which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact Mr. Clayton J. Theisinger, Principal.

Life Threatening Allergies and Life Threatening Chronic Illnesses

State law requires the School District to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules. If a student has a life-threatening allergy or life-threatening chronic illness, the parent/guardian is asked to please notify the building Principal at 815-882-2800 ext. 4.

If a child requires an inhaler or auto injector, he or she has the option to carry it on him or her, provided the appropriate paperwork is filled out and on file in the school office. Please contact the school's office for needed paperwork.

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

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

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Student Medication

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student." When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a

medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student’s name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a “School Medication Authorization Form.” The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

INSTRUCTION AND CURRICULUM

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student’s best interest. The course shall include classroom instruction on distracted driving as a major traffic safety issue. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs*, and *Course Substitution*, and 7:260, *Exemption from Physical Activity*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

Sex Education Instruction

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this materials, please complete the following statement and return it to your child's classroom teacher within 5 days:

I request to examine the instructional materials and course outline for this class.

Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following class attendance waiver statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or course on:

- Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.
- Family life instruction, including in grades 6-12, instruction on prevention, transmission and spread of AIDS
- Instruction on diseases
- Recognizing and avoiding sexual abuse
- Instruction on donor programs for organ/tissue, blood donor, and transplantation

Student (please print)

Parent/Guardian (please print)

Parent/Guardian (Signature)

Date

Attendance, Enrollment, and Registration

ADMISSIONS

New Students

All eighth grade graduates who live within the District are automatically admitted to the high school.

Any student who transfers into District #535 may enroll if accompanied by a resident parent or guardian. Guardianship/residence may have to be proven to the satisfaction of the Superintendent. Students transferring in are required to provide a “Student in Good Standing” form provided by the school previously attended.

Previously Enrolled Students

Any student who was previously enrolled at Putnam County High School may re-enroll under the following conditions:

1. Be accompanied by a parent or guardian. Guardianship/residence may have to be proven to the satisfaction of the Superintendent.
2. It is recommended that students enroll in the first two weeks of a new semester in order to gain credit. While students may enroll at any time, late enrollment may jeopardize the student’s chance to earn credit.
3. Satisfy all debts from the previous enrollment.
4. Be under twenty-one years of age and able to graduate before reaching twenty-one.

Transfer Students

Any student who wishes to transfer into Putnam County High School must first demonstrate legal residence in the District. Students and parents must be responsible for the transfer of records and compliance with health regulations. Students may not begin school until residence in the District is validated and school/health records are up to date and on file at Putnam County High School. Students transferring into Putnam County High School must also demonstrate that they were students in good standing at their previous school. Students who were serving suspensions or expulsions will not be admitted until their suspension/expulsion are concluded. Students entering Putnam County after extended leaves from school must have transcripts validated and will be placed at the discretion of Putnam County High School. Students entering during a semester may not be able to gain credit during that semester.

ATTENDANCE POLICY

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age

while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program*.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
10. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers to and from Non-District Schools*.

11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the School and District.

Students who miss 5% or more of the prior 180 regular school days without valid cause (i.e., a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the School and District will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. Cross Reference: PRESS 7:70, *Attendance and Truancy*. A truant is defined as any student subject to compulsory attendance at school who is absent without valid cause for a school day or any portion of a school day. Truancy may also be defined as willfully walking out of a class before dismissal or being more than five (5) minutes late to a class.

A student will serve one detention for a one period truancy. A student that is truant for the majority or entire school day will receive an in-school suspension. The length of this in-school suspension will be progressive based on the student's previous truantries.

Excessive Absences

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of ten absences from any class for the semester. The eleventh absence per class per semester is considered excessive and may result in a loss of credit for that class. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to gain credit.

- Step 1: When a student has accumulated five (5) absences, excused or unexcused, in the same class in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.
- Step 2: Upon the seventh (7th) day of absence in the same class in the same semester, a notice will be sent to the parents from the Principal's office.
- Step 3: On the tenth (10th) absence from the same class, each semester, a notice will be sent to the parents from the Principal's office. Every absence after the 10th, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day in that class.

Consideration of Absences after the 10th Absence

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official documentation of an appointment to the Principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. Absences for an extended period of time for a valid medical reason will be blocked and counted as one day absent for the purposes of this policy.

It is within the sole discretion of the high school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause, then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The Principal, dean of students, or other designees of the Principal are the only persons who can excuse absences.

Absences in Driver Education

Per State of Illinois law, all students enrolled in a driver education course must obtain at least 30 hours of classroom instruction. Based on the scheduled length of the course, any student who misses more than 5 class periods will not be able to complete the required 30 hours and will be dropped from the course.

Home and Hospital Instruction

A student who is absent from school for an extended period of time or ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin as soon as eligibility is established. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

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

Absences

The State of Illinois allows the school to sanction only absences for "valid cause." "Valid cause" for absence shall be illness, observance of religious holiday, death in the immediate family, family emergency, and shall include other situations beyond the control of the student as determined by the Principal or other circumstances that may cause reasonable concern to the parent for the safety and health of the student. Therefore, parents must keep the school informed as to why their children are absent by telephoning the school at either the 24-hour answering machine, 815 882-2800 ext. 6, or, the school office during school hours.

A student with a temperature of 100 degrees or above must stay out of school until 24 hours after the fever is gone. Please contact the school nurse with any questions (ext. 547).

Determining Excused or Unexcused Absences/Tardies

The Principal or designee will decide whether a student is to receive an excused or unexcused absence/tardy regardless of the parents' approval for their child's absence.

Students have a limited of 10 excused absences per semester, which may be given for the following reasons:

1. Student illness, serious enough to keep him/her at home.
2. Illness in the family of such a nature that the student's help is needed at home.
3. Death in the immediate family.
4. Unusual circumstances that must be approved in advance by the Principal.

Unexcused absences are given for the following reasons but does not serve as an exhaustive list:

1. Oversleeping
2. Problems with the car
3. Shopping
4. Picnics
5. Unexplained "Personal Reasons"
6. Missing the bus

An unexcused absence will result in a student not being allowed to make up class work or assignments, which may result in a loss of a grade for such work. Students may make up assessments (e.g., quizzes, tests) from an unexcused absence. The student holds responsibility for contacting the teacher and scheduling a time for such makeup.

In certain courses and circumstances, the student may not be given the right to make up a missed assessment due to an unexcused absence. An exhaustive list of circumstances pertaining to this exception is not possible, but these cases will be documented in the course's syllabus at the beginning of the semester. The Principal or designee will hold the final decision as to whether or not the student may make up the missed assessment.

PCHS does not encourage students to come to school when they are ill.

Attendance Computation

The following are used as a baseline for student attendance:

1. 150 minutes equals one-half day credit in the attendance register.
2. 300 minutes equals a full credit in the attendance register.

Prearranged Absence

At times parents become aware that an absence will be necessary and they wish to arrange for the student to be out of school in advance. The procedure for prearranging an absence is as follows:

1. The student must bring a written request from home at least three (3) days in advance, the student must notify all his/her teachers.
2. It remains the student's responsibility to obtain all work missed during an absence and the work must be turned in the date of the return to school.

A senior or junior may be excused for two (2) college/military days to visit a college, recruitment office, or for a job interview. These dates must be prearranged with the Guidance Counselor at least (3) three days in advance with written notification from the college, recruitment office, or interviewer as well as written documentation of the visit provided upon the student's return to school. Noncompliance with these stipulations will be cause for the absence to be unexcused.

Makeup Work Policy

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. The student, though, will be given the opportunity to complete any missed assessments or exams that were given during the absence(s). The student is responsible for coordinating a date and time to complete these assessments. The teacher may elect to provide these assessments immediately upon the student's return to school if the teacher deems the student ready for such completion.

Academic Information

ACADEMIC OFFERINGS AND REQUIREMENTS

Registration Procedures

Every student must enroll in at least seven (7) subjects each semester. Physical education is considered a subject. In addition, students are expected to take a study hall unless other arrangements have been made with the guidance counselor.

Course Add/Drop Policy

All students must take a minimum of seven (7) subjects each semester including Physical Education and Driver Education. Due to the time and effort involved in scheduling and in the best interest of students, schedule changes are kept to a minimum. In order to make a schedule change; the following procedures will be used:

Students may add a course before the fifth class meeting at the beginning of each semester only.

Dropping a class at the end of first semester is discouraged; however, students may drop a class at the end of the first semester if it is felt to be in the best interest of the student. The student will be required to add a class in place of the dropped class. Classes are added or dropped by scheduling a conference with the Guidance Counselor. The counselor will notify the teachers involved with the added class and dropped class before changes are finalized. After the conference, a note from the parent or guardian of the student must support any schedule changes, which are deemed to be in the best interest of the student. If a student drops a class after the drop deadline in a given semester, a grade of "F" will be recorded in that class.

Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

1. Four years of language arts.
2. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
3. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course if the pupil successfully completes Algebra II or an integrated mathematics course with Algebra II content.
4. Two years of science.
5. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required for graduation beginning with the freshman class of 2016-17.

6. One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, or (D) vocational education.
7. One semester of health education.
8. Daily physical education classes.
9. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
10. Nine weeks of consumer education.
11. 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.

Service Learning

The purpose of the service learning graduation requirement is to promote citizenship by preparing students to become tomorrow's leaders through preservation and conservation in our community. These hours must be community-based service whereby a student does not receive financial or other benefit for his/her volunteer work. **Also, hours may not be served during the scheduled school day.** All students will need 24 service hours to fulfill this graduation requirement. Please refer to the Service Learning Handbook for details related to this program.

PC College Start

PC College Start is a partnership between Putnam County High School and Illinois Valley Community College that provides an opportunity for academically qualified students to enroll in college classes through IVCC as part of their high school coursework. This unique partnership between PCHS and IVCC allows high school students to attend college classes during the fall, spring, and summer while earning both high school and college credits. The financial obligation is a student/family responsibility. Student's interested in *PC College Start* need to see the Guidance Counselor.

Area Career Center Offerings

The following courses are available to recommended juniors and qualified seniors at the LaSalle-Peru Area Career Center:

Intro to Programming, Computer Repair and Maintenance, Illinois Valley Entrepreneurial Opportunities, Machine Technology, Residential Wiring, Welding, Automotive Technology, Basic Fire Skills, Cosmetology, Culinary Arts, Health Occupations, Building Trades, Child Care-Early Childhood Education, Computer Aided Drafting

Special Note: A bus is provided by the school district to transport the Area Career Center students to and from the Center. Therefore, there will be no personal cars driven to and from the Center unless permission is obtained from both schools in advance.

Credit for Proficiency, Non-District Experiences, and Course Substitutions

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.

2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses 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 Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building Principal or designee to receive credit for any non-District course or experience. The building Principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building Principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Substitutions for Required Courses

A high school student may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Standardized Testing and Grade Level Determination

The purpose of standardized testing is to:

1. Help evaluate the extent which each school in Illinois is meeting the state goals for learning.
2. Describe how schools and districts perform in comparison to the state and the nation.
3. Chart the progress of schools, districts, and the state over time.
4. Generate information that can be used for school accountability, policy making, and future improvement.

Putnam County High School will use the following standard to determine grade level and eligibility for testing:

- Grade 9 – A student must have freshmen standing and have earned no more than **11.5 credits**.
- Grade 10 – A student must have sophomore standing and have earned at least 12 credits.
- Grade 11 – A student must have junior standing and have earned at least 24 credits.

All students meeting appropriate grade levels will be tested; out-of-grade-level testing is prohibited. Accommodations and participation of bilingual students and students with IEP's are governed by the State of Illinois and federal guidelines.

GRADING SYSTEM

Report cards are distributed at the end of each quarter. The following grading scale is used to determine course grades:

Interval	Grade	GPA
100% - 98%	A+	4.0
97% - 93%	A	4.0
92% - 90%	A-	3.67
89% - 88%	B+	3.33
87% - 83%	B	3.0
82% - 80%	B-	2.67
79% - 78%	C+	2.33
77% - 73%	C	2.0
72% - 70%	C-	1.67
69% - 68%	D+	1.33
67% - 63%	D	1.0
62% - 60%	D-	0.67
<60%	F	0.0

FIGURING SEMESTER GRADES

Semester grades will be recorded on transcripts and within a student's permanent file. Semester grades are calculated based on the following percentages:

- Quarter 1 (or 3) – 40%
- Quarter 2 (or 4) – 40%
- Final Exam – 20%

The final percentage obtained determines the final letter grade and GPA for the semester.

GRADING WEIGHTING CLASS RANK

Weighted courses will include a 1.0 addition to the final GPA obtained for the course, unless the student received an "F," in which case a 0.0 will be the final GPA. Weighted courses include the following:

American Literature	British Literature	Creative Writing
Pre-Calculus	Trigonometry	AP Calculus
Chemistry	Physics	AP Biology
Spanish III	Spanish IV	Sociology
AP English Language & Composition		AP English Literature & Composition
Speech	Advanced Mathematics II	Advanced Mathematics III
IVCC Dual Credit Courses		

*Students taking a nontraditional sequence of courses (e.g., PC College Start) may have college coursework equivalent to the courses listed above weighted for GPA purposes. The Principal holds final decision as to whether or not the course is considered equivalent and can be subject to weighting.

CLASS RANK

Class rank will be determined by the cumulative GPA at the end of each semester.

Any student whose GPA may be disadvantaged when the student takes an extra course in lieu of study hall may have that course not calculated into the cumulative GPA. This provision is subject to approval by the Principal and may only be granted prior to the end of the first semester of senior year. In addition, the grade must be at least an 90% for approval.

The valedictorian, salutatorian, and top ten will be recognized at the end of eight semesters of course work.

Incomplete Grades

Incomplete grades will be designated on the report card as an “I”. Such grades are issued when a student fails to complete assignments or is absent for a period of time. Incomplete grades must be removed within three weeks following the close of the preceding nine weeks. “Incompletes” not made up within the prescribed time limit will revert to a failing grade of “F.” The student is responsible for making arrangements with teachers for incomplete work. There will be no incomplete grades issued at the end of the school year.

Honor Roll

Students achieve “Honor Roll” status by earning between a 3.0 and a 3.49 GPA for all courses during the grading period.

High Honor Roll

Students achieve “High Honor Roll” status by earning at least a 3.5 GPA for all courses during the grading period.

Additional factors:

1. Students will be named to the honor rolls at the end of each quarter and at the end of each semester.
2. A student will not be considered for either honor rolls until all incomplete grades are made up.

Student Guidelines for Coursework at IVCC

PCHS Students who wish to take course work at IVCC for high school credit must meet the following guidelines:

1. Students must be approved for classes by IVCC.
2. Students may not receive high school credit for college course work unless it is approved in advance by the high school Principal and Guidance Counselor.
3. If a class is offered at PCHS, a student is not allowed to take it at IVCC for high school credit.
4. No more than 4 units of credit from nontraditional sources can be used to meet graduation requirements at PCHS, with the exception of students enrolled in PC College Start.
5. Semester classes at IVCC of 3 to 4 credit hours are equivalent to one semester credit at PCHS.
6. Course work counts toward extracurricular eligibility.

Graduation Incentives Program for Students at Risk of Academic Failure and/or Dropping Out

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or parent/guardian
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities law, as it may be amended from time-to-time.
- Graduation incentives program
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

The Superintendent or designee shall develop the required partnerships necessary to build a comprehensive plan to re-enroll high school dropouts in the District through the IHOPE Program. The IHOPE Program shall include all components required by State law and regulations. Any student who wishes to earn a high school diploma must meet the prerequisites to receiving a high school diploma in policy 6:300, *Graduation Requirements*.

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is a fourth or fifth year senior;
3. The student assumes responsibility for all fees; and
4. The building Principal approves the course in advance.

Distance Learning Courses, Including Virtual or Online Courses

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The building Principal approves the course in advance.

Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building Principal.

Dual Credit Courses

A student who successfully completes dual credit courses may receive high school credit, provided:

1. The student is in good academic standing;
2. The course is approved in advance by the student's Guidance Counselor and the high school Principal
3. The student assumes responsibility for all fees.

Final Exams

All students at PCHS will be required to take final exams at the end of each semester. Final exams serve as a summative assessment with the purpose of measuring the cumulative learning of a student. Though not practical for all courses, these assessments will be designed to allow for authentic application of knowledge and skills in addition to necessary content recall. As such, final exams requiring extensive timelines may be assigned early in the semester with due dates and final tasks to be completed during the final exam days.

Seniors with at least a "C-" in a course during second semester will be exempt from second semester final exams. Those not earning at least a "C-" will be provided with final exams prior to graduation.

Student Conduct & Expectations

Student Responsibility

The regulations of Putnam County High School have been carefully prepared to provide academic, social, and emotional benefits to the maximum number of students based upon a proven educational philosophy.

It is the responsibility of the Principal, by direction of the School Board through the Superintendent, to operate the school to the optimum educational benefit of the individual students.

As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. Therefore, any complicity in, or responsibility for, action detrimental to good order, health, safety, or the educational process will be resolved by the Principal, or designee with the aid of the school staff. Following the rules of due process, such resolutions may result in penalties ranging from reprimand to suspension from school not exceeding 10 days, and/or referral to the Board of Education with a recommendation for expulsion. The following responsibilities are required of all students at Putnam County High School:

1. To become informed and adhere to the rules and regulations of Putnam County High School, established by the Board of Education, and implemented by the school administrators, teachers, and other staff members.
2. To respect the rights and individuality of other students, school administrators, teachers, and staff members.
3. To refrain from libel, slanderous remarks, and obscenity, in verbal and written expression.
4. To dress and groom in an appropriate manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present at all required school functions.
6. To refrain from gross disobedience or misconduct or behavior that materially or substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

Gross Disobedience/Misconduct

Continuing disobedience and/or chronic violations of school rules, probation terms, or discipline contract which has either interfered with the rights or safety of the faculty/staff and/or other students or disrupted the students' education process is considered gross disobedience and shall be subject to the Board's disciplinary penalties for misconduct. Any behavior that is considered glaringly obvious, flagrant, or extremely coarse and vulgar behavior will be considered gross misconduct. Gross misconduct is a serious violation of the educational process and, depending on the nature of the act, may be punished with a suspension and a possible recommendation for expulsion.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, and vaping devices or products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the *Weapons Prohibition* section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building Principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) the device is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building Principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school

or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges, including but not limited to attendance at dances, extracurricular events, or other school-related activities
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension.
7. After-school study.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity; such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons; when the misconduct involves any verbalization or action that could be considered threatening to the safety and security of

students, staff, or the learning process; or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
- (2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

Re-Engagement of Returning Students

In order to foster a successful return to Putnam County High School [PCHS] for students who were issued an expulsion or suspension of 10 or more days, the procedures outlined below have been established by administration. The intent of these procedures is to help a student re-assimilate to the behavioral and academic expectations in the general education setting.

1. Prior to the first day of re-entry to PCHS, the student and his/her parent(s)/guardian(s) will meet with the Assistant Principal and/or Principal to review the academic and behavioral progress of the student and identify supports necessary for success in the school setting. Items to be reviewed include any behavioral reports or grades submitted by the serving school or support service, as applicable.
2. Within the first week of re-entry to PCHS, the student will meet with the school social worker to address any social or emotional needs that have arisen due to the expulsion or suspension.
3. Within the first 4.5 weeks of re-entry to PCHS, the student will meet with the Assistant Principal and/or Principal to identify behavioral and academic progress within the school setting and review the provision of supports identified prior to re-entry.

4. Between 4.5 and 9 weeks of time after re-entry to PCHS, the student will meet with the school social worker to address any further social or emotional needs that have arisen due to the expulsion or suspension.
5. The Assistant Principal, Principal, or Social Worker at PCHS will communicate with parents/guardians in regards to any behavioral concerns during the first 9 weeks after re-entry.
6. The parent/guardian will seek communication with the Assistant Principal, Principal, or Social Worker in establishing wrap-around support to promote the success of the student in the school setting.
7. Throughout the first 9 weeks of re-entry to PCHS, the student's grades will be informally monitored by the Assistant Principal and/or Principal on a weekly basis. Any notice of declining grades by administration will be communicated to the parents/guardians.

Teacher-Assigned Detention

Teachers are the first line of school discipline, and classroom management is the key to effective education. Teachers may assign detentions for inappropriate behavior. The duration of the teacher detention is determined by the teacher, but the total length may not be longer than an office detention (i.e., 37 minutes). When necessary, teachers will allow one day for students to make appropriate arrangements. Students who fail to report for a teacher assigned detention will be referred to the office and assigned to one office detention.

Office Detention

Office Detentions are scheduled for Mondays, Tuesdays, and Thursdays from 3:03 PM to 3:40 PM and every day during scheduled lunch periods. Office detentions can be assigned for minor or more serious disciplinary infractions. Students will be assigned to the next available date unless other arrangements are made with the Principal or designee. Failing to make up the rescheduled detention will result in an in-school suspension. Any subsequent missed detentions after a student has used the opportunity for make-up will automatically result in an in-school suspension.

Classroom Evictions

As stated elsewhere in the handbook, teachers are responsible for classroom discipline; however, occasions may arise when students are evicted from class. In such cases, a student will be sent out of class by a teacher when the student's conduct would keep the class from continuing in an educational manner. The student must report immediately to the Main Office. When possible, the student will have an immediate conference with the Principal or designee. The teacher will complete the behavior referral in TeacherEase. The Principal or designee will note the student's version of the incident. The student will be assigned discipline based upon the actions leading to the eviction and consideration of previous, related actions. The teacher's version and student's version do not have to agree. The teacher who evicts the student from class will contact the parents/guardians of the student as early as possible. A student who self-evicts from a class may be considered in violation of school policy on insubordination. In cases of a student self-eviction, the Principal or designee, and classroom teacher shall meet to discuss the circumstances of the self-eviction and the consequences for the self-eviction.

Behavior Remediation Plans

Upon consultation with the Principal and a student's parents/guardians, a teacher may elect to place a student on a remediation plan. This plan will spell out for the parties concerned the expected behaviors for a class. It will

also define the consequences for a student's failure to change disruptive behavior. A failed remediation plan may result in the student being dropped from the class or suspended depending on the seriousness of the misconduct.

In-School Suspensions

The Principal or designee may assign an in-school suspension to a student for serious or repeated violations of school rules. In-school suspensions are scheduled during the school day and may range from one period to an entire day depending upon the student's actions and previous, related actions. During the in-school suspension, the student will be given all appropriate assignments to be completed from the missed periods of class. Students who complete work (in the designated time) during an in-school suspension will receive full credit for that work. Students who refuse to serve an in-school suspension, or students who are evicted from an in-school suspension for disruptive behavior, may be assigned an out-of-school suspension.

Some infractions that could lead to an in-school suspension include, but are not limited to, the following:

1. Multiple cell phone infractions
2. 5th tardy and all subsequent tardies
3. 2nd truancy infraction and all subsequent trancies
4. Leaving school without permission
5. Theft
6. Driving to and from ACC without permission
7. 5th detention excluding tardies/unprepared for class
8. Failure to report to an assigned office detention

A student receiving excessive in-school suspensions may be restricted from extracurricular participation if the coach/sponsor chooses to include this consequence in the team/club rules. The Athletic Director will communicate with the coach/sponsor whenever a student has received excessive in-school suspensions during a season (i.e., 3 or more suspensions).

Out of School Suspensions

The Principal or designee may suspend a student from Putnam County High School. Suspensions are issued for serious violations of the discipline policy. In all cases the student will be given an opportunity to meet with the Principal or designee and have the opportunity to explain his/her guilt or innocence. The student must keep in mind that this is not a court of law and school is held only to the standard of "reasonable suspicion." Upon the decision to suspend, the parent will be notified as soon as possible. Students who are not satisfied with the results of the preliminary hearing may request, in writing, a hearing with the Superintendent and/or the Board of Education.

Students who are suspended from school will receive 100% credit for schoolwork missed during the suspension if work is turned in immediately upon return to school. A student will be provided the opportunity to make up any test, quiz, or other assessment. The student holds responsibility for contacting the teacher to set a date and time for the make-up of this assessment.

Expulsion

In cases of gross misconduct or conduct, which is specifically in violation of this Code, the Principal or Superintendent may recommend to the School Board that expulsion proceedings be initiated. The Board has the authority to expel a student for up to two years under the School Code.

The following procedure will be followed for any student who is a first time violator of the District policy against possession and/or use of drugs or alcohol at school or at a school sponsored event:

1. A ten (10) day suspension will be assigned.
2. Law enforcement officials will be notified of the offense.
3. An expulsion hearing will be scheduled within ten (10) days of the offense.
4. The administration will notify the parents and student that the suspension will be reduced to five (5) days if the parent and student agree to enter into an informal probation with the Putnam County Probation Office.
5. The Board will hold the expulsion hearing but agree to hold the expulsion in abeyance if the student successfully participates and completes the informal probation.
6. The Board reserves the right to reinstate the expulsion if the student does not agree to, or successfully complete, the informal probation program.

STUDENT INTERNET RULES

Adopted from the Putnam County Community Unit School District's #535's letter to parents and "Authorization for Internet Access" 623.0E2 of the School Board Policy Manual.

Acceptable Use Policy for Internet Use

All use of the Internet shall be consistent with the District's goals of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions:

1. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The building Principal or designee will make all decisions regarding whether or not a use has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining authorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent.
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;

- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual’s account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of use privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Student, parent(s)/guardian(s), and teachers need sign this *Authorization for Internet Access* annually while enrolled or employed by the School District.

Additional PCHS Rules

1. Using the Internet for chat rooms is not permitted at PCHS.
2. Using the Internet in defiance of the rule may result in the loss of Internet privileges or District Internet access.
3. Loss of Internet privileges at PCHS will impact some classes.
4. Using e-mail for any non-educational purpose is not permitted. Using e-mail for other than educational purposes may result in the loss of Internet privileges on school computers.
5. Chromebooks are provided to students for academic purposes only. Please refer to the Chromebook Policy for a detailed list of student responsibilities related to device usage.

RESTRICTIONS ON PUBLICATIONS AND WRITTEN OR ELECTRONIC MATERIAL

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate due to the maturity of students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications and Web Sites Accessed or Distributed at School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd or vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in perception that the distribution or the material is endorsed by the District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Student Created or Distributed Written or Electronic Material Including Blogs

A student engages in gross disobedience and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

School Jurisdiction

The following rules and regulations for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student; the conduct may reasonably be considered to be an interference with school purposes or an educational function; or the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

CRIMINAL ACTS

Any actions by a person that are a violation of the criminal statute of the State of Illinois will be subject to disciplinary action by the administration/school board. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions will include suspension and/or recommendation for expulsion from school. The following is a partial list of criminal acts, which may lead to the arrest and prosecution in the criminal courts. PCHS does participate in the mandated reciprocal reporting of criminal activity with the authorities.

Arson

The malicious, intentional attempt to burn any property.

Breaking and Entering

Breaking and entering is the forceful entry into the property of another student or into any portion of the school property.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not

owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Clayton Theisinger, Principal
Putnam County High School
402 E Silverspoon Ave
Granville, IL 61326
(815)882-2800 ext. 4
theisingerc@pcschools535.org

Chris Newsome, Assistant Principal
Putnam County High School
402 E Silverspoon Ave
Granville, IL 61326
(815)882-2800 ext. 4
newsomec@pcschools535.org

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.²

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate

harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

Sexual Harassment of Students Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student nondiscrimination coordinator, building Principal, or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the building Principal for appropriate action.

Intimidation or Harassment

All students are to be free to attend school without concern of threats or demands. Sexual harassment is a form of discrimination that violates the 14th Amendment to the U.S. Constitution, Title IX or the Educational Amendments of 1972, and most state constitutions. In its simplest terms, sexual harassment is deliberate and/or repeated sexual or sex-based behavior that is not welcomed and is not asked for. It may be, but is not limited to: physical touching or interference with movement, verbal epithets, derogatory comments or slurs, and/or visual displays of derogatory cartoons, drawings, posters, or messages. In order to constitute sexual harassment, the conduct must be unwelcome, undesirable or offensive to the harassed person, and not be solicited or incited by that person. Likewise, general harassment refers to conduct which targets race, nationality, ethnicity, religion or

disability. Harassment of, or threats to students, employees of the District, or the board of education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion.

Cyber Harassment

Any communication or materials created outside of school, including Internet messages, text messages, phone messages, that are discussed or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

Fighting or Assault/Battery

Assault and battery includes attempting to cause and/or causing injury to another student or staff member. Disputes between members of the school community should be settled through proper channels. Any student participating in a fight or assault may be suspended out of school, expelled, or otherwise disciplined. Additionally, any student who incites encourages and/or instigates a fight between parties and is reported as doing so by a staff member may be suspended from school.

Explosives, Incendiaries, Firearms, Weapons, and Look-alikes

To bring any kind of explosive material or lookalikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, lookalikes or any other weapons, whether concealed or not. No student will be in possession of any object, which could reasonably be considered as a potential hazard to another person or another person's safety. Any student, who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the school code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the student code. On a case-by-case basis the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means the possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or lookalikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Fire Alarm and Firefighting Equipment

Setting off false alarms or tampering with firefighting equipment is unlawful. Suspension and a possible recommendation for expulsion may result.

Gangs, Gang Activities and Unauthorized Organizations

The presence of gangs, gang activity, and gang related material causes a substantial disruption of the educational process. A gang is defined as any group of two or more persons whose purpose includes the commission of illegal acts, disruptive behavior and/or activities prohibited by law or by the school districts rules

and regulations. The following rules have been enacted to prevent disruption and prevent gangs and gang activities by restricting the actions which foster such activities or which, because they are performed in relation to gang activity and endanger even those students who do not intend to show gang affiliation or membership. No student on or about school or at any school function:

- a. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, sign, symbol, or other things that may be viewed as evidence of membership in a gang. This includes the wearing of coats and hats during the school day.
- b. Shall commit any act or omission, or use any speech, either verbal or nonverbal showing membership or gang affiliation.
- c. Shall use any speech or commit any act promoting the interests of any gang activity, not limited to: soliciting others for membership in any gangs; requesting any person to pay protection or otherwise intimidating or threatening another person; committing any other illegal act or other violation of school district policies; or inciting other students to act with physical violence upon any other person.

Any student who is first suspected of violating any section of the above rules may be required, after being informed of the reasons why he/she is suspected of a violation and given the opportunity to state his/her version of the events, to surrender any material or thing or to take whatever steps necessary to rectify whatever is alleged to violate the policy. A conference may be required. Any material or thing surrendered by the student will be returned to the parent upon request. A refusal to surrender material or things or to rectify the violations can result in the student being suspended for insubordination. Any student who violates the above rules will be subject to suspension and/or expulsion.

Body piercings representing gang affiliation are subject these rules. Body piercing is not always symbolic of gang affiliation; however, it may raise a concern regarding health and safety. Infections, injury to self, and other consequences are possible. These concerns and concern over obvious disruptions of the educational environment will be handled case by case as outlined above.

Cellular Communication Devices and Electronic Paging Devices

Students may possess a cellular phone during the school day, but it must be turned off and out of sight, except during their lunch period and three-minute passing period. Students who use a cellular phone during the school day, or fail to keep it concealed, except during their lunch period or passing period, may have the phone confiscated and returned at the end of the day. Progressive discipline will be issued in the following manner for failure to follow cell phone expectations:

1. First violation – A verbal warning will be provided by the teacher or other personnel to put the cell phone away.
2. Second violation – The cell phone will be confiscated by the teacher, placed in a viewable location on the teacher's desk, and returned at the end of the class period.
3. Third violation – The cell phone will be confiscated and sent to the office by the teacher. The student may pick up the cell phone at the end of the school day.
4. Fourth violation – The cell phone will be confiscated and sent to the office by the teacher. The parent/guardian of the student must pick up the cell phone at the end of the school day or when available.

Violations of cellular device policy will continue to accrue throughout the entire school year.

All subsequent violations will result in more severe consequences. Failure to give up their cell phone results in insubordination and may lead to an out-of-school suspension.

Theft

Unauthorized removal or possession of students' or staffs' property or of school property will result in disciplinary action appropriate to the offense.

Trespassing

All visitors must register in the main office upon arrival. Students are not permitted in restricted areas. Students who are suspended or expelled are not permitted on school grounds during the suspension or expulsion.

Vandalism

Littering, defacement, or destruction of property belonging to students, staff, Board of Education, or District #535 will result in disciplinary action. Vandalism can include tampering with safety equipment and the use of spitballs or other materials expelled via one's mouth.

Alcohol, Controlled Substances, and Lookalikes

The possession or use of tobacco products, electronic cigarettes, alcoholic beverages, drugs, drug paraphernalia, or look-alike substances, or being under the influence of same, is prohibited at any time, at any school in the District. Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug paraphernalia, controlled substance, look-alike, tobacco, or tobacco product is prohibited in school buildings, on school buses, and on all other school property or school related events at any time. For the purpose of this policy, look alike substances shall be defined as a substance which by dosage unit, appearance including color, shape, size, container and/or packaging, or markings, would lead a reasonable person to believe that the substance is a controlled substance, or is expressly or impliedly represented to be controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance. For the purpose of determining whether the representation made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance under this clause (2) of subsection (y) the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- a. Statements made by the owner or person in control of the substance concerning its nature, use or effect;
- b. Statements made to the buyer or recipient that the substance may be resold for profit;
- c. Whether the substance is packaged in a manner normally used for the illegal distribution of controlled substances;
- d. Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings, or weekends. For purposes of this policy, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession. Any student who manufactures, sells, delivers, transfers, possesses, uses or is under the influence of any alcoholic beverage, marijuana, any controlled substance, look alike substance or related drug paraphernalia other than as prescribed by a physician, or any other intoxicating substance on school grounds, at any school sponsored event or any other occasion that the school shall have legitimate interest in regulating, shall be

subject to disciplinary consequences including up to ten (10) days suspension from school and recommendation for expulsion.

Reasonable Suspicion-Based Testing

If a reasonable suspicion exists (based on specific, contemporaneous, and articulable observations), a school administrator may request a student submit to testing to determine if there are any prohibited substances in the student's system. Students who refuse to submit to testing will be suspended for possession and use. A positive test will result in suspension. In either case, a recommendation for expulsion may occur. A portion of the suspension and or the recommendation may be held in abeyance during a probationary period during which the parents may choose to enter their child in a counseling program. The decision regarding this will be made by a certified district administrator.

Possession: Any student who is in possession of, or in control of, any alcohol, or other illegal or controlled substance. Possession is defined as to the student's person, clothing, supplies, locker, desk, automobile, or school property used for the storage of said substances.

Delivery/intent to deliver: Transfer of, possession, or control of any prohibited substance, whether or not that substance is in that person's immediate possession. Delivery includes but is not limited to any gift, sale, or exchange or other transfer with or without payment or other considerations. Penalties for violations of the above policy can range from suspension to an immediate recommendation for expulsion.

Paraphernalia: The possession, use, distribution, purchase, or sale of drug paraphernalia is prohibited. Examples of drug paraphernalia includes rolling papers, pipes, clips, and needles. Violation of this policy may result in the student being suspended or recommendation for expulsion.

Search and Seizure

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

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

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

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

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

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.

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

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy and causes a substantial disruption to learning or the learning environment. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Police Assistance

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

STUDENT REGULATIONS

Leaving School Grounds without Permission

Putnam County High School has a closed campus. Once students arrive at school they are not permitted to leave until the conclusion of the school day without permission from the Principal or designee. A student will be considered to have arrived at school once the student boards the school bus, is dropped off at school or an area adjacent to the school, or is the driver or passenger of a vehicle on school property, including the roadway surrounding the vicinity of the school. A student that is off campus without permission will be considered truant and additional consequences added for being off campus. The consequence for a first offense will be an in-school suspension. Further consequences will be determined based on previous trancies and related offenses.

In addition, students who leave campus driving a motor vehicle shall also face loss of driving privileges. Students driving a motor vehicle who also pick up other students that have arrived at school will face a loss of driving privileges.

School Property

If a student damages school property, the student will be charged for the repair or replacement of the damaged property. The student may also be subject to disciplinary action.

Lockers

Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal, or unsafe within.

Purses and Book Bags

In order to maintain a safe environment in the classroom, book bags, purses, and all other bags are to remain in their lockers. Large bags of any sort are not allowed in hallways or classrooms during the school day without prior approval from administration.

Use of Vulgar, Obscene Language or Gestures (Not Directed at School Personnel)

Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Name calling, racial slurs, or derogatory statements addressed to others are not tolerated. Violations will result in disciplinary action.

Disrespect/Use of Vulgar, Obscene Language or Gestures Directed to School Personnel/Insubordination

All members of the school community must treat each other with respect at all times. Disrespectful, demeaning, or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Insubordination is the failure to obey a reasonable request.

Student Language/Student Expression

The administration reserves the right to prohibit expressions, which may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expressions that are considered obscene to minors; are libelous or slanderous; injures, harasses, or invades the privacy of other people; or disrupts the orderly operation of school.

Use or Possession of Tobacco

Students are not permitted to smoke or chew tobacco, **or look-alikes**, on campus, anywhere in the school building, or at any school function. Smoking is prohibited on buses. To possess, consume, or smoke tobacco in any of its forms, including electronic cigarettes or **vaping devices and products**, is prohibited. All tobacco products will be confiscated.

- 1st incident: office detention
- 2nd incident: in-school suspension
- 3rd incident: progressive in-school suspension

A fourth incident is a flagrant violation and will be handled accordingly. In addition, county and local ordinances prohibit use of tobacco. Violations will be reported to law enforcement.

Student Appearance

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

Inappropriate Dress

Putnam County High School encourages students and their parents to select responsible styles of dress that are appropriate for a healthy educational environment conducive to the educational achievement of the educational goals of the community. The responsibility for appropriate dress for school rests with the students and the students' parents. It is necessary for schools to outline what is inappropriate and can cause a substantial disruption of the educational process. Students should maintain an appearance that will not impair or endanger their health or safety.

A complete list of what is inappropriate for school and what would cause a disruption of the educational process would be impossible. Some examples are listed below to use as guidelines:

- a. The clothing that students wear should cover them from a covered shoulder to mid-thigh. Short shorts, halter or tube tops, transparent clothing, bare midriffs, and low cut or sagging pants are not allowed.
- b. Yoga pants or lookalike pants may be worn given that shirts cover their buttocks.
- c. No clothing is allowed that displays or communicates drug or alcohol advertisements or names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or violent messages.
- d. During the school day, coats, jackets, hats, or bandannas are not to be worn in the building.
- e. Clothing with holes in inappropriate places may not be worn.
- f. Hats are not allowed to be worn in the building at any time.
- g. Shoes are to be worn at all times.
- h. Any clothing, symbols, and so forth that relate to gang symbols, gang membership, etc. are not to be worn.

Students who dress in an inappropriate manner will be given the opportunity to rectify the situation. Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the Principal or designee. The Principal or designee will meet with the student in a timely manner, advise the student of the problem and alternatives, and attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken. Continued violations of the above policies will necessitate more severe disciplinary actions, which may include suspension. The listed procedures and expectations are applicable to any and all school-related events, including but not limited to, athletic events and dances.

Tardy Policy

1. Students are tardy if they are not in their seat when the bell rings or in the room headed to their seat.
2. A student who is more than five minutes late to any class will be considered as absent and truant for the entire period.
3. The tardy system will be in effect for only a semester and will begin again in the new semester. Each tardy will be submitted by the classroom teacher to the office and the office will record total tardies, not tardies per class period. On the first and second total tardies, there will be a verbal warning. On the third and fourth total occasion of tardiness the office will inform the student that a third tardy has occurred, and an office detention will be assigned. A fifth and all subsequent tardies will result in an in-school suspension. Chronic tardiness will result in a meeting with the Principal or designee, student, and parents/guardians of the student.

Copying

All school assignments turned into the teachers for course credit are presumed to be the individual work of the student unless otherwise identified. Copying or permitting another student to copy material turned in for course credit will result in the loss of credit for such material and could result in a failing grade for the marking period. The parents will be notified by progress report and disciplinary action may result.

Plagiarism

Plagiarism, a mode of cheating, is defined as the use and presentation of any idea originating from another without proper accreditation to the owner. This definition includes, but is not limited to, the use of full documents or segmented ideas (sentences, paragraphs, or paraphrased thoughts) through an academic work.

Whether intentional or unintentional, plagiarism is still considered stealing intellectual property. If a student does not understand how to properly recognize their source(s) of information, it is his/her responsibility to utilize existing resources (a published style manual such as <https://owl.english.purdue.edu/owl/resource/589/01/> or an instructor's advice) to ensure that plagiarism is avoided. Therefore, if plagiarism is detected in the work of any student in any class, the assignment will result in the loss of credit and could result in a failing grade for the marking period. If a student feels wrongly accused of plagiarism, it is the student's responsibility to prove that he/she is the original owner of the work.

Cheating

Dishonestly using, submitting, or attempting to obtain data or answers to classwork, assignments, and assessments, by deceit or by means other than those authorized by the teacher could result in a zero on the assignment, notification of parents, and possible disciplinary action.

Forgery

Forgery is altering information with the intent to deceive. This includes the use of forged materials and any form of pass abuse and of deceptive phone calls to impersonate or misrepresent identity.

Passes

During a class period a student must have an official pass or a student planner in order to be in the halls. The pass must have the student's name, date, time, and an authentic teacher's signature. Students are required to show their passes to a teacher when asked. Students who are in the halls without authorization will receive a detention, and students who are chronically wandering will lose pass privileges. Students who wish to leave the school building (i.e., to go to their car or to any other restricted area) must receive a pass from the office signed by the Principal or designee.

Restricted Areas

Students are barred from the following areas during the school day unless they have special permission: all parking lots, bus area, athletic and physical education fields (unless participating in class, practice, or game), maintenance rooms, kitchen, stage area, locker rooms, and storage areas. Students found in restricted areas may be subject to disciplinary action.

Restraint

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm. Section 5/24-24 of the Illinois School Code establishes that a teacher or other employee of a District providing related school services or other school personnel may use reasonable force for the purpose of self-defense or defense of property.

Obstruction of an Investigation/Slander/Libel

Students who willingly obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false, present a potential danger to students and staff safety and will be subject to the Board's penalties for misconduct. Students who willingly and knowingly make false statements about other students, faculty, and/or staff members to intentionally injure a person's reputation shall be considered in violation of the school policy against harassment.

Confiscated Materials

Materials/items/contraband deemed inappropriate for school may be confiscated. The high school is not responsible for anything that remains unclaimed after 10 days.

Permit to Leave School

Students are not to leave the school building during the school day without receiving clearance from the office. Occasionally it becomes necessary for students to leave school during the day or for a portion of the day. Students who leave with valid cause must receive permission from the main office. A doctor's note or other means of verification of absence may be required. Students who become ill during the school day should report to the office. If possible, parents/guardians will be called to release the student. No student will be released without permission from a parent or guardian identified on the emergency forms.

At no time should a student leave school without permission from the Principal's office. Failure to observe this rule will result in an unexcused absence. Students in violation of this policy will be considered truant. Additional violations of this rule may result in suspension.

Public Display of Affection

A public school building is not the time or the place for kissing of any kind and/or other forms of public display of affection. Students will be admonished on the first offense by the teacher or staff member. Second and all subsequent offenses shall result in disciplinary action. This policy extends to school grounds, parking lots, school buses, school sanctioned activities, transportation to and from school events on school vehicles, and at any school-related function.

Restrooms

The restrooms located at the west end of the building are for use by students before and after school and during lunches only. During the school day the washrooms located in the classroom corridor should be used.

School Day

All students must report to the commons area or to their scheduled first period classroom upon entering the building prior to the beginning of the school day. Students who are late in arriving to school for the start of the school day should report to the Main Office before going to class. Teachers will be in their classrooms by 7:50 a.m. each day in order to make themselves available to students who might need help. We encourage students to make use of this time.

Driving to School

Students who drive to school will park their car upon arriving and not return to the car until the end of the school day. Students must park in the west parking lot. The first row of parking is reserved for faculty and staff. Students should not park in those areas. Students who drive to school can be denied the privilege of using the school parking facilities by violating the above standards or by reckless driving or other inappropriate behavior in the school parking lot. This includes, but is not limited to, smoking in vehicles, squealing of tires, and speeding or carrying on any activities in violation of the school rules described herein. Disciplinary action will be taken for violations of these rules, which could include detention, suspension, or expulsion. Driving to and from the Area Career Center is expressly forbidden unless prior permission is obtained from the Principal. Violation for driving to ACC without permission is an in-school suspension and two-week driving suspension.

School officials may search vehicles on campus if there exists a reasonable suspicion of contraband in violation of state law or school rules.

Students who drive to school must register their vehicles in the office within the first two weeks of school or when they begin driving to school.

Security Cameras

Putnam County High School is equipped with security cameras that maintain 24-hour video security. Cameras are placed at entrances, in hallways, and within parking lots. The school office has a monitor so that school personnel can observe school areas. Video records are kept and may be reviewed when safety or security issues are involved. Tapes may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate or administrative purpose. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

Field Trips and Recreational Class Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

Regulations Governing High School Dances or Other Activities

1. School sponsored dances at night may only be held the day preceding a day on which school will not be in session.
2. Students who are not part of the Putnam County High School student body are not permitted to attend unless accompanied by a PCHS student. PCHS students must submit the name of the guest using the dance request form to the dance sponsor at least three days in advance of the dance or activity. Students who are below the 9th grade or above 20 years of age will not be allowed to attend PCHS dances.
3. Clothes worn at the dances must be appropriate for the occasion and throughout the occasion. Please refer to the section detailing inappropriate dress for details.
4. No dances will be held without supervision and prior approval of the Principal.
5. Evening dances will close no later than 11:00 p.m.
6. Students who are absent from school during the day may not attend extracurricular activities after school or in the evening. Students must be in attendance by the start of second hour to participate in any afterschool activities.
7. Students must be in attendance prior to the start of second hour on Friday for dances held on Saturday.

8. Students who leave a dance will not be readmitted.
9. Students must arrive at the dance no later than 8:30 and may not depart until 10:30, unless other time parameters have been set for the event.
10. Students who have received a concussion and are being excused from academic classes due to the concussion will not be permitted to attend the dance.

Putnam County High School students, who wish to bring an outside guest to a school dance (including Prom), must submit the name of their guest along with a school dance request form to the administration at least **3** days in advance. The guest must follow the instructions stated on the form regarding entering the dance and will be required to show a photo ID. No out of school guests who are 21 years of age or older will be approved for participation or admitted to school dances. No junior high students will be admitted to school dances. The administration reserves the right to deny the participation of any outside guest at any Putnam County High School dance.

Alternative School

Students who have been assigned to alternative school have permission to be on school grounds while waiting for transportation to alternative school (wait in the entrance to the school). When returning from the alternative school, students should leave the school grounds immediately or wait in the main entrance for transportation.

Student Services

AWARDS AND CERTIFICATES

There are many valuable awards and honors, which can be earned by students at PCHS. Students are honored at special programs presented in May with awards and certificates for the following:

Anne Cioni Memorial Teacher Scholarship	Judy Gedraitis Award
American Legion Awards	Knute Hamel Scholarship
Athletic Awards	Magnolia Masonic Lodge Scholarship
American Red Cross Scholarship	Mike Anders Language Scholarship
Anderson-Alleman Education Scholarship	Music Booster Scholarship
Bill Biagi Memorial FFA Alumni Scholarship	National Honor Society
Brenda Bishop Memorial Scholarship	Nelson Family Trust Scholarship
Cooperative Work Education Student of the Year	North Central Bank CBAI Scholarship
D.A.R. Award	PCEA Scholarship
Deck Memorial Scholarship	Pam Veronda Scholarship
Dusty Khoury Scholarship	Perfect Attendance
Educators of Beauty Scholarship	Pletsch Memorial Scholarship
Eloise Howland Memorial Scholarship	Prairie State Achievement Awards
Farnsworth Essay Contest	Quill & Scroll
First Farm Credit Services Scholarship	Reading Awards
Granville America Legion Award	Rezin Scholarship
Hazel Marie Boyle Memorial Scholarship	Robert V. and Marquerite Klein Service Scholarship
Helen H. Tyler Scholarship Honor Roll	Service Above Self Award
Hopkins Alumni Scholarship	Top 10 Seniors
Hubert J. Mennie Memorial Scholarship	Walter D. & Hazel Marie Boyle IVCC Scholarship
Illinois State Scholars	Wilhelmina Whitaker Award
IVCC Foundation Scholarships	William I. Tyler Scholarship
Joyce Kuhne Scholarship	WYSE Awards
John R. Housby Memorial Scholarship	

SPECIAL EDUCATION SERVICES

Special Education services are provided through a cooperative with the LaSalle Educational Alliance for Special Education. If a student is currently part of a case study evaluation or receiving special education services, an IEP meeting will be called and include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

CAFETERIA

The cafeteria is for those who want to take advantage of a hot meal every day. Availability and costs are as follows:

Breakfast

Time Served: 7:00 AM – 7:55 AM

Cost: \$1.60

Lunch

Time Served: M, T, Th, F - 11:14 AM – 11:44 AM (5th) and 12:03 PM – 12:33 PM (6th)
W – 11:12 AM – 11:42 AM (5th) and 11:51 AM – 12:21 PM (6th)

Cost: \$2.40

Extra Milk: \$0.40

Breakfast and lunch menus are available for viewing on the District website. Students' meal accounts are managed through TeacherEase and can be checked anytime via the online website. (Students eligible for Free and Reduced Lunch who have delinquent debt will be allowed to use money for meal purchase at time of service; see USDA School Meal Policy for further details www.fns.usda.gov/school-meals/policy/all)

MEDIA CENTER

The high school Media Center is well equipped with reference materials, books to enrich the curriculum, current magazines, recreational reading, and daily newspapers. Audio-visual aides will be available for student use.

GUIDANCE SERVICES

The primary function of this office is to assist students in making educational, vocational, and personal decisions. Each student will be scheduled for at least one conference a year; however, students are urged to schedule additional conferences whenever they need assistance. Appointments are made by stopping at the guidance office between classes, before or after school, and asking for a conference during the student's study hall. A library of college, scholarship, and occupational information is maintained in the guidance office and students are invited to browse through this material by making prior arrangements.

RESPONSE TO INTERVENTION (RTI)

RtI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career. Please refer to the RtI handbook for further details regarding the program.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the District.

The District maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of District's policy, is posted on the school website. Information can also be obtained from the **school social worker**.

SCHOOL BUS INFORMATION

Students are to observe the same rules on the bus as in school. School authorities may enforce school disciplinary rules as it relates to misconduct in school.

The District provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration.

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

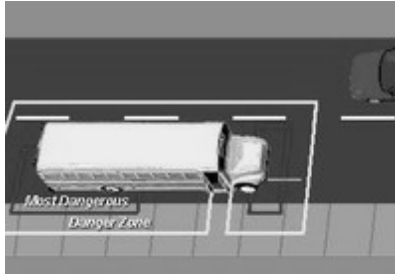
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building Principal or designee.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to ten (10) consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The student's parent/guardian has responsibility to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. As permissible by the bus company, administration may allow students to drink water depending upon environmental or other conditions.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Mr. Clayton J. Theisinger, Principal

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

Use of Video Cameras on School Buses

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student or other person. Audio portions of tapes may be reviewed. They are also reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the building Principal), transportation director, bus driver, sponsor, coach, or other supervisor. A videotape may be reused or erased unless it is needed for an educational or administrative purpose.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Bus Conduct

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building Principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. The student's parent/guardian has responsibility to notify the school that the student does not have alternate transportation.

Instruction to School Bus Riders

Proper bus conduct is emphasized every year at the start of school. All riders, parents of riders, and teachers should become thoroughly familiar with the rules governing school bus riders.

While riding the bus, students are required to comply with all Johannes Bus Service rules posted in front of each bus, which are as follows:

- Passengers must be on time at the designated school bus stop; the bus cannot wait for late arrivals.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

The following procedures will be used for each valid incident. The progression of offenses listed below is for each semester:

1. 1st Offense
Written warning from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, and may be given detention(s) or missed lunch(es)/recess(es) at school. The warning is sent home for parent notification with parent response requested.
2. 2nd Offense
Written incident report from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, and shall be given automatic detention(s) or missed lunch (es)/recess (es) at school. The report is sent home for parent notification with parent response requested.
3. 3rd Offense
Written incident report from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, and given two to nine days of bus suspension, as issued by the school Principal. Parent is notified of offense and written report sent home with parent response requested.
4. 4th Offense

Written incident report from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, and given a bus suspension up to ten (10) days, and bus expulsion for remainder of the semester may be recommended to the Board of Education. Parent is notified of the offense and written report sent home with parent response requested.

5. 5th Offense

Written incident report from the bus driver or supervisor submitted to the building Principal. Student is notified of the offense, counseled, suspended, and bus expulsion will be recommended to the Board of Education. Parent is notified of offense and written report sent home with parent response requested.

STUDY HALL POLICY

The policy for study halls at Putnam County High School is that they must be used for studying and academic purposes. Any activity not defined as an academic purpose is impermissible. Students may listen to music using earphones and collaborate with peers at the discretion of the study hall supervisor.

Student Behavior Rules

1. Students are to be in their assigned seats when the bell rings.
2. Students may not talk without prior permission from the study hall teacher.
3. A student must sign out every time he or she leaves the Media Center or study hall room. Students may sign out to the restroom, only, with special permission or a pass.

Media Center

1. Students are to keep all four legs of their chairs on the floor to prevent damage to the chair or themselves.
2. Throwing anything in the Media Center can result in a detention. Throwing anything dangerous can result in suspension from study hall.
3. The school rule about not taking soda or other liquids in a classroom will be strictly enforced in the Media Center and all computer areas.
4. After roll is taken, students may leave their seats without permission to use the reference books, magazines, newspapers, books, vertical files, or to check out materials. Students are to immediately return to their assigned seats with necessary materials.
5. The table and chairs in the magazine area are to be used for faculty, staff, and visiting adults for a conference area.
6. At the end of the period, students are expected to pick up any garbage around their tables and push in their chairs before leaving the Media Center.

Restrooms

1. After roll is taken, students may sign out to the restroom.
2. Only one (1) boy and (1) girl are to sign out to the restroom at any one time.
3. Restroom passes are limited to 3 minutes.
4. Restroom passes are for the hall restrooms only, unless special permission is given.

Classroom Passes

1. A student who is going to attend another teacher's classroom must have that teacher write a pass and give it to the study hall teacher prior to that student's study hall hour. The study hall teacher will allow that student to leave after roll is taken.
2. A student must sign in when leaving and returning to study hall.

3. A student must return to sign in at the end of the period when out on a classroom pass. The pass must be returned to the study hall teacher with the returning time and signature of the supervising teacher.

Collaborative Study

Students may study together with permission when:

1. They are studying for a test.
2. They have a group project.

These students will be moved to the reference tables, if available. Otherwise, students are expected to do their own homework.

Special Rules for Classroom Study Halls

1. Students follow the same basic rules as the Media Center study hall.
2. Students may ask for passes to the Media Center to get materials after the first five (5) minutes of study hall. This allows the Media Center study hall teacher time to take roll and check passes.
3. Students may be given passes to go the Media Center for materials. These passes are for five (5) minutes to get materials and return to their study hall.
4. Students requiring extra time for research must explain their need to get a research pass from their study hall teacher or the library media specialist.

MEDIA CENTER POLICY

Magazines and Newspapers

1. Current issues of magazines will be displayed in a magazine rack in the Media Center. All students may use the magazines in the Media Center.
 - a. Current magazines may not be taken from the Media Center during the school day without special permission.
 - b. Current magazines may be checked out for overnight during the last period of the day or after school and must be returned before the first class the next school day.
 - c. Some current magazines may be kept behind the circulation desk and in the media office. These may be used in the Media Center by signing a pink card.
2. Back issues of magazines may be checked out for two (2) weeks. To obtain a back issue, the student should use the Abridged Reader's Guide or the First Search to make selections. Current and back issues of magazines are checked out using barcodes through the automation system.
3. Current copies of daily newspapers will be available in the Media Center.
4. Students are not to mutilate magazines and newspapers.

Reference, Reserve Books, and Databases

1. All dictionaries, encyclopedias, atlases, and special references are found in the "Reference Section" of the Media Center.
2. Reference Books may not be taken from the Media Center during the school day without special permission.
3. Some Reference Books may be checked out overnight.
4. Reference Books should be returned to the correct place in the Reference Section when the student is finished with it.

5. Reserve Books are special books or other materials taken from the regular shelves and placed on “Reserve” for a limited time for a specific class. The teacher of that class makes the request.
 - A. Reserve material may be checked out for any one period during the school day but must be used in the Media Center.
 - B. Reserve materials may be checked out for overnight during the last period of the day or after school and must be returned before the first class the next school day.
6. Online databases are available through the Media Center. Students and staff can access these through the District’s website by clicking Menu on the upper right side of the site, then clicking “Library Information.” Databases include Gale Student Resources in Context, Opposing Viewpoints in Context, and World Book Online. Login and password information are available from the Media Director or in the Media Center.

General Circulation

All books in general circulation and vertical files may be checked out for two (2) weeks.

1. All materials from general circulation may be renewed for an additional two (2) weeks unless there is a “hold” on the material.
2. Students should bring their selections to the circulation desk where the Media Center Assistant will scan the barcodes to check out materials through the automation system and write the due date. The students may check out materials only under their own name.
3. A book drop in the circulation desk will be provided for the return of all Media Center materials.
4. When a book is removed from the shelf for browsing, the student should return the book to the correct place on the shelf.
5. All materials taken from the Media Center must be properly checked out at the circulation desk.
6. There will not be a limitation of the number of materials, which a student may check out, unless he/she proves unable to be responsible for materials.

Audio-Visual Materials

1. All audio-visual materials are listed in the Public Access Computer (PAC).
2. All audio-visual materials may be checked out of the media center with a teacher’s permission. The student will be responsible for all Audio Visual materials and any borrowed equipment.

Overdue Materials

1. A fine of five (5) cents per day will be charged for overdue general circulation books and back issues of magazines.
2. Because the Media Center has a limited number of Reference Books, current issues of magazines, and Reserve materials, a special fine of twenty (20) cents per day will be charged for these overdue materials. This special fine will be charged for materials not returned by the end of the first period following an overnight check out.
3. Fines are to be paid in the Media Center.
4. A lost or mutilated book must be replaced with the actual cost of the book.

Extracurricular Activities

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities. To participate in an extracurricular activity after school, (including practice sessions) a student must be in attendance at the start of second period. On shortened or special schedule days, a student must be at school by 8:50 AM (Exception: Prior approval to be absent by the Principal).

Extracurricular Activity Fees

The Putnam County CUSD #535 Board of Education has established a fee structure for student extracurricular activity participation for the 2018-2019 school year.

Category	Junior High	High School
*Clubs	\$15	\$25
Puma Crew	\$5	N/A
Panteras	N/A	\$40
Play/Musical	N/A	\$20
**Cheerleading/Athletics (per sport)	\$25	\$40
Concussion Test	\$5	\$5

*One fee for as many clubs as desired

**Per sport

Students will be expected to pay a monthly rental fee for band, unless they own their own instruments.

Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.

In order to avoid undue financial hardship, a \$300 family limit exists. The family holds responsibility for keeping track and verifying extracurricular fee payments. Charges for instrumental rentals are not included in the \$300 family limit.

Indigent applications for waiver of the extracurricular fees are available at the time of registration in August.

Other Activity Fees

Vocational Fees	\$10.00 per class per semester
Driver's Ed	\$50.00
Art	\$10.00 per class per semester

Extracurricular and Athletic Activities Code of Conduct

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The required certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."¹
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Policy.²
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;³
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA)

Putnam County High School is a member of the IHSA. As a member school, Putnam County High School abides by the IHSA's rules and procedures that have been adopted by the high schools, which are members of the IHSA as part of the Association's constitution and bylaws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Putnam County High School may have additional requirements, but they may not be less stringent than these statewide minimums.

The entire IHSA Handbook can be found at:

http://www.ihsa.org/documents/forms/current/IHSA_Handbook.pdf

DESCRIPTION OF EXTRACURRICULAR ACTIVITIES

Athletics

Boys' athletics include baseball, basketball, cross country, golf, track, and wrestling. Girls' athletics include softball, volleyball, basketball, cross country, golf, and track. Competition is offered at all levels and all students are encouraged to participate. Putnam County High School is a member of the Tri-County Conference. All athletes are required to have a physical exam and school insurance or a waiver signed by a parent/guardian.

Cheerleading

The Cheerleading squad consists of one sixteen (16)-member varsity squad. Juniors trying out for a position as a senior are required to score in the top twelve at tryouts in order to be guaranteed a position on the squad. The top sixteen (16) will cheer all junior varsity and varsity boys' basketball regular season games. The top twelve (12) will cheer all post season games starting with regionals.

Drama

A play will be held in the Fall and a musical in the Spring. The play and musical are open to all students.

FFA

All students who are enrolled in a vocational agriculture class are part of FFA, which participates in a wide variety of career developmental events. FFA members also keep records on projects called SAE's. FFA encourages leadership, community service, and scholarship among its members. **All members of FFA must participate in at least 3 events during the school year.**

Journalism Club

Journalism Club is open to all students. Club reporters and class reporters are especially encouraged to participate. The club is responsible for the weekly articles and photographs in the *Paw Prints* as well as the layout design and ad sales in the yearbook. Students can participate in all phases of production or both the newspaper writing or yearbook layout. Photography will be taught to any club member who expresses a desire and demonstrates the necessary skills. All members are expected to help solicit ads for the yearbook to help pay for journalism expenses. An awards dinner is held every Spring to honor deserving members. Sophomores, juniors, and seniors may qualify for membership in Quill and Scroll honor society for journalists. Initiates must be in the top third of their class and be nominated by the advisor and current members for outstanding participation in the club.

National Honor Society

National Honor Society requires that a student be a sophomore, junior or senior. To be eligible, sophomores must have a 3.75 GPA and at least 10 service hours documented. Juniors must have a 3.65 GPA and 15 service hours completed. Seniors must have a 3.50 and 20 service hours completed. In addition to grade and service hour requirements, the student must demonstrate strong leadership, character and service to the high school and community. A faculty committee selects new members for this organization. Students will be honored in a banquet in the spring semester.

Panteras

The Pantera squad may consist of a maximum of fourteen (14) members. The squad is open to freshmen, sophomores, juniors, and seniors.

Scholastic Teams

Scholastic teams are open to those students who excel in school achievement and are interested in competition. The two areas of scholastic teams include Scholastic Bowl, similar to college quiz, and WYSE, a testing competition of math, engineering, and science.

Interact Club

Interact is a school-sponsored community service organization. The club is open to students who enjoy leadership and volunteer roles. Members take part in various projects throughout the community, United States, and even internationally. Community projects can be applied towards student graduation requirements. Students interested in joining may sign up at school registration or during lunch periods the first week of school.

Student Council

Student Council is a delegate assembly in which the administration, faculty, and students confer on school problems and school activities. The members from each class are elected in the Spring, except for the incoming freshmen. These four representatives are elected after the first nine-week grades have been issued in the Fall. Representatives must have and maintain a minimum "C" average to be eligible to participate.

Parental/Guardian Notification

STUDENT AND FAMILY PRIVACY RIGHTS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

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

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

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 student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent/guardians of it, as well as their rights regarding student school records.

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

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. *The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.*

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building Principal a written request that identifies the record(s) he or she wishes to inspect. The Principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. *The rights to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.*

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building Principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. *The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.*

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. *The right to a copy of any school student record proposed to be destroyed or deleted.*

The permanent record is maintained for at least sixty (60) years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five (5) years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five (5) years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every four (4) years or upon a student's change in attendance centers, whichever occurs first.

5. *The right to prohibit the release of directory information.*

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

6. *The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.*

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building Principal.

7. *The right contained in this statement: No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.*

8. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.*

IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATION

All students are required to present appropriate proof of a health examination and the immunizations against, and screens for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades six (6) and twelve (12). A diabetes screening must be included as part of the health exam (though diabetes testing is not required).

Students between the age of one (1) and seven (7) must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have thirty (30) days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within sixty (60) days after October 15.

Dental Examination

All students entering kindergarten, second, and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last eighteen (18) months. Failure to present proof allows the school to hold the child’s report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within sixty (60) days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student’s parent/guardian presents to the building Principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building Principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Military Recruiters’ Access to Directory Information

As per the provisions delineated in the *No Child Left Behind Act*, the Putnam County High School Principal (or designee) will, upon the written request of a military recruiter, provide access to the Directory Information referred to in the above section, unless written notice to the contrary is submitted to the Records Custodian or other official in writing, before October of the current year.

RESIDENCE

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within sixty (60) days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools pursuant to a written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.

Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for the responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. 12101 et seq.

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least three (3) years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Release Time Religious Instruction/Observance

A student shall 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). This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

Communicable and Chronic Infectious Disease

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

STUDENT MEDICAL AUTHORIZATION FORM

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

Student's Name: _____ Birth Date: ____/____/____

Address: _____

Home Phone: (____) ____-____ Emergency Phone: (____) ____-____

School: _____ Grade: ____ Teacher: _____

To be completed by the student's physician, physician's assistant, or advanced practice RN

(Note: for asthma inhalers only, use the "Asthma Inhalers" section below)

Physician's Printed Name: _____

Office Address: _____

Office Phone: (____) ____-____ Emergency Phone: (____) ____-____

Medication Name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Is it necessary for this medication to be administered during the school day? ____ Yes ____ No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's Signature: _____ Date: _____

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:

Putnam County Junior High School

Mr. Carl Carlson, Superintendent

Mr. Michael Olson, Principal

Mrs. Sandy Troglio, Secretary

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Mission Statement

**Putnam County School District- where all students will
learn and succeed, and all means ALL.**

PUTNAM COUNTY SCHOOL DISTRICT 535



EDUCATING OUR FUTURE

Putnam County Junior High School

Parent-Student Handbook

2018-2019

Introduction

The faculty, staff, and administration welcome you to Putnam County Junior High School. Our educational programs which await you are challenging, motivating, and of top quality. Each instructor has taken the time to develop his/her program so that the opportunity is there for each student to achieve his/her potential both academically and socially.

In addition to the academic environment, many extra-curricular activities await interested students. The activities provide each participant with opportunities to make use of the special talents he or she may possess. Students are encouraged to participate to the fullest extent possible in extra-curricular activities.

The “middle school concept” is of major importance at Putnam County Junior High School. Our student-centered curriculum is designed to project an atmosphere of warmth and caring. Exploratory provides a variety of learning opportunities for all students. Advisory gives each student an adult on staff that knows him or her a little better, cares for him or her a bit more, and is available when the student needs help. Faculty member’s work throughout the summer, collaborating in the development of interdisciplinary units in the six fundamental learning areas so that students have the opportunities to acquire not only the knowledge, but also the skills needed to work with others throughout their lives.

The Putnam County community is a member of the CHARACTER COUNTS! Coalition. The schools use the six pillars of character as the standard for student conduct and behavior. Students are expected to know and follow the six pillars of character. The pillars are:

Trustworthiness	Responsibility	Caring
Respect	Fairness	Citizenship

This handbook has been prepared as a reference guide for the benefit of Putnam County Junior High School students and their parents. We hope that parents and students will read the handbook carefully and keep it handy for a reference. Please pay special attention to changes to the handbook that were approved by the Board of Education at the June meeting. Those additions are **typed in bold**. We also ask that you sign and return the receipt found at the end of this handbook to verify that you have received and read this handbook. We are looking forward to an exciting and successful school year and we welcome your support to make that possible.

Yours in Educational Service,

Michael S. Olson
Principal

Sandy Troglia
Secretary

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6th – 8th Grades

Grading Scale

Report cards are distributed at the end of each nine-week period (quarter). The following marks are used:
Grade Interval GPA

	A - 100%-90%	Excellent	4.0	
	B - 89%-80%	Above Average	3.0	
	C - 79%-70%	Average, normal progress		2.0
	D - 69%-60%	Below average - promotion questionable	1.0	
	F - Below 60%	Failing - improvement necessary for promotion	0.0	
IN	Incomplete			
ME	Medically Excused			
CR	Credit Given for Class			

Academic Subjects

Reading/Literature
 English/Writing
 Mathematics
 Science
 Social Studies

Non Academic Subjects

Band
 Chorus
 Physical Education
 Exploratory

Putnam County Junior High has moved from a five point scale to the four point grading scale as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0.0

These points will be used to determine high honor roll/honor roll each quarter and for potential retention.

Honor Roll

Students may earn recognition for their classroom performance through High Honors or Honor Roll distinctions.

High Honor Roll Requirements

1. A student must a GPA between 4.0-3.5
2. A student may not have less than B's in academic or non-academic subjects.

Honor Roll Requirements

1. A student must a GPA of 3.49-3.0
2. A student may not have less than C's in academic or non-academic subjects.

Additional Factors Pertaining To Honor Roll and Report Cards

6th – 8th Grades:

1. If a student has an incomplete on his/her report card, the student will not be considered for either honor roll.
2. Signed report cards must be returned to the office on the Monday following distribution. If a parent wishes a conference with a teacher or teachers, the parent should write this request on the signed report card copy returned to the school or phone the school, (882-2800 x3) for an appointment.

3. An incomplete must be made up by the end of the following grading period; at that time grade for the material completed will be computed and marked on the report card. Incomplete grades will not be given for the final grading period.

6th - 8th Grades:

1. To remain eligible, participants in any extra-curricular activity may not fail any subject. Grades are checked every Friday (or last day of the week) for the following week's activities throughout all extra-curricular seasons. A student deemed ineligible is unable to participate on the following Monday through Saturday.
2. A student may not be excused from a class in which he/she is doing failing work to participate in extra-curricular activities.

Placement, Promotion, and Retention

The Principal will assign students to classes as outlined in School Board Policy 7.30. Placement, promotion, or retention will be made in the best interests of the student after careful evaluation of all factors relating to the advantages and disadvantages of identified alternatives.

The Principal will direct and assist teachers in the evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reason not related to the student's academic performance. In accordance with the *Illinois education Reform Act* and in compliance with School Board Policy 6.230, both quantitative measures such as age, physical size, ability, and level of academic achievement as well as qualitative assessment of the student's motivation, self image, social adjustment, and readiness for work at the next grade level will be used to determine placement/promotion/retention. Any student who has more than two (2) separate suspensions may not be eligible to attend any end of year activities- assemblies or fieldtrips and graduation. Such decisions will be reached with the support and/or involvement of the parents. If a student is currently part of a case study evaluation or receiving Special Education services, the student's educational team shall determine promotion.

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic core subjects (Reading/Literature, English/Writing, Math, Science and Social Studies). A student must have a yearly average GPA of at least 1.0 to pass the class for the school year. Parents of students, who are in danger of nonpromotion, will be notified by registered mail on May 1st including notification through out the year.

Interim Progress Report

Midway during each nine-week period, a progress report will be mailed to parents of students to indicate those areas where the student is doing incomplete, unsatisfactory, or failing work. The student thereby has a sufficient period of time to concentrate on these areas before permanent grades are issued on the report cards. Progress reports may also be mailed which indicate excellent or satisfactory progress.

Homework

Homework is key component to the learning process. Homework can help a child develop the habit of independent study, give him/her practice in basic skills, and help him/her learn the need for budgeting his/her time. In order to better prepare students to be productive citizens in the community and in the workplace, an emphasis has to be placed on daily homework completion. The zero policy has been adapted. Homework that is one day late will receive at most 70% of the value. An academic lunch detention will be served in place of recess to work on completing incomplete/missing homework. Homework that is two or more days late will receive zero credit. This includes work that is left in lockers, at home, etc. Students with incomplete homework would attend an academic lunch detention instead of

going to recess. An assignment that was one day late could receive up to 70% credit and anything over two days late would be a zero. If a student earned ten academic lunch detentions (ALD), they were assigned an after school detention for repeated missing work. After that every 5th ALD in the grading period results in an additional after school detention. A student that exceeds twenty faces either an in-school suspension, out of school suspension, or other disciplinary measures.

Late/Missing Homework/Academic Lunch Detention Policy

6th Grade – Late or missing homework policy remains exactly the same as it has the past three years as described above. The ALD - Academic Lunch Detention - count will restart each nine weeks.

7th Grade – Late or missing homework policy – Each student that exceeds twenty academic lunch detentions will receive zero credit for late or missing assignments. The students' number of ALD – academic lunch detentions - total would start over after the first semester.

8th Grade – Late or missing homework policy – Each student that exceeds twenty academic lunch detentions at any point in the school year will receive zero credit on late or missing homework. This total would not start over for an eighth grade student after semester.

Developing Good Study Habits

The following suggestions should help reinforce the study habits and skills being taught in school.

1. Purchase a small assignment notebook and use it for every class. School assignment notebooks are available through the school store.
2. Take notes on what is read.
3. Watch the teacher during the instructional process.
4. Review your notes before class begins.
5. Recite answers orally when studying for quizzes or tests
6. Check assignments and notebooks for neatness and completion.
7. Get assignments completed and turned into the teacher on time.

Awards

Presidential Academic Award

National selection criteria for these awards are as follows:

Recipients of the President's' Award for Educational Excellence must maintain an A- average or equivalent in junior high school, including the first three grading periods of their eighth grade year and meet the additional criteria set forth by the President's' Award for Educational Excellence.

Recipients of the President's Award for Educational Improvement must maintain at least Honor Roll performance in junior high school, including the first three grading periods of their eighth grade year.

Junior High School Academic Award

Academic Awards will be presented annually to grade eight students for the purpose of providing recognition for outstanding achievement. The guidelines that follow have been developed to govern administration of the Academic Award.

1. Only eighth grade students will be eligible for the Academic Award.
2. Eighth grade students must have maintained academic standards to place them on the High Honor Roll during ten of the first eleven grading periods of their tenure in grades six, seven, and eight.
3. Transfer students who meet the criteria found in these guidelines will be eligible for the Academic Award. Eligibility of transfer students will be determined according to official transcript records from the previous school(s) attended.
4. The Academic Award will be presented at the end of each school year during Commencement Exercises.

American Legion Award

The American Legion Certificate of Distinguished Achievement is awarded in recognition of the possession of those high qualities of honor, courage, scholarship, leadership, and service that are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society. Potential recipients (one eighth grade girl and one eighth grade boy) of this award are recommended by a vote of the eighth grade students. The staff at Putnam County Junior High makes final selection. The awards are announced and presented at the Commencement Exercises.

Fred Howard Farnsworth Essay Contest

The Fred Howard Farnsworth Essay/Art Contest deals with brief paper and art project on specific topics in the areas of conservation or ecology in Putnam County. Those papers are judged prior to the April Board of Education meeting. Winners on both the middle school (8th grade) and senior high school levels are announced at the April meeting. Monetary prizes are awarded.

Luann Acuncius Outstanding Puma

The Luann Acuncius Outstanding Puma Award has been created in the memory of Luann Acuncius who devoted her time, strength, and energy to providing a pleasant and enjoyable environment for everyone entering PCJH. The purpose of the award is to recognize an eighth grade student who has displayed the same qualities of caring, concern, love, and the willingness to help others without reward. The award is announced and presented at the commencement exercises.

Coach Lenhausen Sports Leadership Award

The Coach Lenhausen Sports Leadership Award will be awarded to one female and one male eighth grade athlete who best exemplify the CHARACTER COUNTS! The Six Pillars of trustworthiness, respect, responsibility, fairness, caring and citizenship comprise these qualities. The award winners will be selected by a vote of PCJH faculty and staff and will be given annually at the commencement exercise.

Perfect Attendance (6th – 8th Grades)

Good school attendance is important for all students. Perfect school attendance is achieved by only a very few. The school secretary, by law, keeps attendance records. Those select students who have achieved perfect attendance for a full school year are recognized annually at the Awards Assembly.

Breakfast of Champions (6th-8th Grades)

Each year students who have earned Honor Roll or High Honor Roll for 3 of the Quarters for the school year will be honored for the academic achievement at the Breakfast of Champions.

Puma Pride

Individual growth of a student is measured on what the student has been and is becoming. The committee includes the team of teachers assigned to a particular grade level VIP. The teachers meet

weekly to determine students of the week and students of the month are selected at monthly faculty meetings.

Extra-Curricular Activities

Introduction

Putnam County Junior High School strives to provide a wide variety of extra-curricular activities. It is felt that each student will have the opportunity to find an activity that appeals to his/her interests and talents and each student is encouraged to participate to the fullest extent possible. Extracurricular activities are a privilege for those who participate. The following activities for 7th and 8th graders will have participation limits – softball and baseball (18), girls' basketball, boys' basketball and volleyball (15), cheerleading (16). Coaches and sponsors will conduct appropriate tryouts and choose members for these squads. Boys and girls track, 6th grade boys basketball, 6th grade girls basketball, and 6th grade girls volleyball, will have no participation limits. Sixth grade students may be allowed to try out for softball or baseball. This is at the discretion of the coaching staff.

As in many public school systems, alternative methods of funding are necessary to maintain a quality extra-curricular program. Guidelines for extra-curricular activity and user fees are included at the end of this section.

Random Drug Testing of Students Participating in Extracurricular Activities

Students who wish to participate in extracurricular activities at PCJH must consent to the random drug testing policy. The policy and procedures can be found in appendix A of this handbook.

Student Code of Conduct for Extra-Curricular Participants

The Board of Education recognizes the value of extracurricular activities for our students, as well as the community. We also recognize that these activities can fill every day of the week if allowed. With respect for the schedules of our students and their families, it is the policy of the Board of Education to refrain from scheduling activities on Wednesday evenings and Sundays. The activities that relate to this policy include all extracurricular activities. We also understand that situations will occasionally arise that will be exceptions to this policy. Examples of exceptions include, but are not limited to:

- Holiday, conference, regional and state activities and tournaments.
- Special events that are generally considered family events.
- Alternative dates or the rescheduling of events due to weather or other unforeseen circumstances.

If after-school activities are held on campus on Wednesdays, these sessions will be completed by 5:30pm for grades K-8. If requests are made for activities to be held on Wednesday nights or Sunday afternoons no earlier than 2:00 pm, permission must be granted by the building principal. It should be understood that these instances would occur rarely.

Coaches/sponsors will be informally but proactively informed of expectations regarding the appropriateness of encouraging all students to work hard, build skills, and be ready to participate fully in the activity. Coaches/sponsors are the persons who work with participants and are the best judge of skill levels; the rotation and duration of participation is the coach's responsibility.

To be successful, a student must display appropriate behavior and a proper attitude toward practices, games, meets, coaches, sponsors, and team members. If a student's behavior or attitude is unacceptable, he/she will be dropped from the activity for the remainder of that season. A student who is dropped from one team will not be allowed to try out for any other sport during that season.

In developing a proper attitude, each student must develop a degree of PRIDE in his/her own personal appearance and the way he/she participates. A student must always keep in mind that he/she is a representative of his/her school and community. It is a privilege to participate in extra-curricular activities.

The extra-curricular policy is in effect year round. If a student is not in season at the time of a violation, the conditions of the policy carry over to the next season or activity in which the student participates. Individual coaches, sponsors, sports, or activities may be stricter in their punishment. Prior to the beginning of each season or activity, coaches or sponsors will meet with their students to discuss the General Code of Conduct and each specific team or activity code.

If a student quits an activity after completing a suspension, the punishment will carry over to the next activity in which he/she participates.

The rules in this policy do not supersede any board-district or school action that may be taken.

1. **SMOKING:** Once practices have begun for the school year, a student possessing or using tobacco will be penalized in the following manner:

A. First Violation

After confirmation of the first violation, the participant shall lose eligibility for 1/4 of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.

B. Second Violation

After confirmation of the second violation, the student shall lose eligibility for the remainder of the school year.

2. **DRUGS AND ALCOHOL:** Once practices have begun for the school year, a student possessing or using alcohol or drugs will be penalized in the following manner:

A. First Violation - After confirmation of the first violation, the participant shall lose eligibility for ½ of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.

B. Second Violation - After confirmation of the second violation, the student shall lose eligibility for the remainder of the school year.

3. **CRIMINAL ACTS:** Athletes should avoid actions that discredit the school such as charges for battery, theft, burglary, etc. After confirmation of such violation, a meeting between the head coach, or sponsor, athletic director and principal will be held to determine disciplinary action based on the seriousness of the act.

4. **ILLNESS:** To participate in an extra-curricular activity after school, a student must be in attendance BY 10:00 AM OF THAT SCHOOL DAY. (An exception to this would be prior approval to be granted by the school principal, I.E., DOCTOR'S APPOINTMENT, ORTHO APPOINTMENT, ETC)

5. **UNEXCUSED ABSENCES:** A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest.

6. **QUITTING:** A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.

7. **ELIGIBILITY:** Junior High School: Eligibility is checked every week. To remain eligible, a student may have no failing grade in any academic and/or non-academic subject. If one failing grade is received, the student may participate in practices or meetings but may not participate in any scheduled activities until the next eligibility check. If a student is failing in more than one subject area, he/she is ineligible for practices and events until the next eligibility check. If a student receives ANY failing grade at a second check, he/she is totally ineligible for a second week. IF THAT STUDENT IS AGAIN INELIGIBLE FOR A THIRD TIME DURING THE SAME ACTIVITY, HE/SHE WILL BE DECLARED INELIGIBLE FOR THE

REMAINDER OF THAT ACTIVITY. This is a cumulative procedure. This eligibility rule applies to all extra-curricular activities.

1. EQUIPMENT & UNIFORMS: Each student is responsible for equipment and uniforms issued to him/her. If lost or damaged, he/she will be required to pay for them at the current replacement cost after parent notification has been made.

2. GENERAL:

A. Curfew: A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.

B. Rights: In the event that a member of the Board of Education, an administrator, a teacher, or a supervisor from the school district finds a student in violation of one of these rules, the accuser, when necessary, may be required to confront the student involved and furnish the appropriate personnel with the details.

EXTRA-CURRICULAR ACTIVITY AND USER FEE GUIDELINES

USER FEE:

1. Junior and Senior high school students who participate in extra-curricular activities will be required to pay a user fee according to the established fee structure.

2. The user fee must be paid, or indigent application made, to the building principal prior to any type of participation in a given category. Indigent applications for waiver of the extra-curricular fees are available at the time of registration in August or before participation in the first extra-curricular activity.

3. The following fee structure for student extra-curricular activity participation has been established

<u>Category</u>	<u>Junior High</u>	<u>High School</u>
*Clubs	\$15	\$25
Puma Crew	\$ 5	NA
Performing Arts	0	0
**Instrumental	0	0
Panteras	NA	\$30
Chorus	0	0
Play/Musical Cast	NA	\$20
***Cheerleading/Athletics (per sport)	\$25	\$40

*One fee for as many clubs as desired.

** Students participating in District instrumental music programs may rent district-owned instruments from the Music Department. Students will be expected to pay monthly instrumental rental fee, unless they own and use their instruments. A rental fee of \$10.00/month will be charged for non-percussion instruments. Percussionists will be charged \$5.00/month. The instrument rental fee is not an insurance policy. Any major damage that a student might cause due to negligence will be assessed in addition to the monthly rental fee.

*** Per sport

4. Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.

5. In order to avoid undue financial hardship, a \$300 family limit exists. It is the responsibility of the family to notify the school when a family limit of \$300 in extra-curricular user fee has been reached. Charges for instrument rentals are not included in the \$300 limit.

Athletics

The athletic program at Putnam County Junior High School includes activities for both boys and girls. Boys' sports consist of baseball, basketball, and track. Girls' sports include softball, basketball, volleyball, and track. Putnam County Junior High School is a member of the Little Tri-County Conference and the Illinois Elementary School Association. The athletic program is open to students in grades seven and eight. Each participant is required to read and sign the athletic code before participating in any practices,

tryouts, or games. All athletes are required to have a physical exam and school insurance or an insurance waiver signed by a parent or guardian before they can be permitted to practice or participate in any sport.

** All participants are required to pay a \$10.00 fee that will be required of all student-athletes that will allow them to participate in a concussion screening. This screening will provide each athlete with baseline data that will be used to determine when an athlete is ready to resume activity in the vent of a concussion.

Sports Concussion

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cheerleading

The purposes of cheerleading are to promote school spirit, to develop a sense of good sportsmanship among the students, and to improve relationships between schools during athletic events. The cheerleading squad consists of two groups, one for grade seven boys' basketball, and one for grade eight boys' basketball. The 16 cheerleaders are selected in the fall for the upcoming season. The same eligibility and physical exam requirements for members of the athletic teams apply to the members of the cheerleading squad.

Puma Crew

Puma Crew is a service organization, often called the "caretakers" of Putnam County Junior High School. These are the students who assume additional responsibilities to take pride in and care for our school. Puma Crew runs concession stands at home basketball and volleyball games, operates the school store, and develops other fundraisers to support incentive days and other school activities and charities. Puma Crew is open to all students. Any student in good academic standing (passing all classes) may work concession stands and the school store, as well as participate in other Puma Crew activities. Students with un-served detentions or suspensions are prohibited from participating in Puma Crew activities.

Scholastic Bowl

The Scholastic Bowl team is an opportunity for students to test their intellectual ability against other students locally and statewide. Contests are held with schools in our area. Culmination comes in the form of regional and statewide contests.

Science Fair

Science fair is offered as an exploratory and extracurricular option for eighth graders. Science fair is a scientific investigation that involves an eighteen week project. The students write a paper, design an experiment, prepare an oral presentation and create a backboard display. When completed, the students compete at the Regional Science Fair held at NIU in DeKalb, with an opportunity to advance to the state competition at the University of Illinois in Champaign.

Spelling Bees

Each year the Peoria Journal Star sponsors a spelling bee in Marshall and Putnam Counties. Students in grades six through eight are eligible to participate in preliminary activities to select three students to represent the school. Competition advances from local to regional, state, and national levels.

Student Council

The Student Council is a delegate assembly of students representing 6th – 8th graders. The assembly consists of an executive council plus one student from each advisory section. The purpose of this organization is to sponsor major school activities and to maintain communication and promote understanding between the student body and the faculty. Membership on the council is a privilege, honor, and responsibility which many students seek each year.

Write On

The Write On Club provides an opportunity for students interested in developing their writing skills. Considerable work is done in the computer lab using the computer systems. The club meets during the extended academic period or after school to finish necessary activities.

Discipline

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. These are guidelines to be interpreted by the staff members at Putnam County Junior High School. Each incident will be considered according to the individual merits of the case.

Building policies published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school.

In addition to the rules outlined in this handbook, the Principal may establish certain written rules and regulations not inconsistent with those established by the board of education and the superintendent of schools.

Student Responsibilities

As in any set of rules or regulations concerning the operation of an organization designed to benefit a group of individuals, it is not possible to specify every conceivable situation. Therefore, any involvement or complicity in, or responsibility for, action that jeopardizes good order, health, safety, or the educational process will be resolved by the principal with the assistance of the school staff. Following the rules of due process, such resolutions may result in penalties ranging from reprimand to suspension from school not exceeding 10 days, and/or referral to the Board of Education with a recommendation for expulsion. If the student is currently part of a case study evaluation or receiving Special Education services, an IEP meeting will be called to include the appropriate staff members. This student's schedule will not be changed unless the IEP team makes the recommendation to do so.

Any actions by persons, which are a violation of the criminal statute of the State of Illinois, will be subject to disciplinary action by the administration/Board of Education. Referral to the police for appropriate legal action may also result from criminal acts. Disciplinary actions include suspension and/or recommendation for expulsion from school. Putnam County Junior High School participates in the mandated reciprocal reporting of criminal activity with the authorities.

All students are responsible for the following:

1. To become informed about and adhere to the rules and regulations of Putnam County Junior High School, established by the Board of Education and implemented by the school administrator, teachers, and other staff members.

2. To respect the rights and individuality of other students, administrators, teachers, and other staff members.
3. To refrain from libel, slanderous remarks, and obscenity in both verbal and written form. Students who willfully and knowingly make false statements about other students, faculty and/or staff members to intentionally injure a person's reputation shall be considered in violation of the school policy against harassment. Further, students who willfully obstruct a school investigation by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety and will be subject to consequences for misconduct.
4. To dress and groom in a manner that is appropriate for the environment and meets reasonable standards of health, cleanliness, and safety.
5. To be present and punctual at all required school functions including Incentive Day activities as assigned.
6. To refrain from gross disobedience or misconduct or behavior that actually or potentially disrupts the educational process.
7. To maintain the best possible level of academic achievement.

School Reporting to Law Enforcement Agencies

It is the duty of the principal to report to law enforcement any violation of the Cannabis Control Act and violations of Section 401 and 407 of the Illinois Controlled Substance Act that occur in the school, on school property, or on a school bus. In addition, the principal will report to law enforcement any violation of Putnam County ordinance 2002-01 which makes it unlawful for any person under eighteen (18) years of age to sell, barter, chew, use possess or smoke tobacco within the corporate limits of Putnam County.

Building Policies

1. No one is allowed to leave the building or the school grounds without the permission of the principal. This rule applies as well to students attending extracurricular activities. Students may not leave the school building during extracurricular activities unless their parent accompanies them.
2. Chewing gum is allowed at the junior high school as a privilege as long as it does not interrupt the educational process of others and does not become a distraction or nuisance on school grounds.
3. No student may open the locker of another student.
4. Students are not allowed in the classrooms before school, during noon periods, or after school without permission from and supervision of a teacher, the principal, or his/her designee. Furthermore, no one is allowed on campus without authorization.
5. Fighting, encouraging others to fight or participating in "play fighting" will not be tolerated. Any student participating in such behavior may be suspended from school, expelled, or otherwise disciplined. Any student participating in fighting or instigating a fight will receive an automatic 2 (two) days out-of-school suspension for the first violation. The student must meet with the school social worker upon returning to school. Further violations will result in additional suspensions and or expulsion.
6. Possession or use of explosives, firearms, or any other object that can reasonably be considered a weapon or a look-alike shall be prohibited on school buses, in school buildings, or on school grounds at all times, including at school-sponsored events at home or away. This includes any object (purchased or home-made) that may be classified as a weapon or any part of a weapon such as a knife, laser, used bullet shell or cartridge. Violation of this rule will necessitate disciplinary actions that may include suspension or recommendation for expulsion. To bring any kind of explosive material or look alike to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look alike or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety.

7. Any student, who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct. The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, or any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term “weapon” means the possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm, include but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look alike thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

8. Personal belongings such as baseball cards or other collectibles, electronic devices such as games, pagers, radio, CD players, etc. are not allowed at school. **ABSOLUTELY NO BETTING OR TRADING OF ANY ITEMS, INCLUDING MONEY, IS ALLOWED IN SCHOOL, ON SCHOOL GROUNDS, OR ON THE BUSES.** Nuisance items confiscated from a student will remain with the principal until a parent or guardian picks up the items. Parents will be notified by letter that the item will be held for two weeks after which time the school shall not be responsible for the items. Students may possess cellular phones during the school day, but may not use cellular phones during the school day. (8:05 am-3: 15 pm) Students who use cellular phones or have them in clear view during the school day will face disciplinary consequences. **Cellular phones may be allowed on field trips. The usage of cellular phones will be at the discretion of the teacher on or during a field trip. This includes the usage on the bus as well. The student who brings a cellular phone on a field trip is responsible for the loss, damage, or theft of their cellular phone.**

9. School property, including but not limited to desks and lockers is owned and controlled by the District. School authorities are authorized to conduct administrative inspections of school property as a means of protecting the health, safety, and welfare of the District, its employees, and students without notice to or consent from the student or parent and without a search warrant.

10. Smoking, possession of tobacco products, alcoholic beverages or drugs or drug paraphernalia, **e-cigs and e-cig products, electronic cigarettes and electronic cigarettes products, vaping, and vaping products**, or being under the influence of same, is prohibited at any time, at any school in the School District. This rule also applies at any school-sponsored activity at home or away. Violation of this rule will necessitate disciplinary actions that may include suspension of up to ten (10) days and/or recommendation for expulsion. Students who are under the reasonable suspicion of being under the influence of a prohibited substance may be asked by a school administrator to submit to drug testing. The suspicion based drug policy and procedure can be found in Appendix B of this handbook.

11. Harassment of, or threats to, students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension and/or expulsion.

12. Damage to school property as a result of willfully irresponsible or destructive behavior by a student is not allowed; the student will be charged for the repair or replacement of the property damaged. The student may also be subject to disciplinary action.

13. Gross misconduct, which involves acts so serious that they require administrative action, could result in suspension or expulsion. Some examples of gross misconduct would include-but not be limited to-

behavior that is injurious to a person or property, such as fighting; gross disrespect or insubordination, possession or use of a weapon, drugs, or drug paraphernalia, look-alike, or other controlled substances; willful disobedience; stealing; or other acts which are seriously disruptive and/or create a hazard to other students, staff, and/or school property.

14. Use of vulgarities and obscene language and gestures is not conducive to the best educational atmosphere and will not be tolerated anywhere on school grounds or at any school activities. Violations will result in disciplinary action.

15. Students are expected to be in class on time. Infractions to the tardy rule fall under the student choice discipline plan for students.

16. Students who cheat (defined as using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher) will face the following consequences:

- First Offense – A grade of “0” for the assignment, quiz, or test.
- Second Offences – A grade of “0” for the assignment, quiz, or test and a detention.
- Third and all subsequent offenses – A grade of “0” for the assignment, quiz, or test and an in-school suspension.

17. All members of the school community must treat each other with respect at all times. Disrespectful, demeaning or discourteous behavior directed at school personnel will not be tolerated. Violations will result in disciplinary action and could be interpreted as gross misconduct. Insubordination is the failure to obey a reasonable request.

18. The Board of Education recognizes that appropriate dress is necessary in order to maintain the orderly educational process of the school as well as to insure the health and safety of the students. Clearly, the responsibility for appropriate attire at school rests with the student and his/her parents. Students should maintain an appearance that will not disrupt the educational process or impair or endanger the health or safety of the student body.

19. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible. Some examples follow which are to be used as guidelines:

- The clothing that students wear should cover them from at least shoulder to mid thigh. Short shorts, halter or tube tops, transparent clothing, and bare midriffs are not allowed.
- A General guideline is shorts must be as long as the fingertips when a student is standing with arms straight down at their side in a relaxed position.
- A General guideline for tops is that they must have at least a 2 inch strap.
- Shorts and/or pants that sag below the waist exposing under clothing are not allowed.
- Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
- Outerwear, including coats, jackets, capes, hats, and bandannas are not to be worn in the building during the day. Additionally, sports bags, book bags, etc., may not be carried during the day.
- Clothing with holes in inappropriate places may not be worn.
- Shoes must be worn at all times.
- Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc. may not be worn.

Students who dress in an inappropriate manner will be given the opportunity to correct the situation. Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the Principal. The Principal will meet with the student in a timely manner, advise the student of the problem and alternatives. The Principal will attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken.

20. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.

21. Invitations to personal parties may not be distributed by students or parents at school. The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside the school day.

22. School parties and activities are planned for the school's students. While the help and support of parents with these parties and activities is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Continuous or repeated violations of the above policies will necessitate more severe disciplinary action that may include suspension or recommendation for expulsion. The administrator maintains a proper and accurate record of the offenses and disciplinary actions. In case of suspension, written notification will be sent to the parents and the Superintendent's office.

Disciplinary Options:

1. Parent conference with all the parties involved
2. Program modification
3. Temporary removal from class
4. Financial restitution (in cases where damage or loss is incurred)
5. In-school suspension (length to be determined by the Principal)
6. Out-of-school suspension (length can be from one to ten days)
7. If necessary: law enforcement involvement
8. Withdrawal of privileges
9. Expulsion - must be by recommendation of Principal and/or Superintendent with approval of the school board
10. Other options as deemed appropriate by the administrator

Detention Procedures:

Sixth through eighth graders will follow the guidelines set forth through the student choice discipline plan. Detentions can be either behavioral or academic. Students in grade sixth through eighth will be issued a detention after the student receives three (3) strikes for violating classroom rules during a single class period. A student that acquires five (5) tardies in the same class during a grading period will receive a detention. Also, a student that accumulates a total of ten strikes in the same class will be referred to the office and issued a detention.

A detention notice will be given to the student at least one day prior to the assigned detention. Additional copies will be forwarded to the office and the student's VIP teacher on the day the notice is given. The student must return his copy, signed by the parent or guardian, to the VIP teacher at the start of the next school day. If a student fails to return his signed copy, an additional detention may be given. Any student returning a detention notice with a forged signature could be subject to disciplinary action including suspension or expulsion. On the day of the detention the home is responsible for providing transportation for the student.

Detentions are served on 2 days during the week(Normally Tuesdays and Thursdays)from 3:15-5:00 p.m. While serving a detention, students are given a disciplinary packet to complete that outlines behavior modification and making better choices for themselves.

Detentions that need to be rescheduled more than once will result in the following:

- First time - In-school suspension for the length of the detention.
- Second time - Saturday detention or one day out-of-school suspension as determined by the principal.

Those students who receive more than two detentions within one grading period are subject to more severe consequences AS FOLLOWS:

- 3rd Detention – Served as a Saturday detention (8:00 am – Noon) or In-School Suspension
- 4th Detention – Served as an in-school suspension or Out of School Suspension
- 5th and all subsequent detentions – served as an Out-of-School Suspension
- All attempts will be made to ensure proper interventions are implemented for the student after they receive a second detention to attempt to change their behavior.

Any student receiving a detention to be served on the day of extra-curricular practice or contest will not be allowed to participate in the practice or event on that date. Missing two practices or contests as a result of a detention will result in an unexcused cut. Detentions will not be rescheduled due to extra-curricular activities.

Saturday Detention

This program provides an alternative to certain out-of-school suspensions and another level of detention for more serious offenses. For example, Saturday detention might be appropriate in the case of a student who would otherwise be suspended out-of-school for failing to serve detention(s). This program would not be an option for offenses considered gross misconduct, e.g., swearing/disrespect to staff and/or fighting.

Saturday detentions are served at the junior high. They begin at 8:00 a.m. and conclude at 12:00 p.m. Students who are late will not be admitted and will have their detention rescheduled. Students who fail to attend Saturday detention will be suspended from school for 1 day or serve their original suspension, whichever is greater. Students will report to the designated room with work sufficient to keep them busy for the entire period of time they are there. The rest of the building is off limits. Anyone who arrives at the detention room without sufficient materials will be sent home and counted as a no-show for that day.

Saturday detention is a place for quiet study. Regular school rules apply. There will be no sleeping, no talking, no food or drink, no radios or tape players of any kind, etc. allowed. Students are to remain in their assigned seats the entire time. A restroom and water fountain break will be determined by the detention supervisor.

Students may also be assigned a Saturday detention after accumulating too many after-school detentions. Any student who misses more than two detentions may be required to serve those detentions during a Saturday detention session.

Definitions of Suspension and Expulsion

Suspension

Suspensions are considered unexcused absences but students will receive credit for work during the period that they are suspended. The student has a right to the work that was done, and may complete

assignments and have them corrected. However, it is the student's responsibility to obtain these assignments. When suspended, students are not to be on campus or at any extra-curricular events.

Expulsion

In cases of gross misconduct or disobedience, the Principal may recommend to the School Board that expulsion proceedings be initiated. The Board has the authority to expel a student for the remainder of the school year or up to one year.

In-School Suspension

1. A student who is suspended from class will work on any class work for the day plus additional assignments that the teacher assigns in lieu of classroom participation.
2. The student will report to the office upon arrival at school with all the necessary materials to do the assigned work.
3. The student will remain in the assigned seat unless given permission by the Principal or his/her designee to move.
4. The student is not allowed to sleep, talk, or sit and stare.
5. The student can work only on assigned class work. If the student has extra time he/she will be given extra work or be allowed to read a book. Work is checked to make sure that it is complete.
6. The student will be escorted to the restroom and then to the cafeteria to get his/her lunch tray. He/she will eat alone in the suspension area.
7. Violation of an in-school suspension could result in additional time (another day of in-school suspension) or if deemed necessary by the Principal an out-of-school suspension or Saturday detention.
8. An in-school suspension prohibits a student from participating in any extra-curricular activities (including games or practices) on the day of the suspension.

PARENTS AND STUDENTS PLEASE NOTE: If a disciplinary consequence causes a student to miss a game or activity which is changed to another day, the student will still miss the activity regardless of the date of serving the consequence.

Student Transportation

Generally, students cannot be transported on a bus other than the one to which they have been assigned. The only exception to this would be a genuine family emergency; the parent or designee would need to work with the Principal to arrange alternative transportation. Students can be issued a pass allowing them to be dropped off at a different bus stop on the students assigned bus route if a note, dated and signed by the parent, is brought to the office. In an emergency ONLY, a phone call from the parent or designee could be accepted.

School Bus Conduct Guidelines

Proper bus conduct is emphasized every year at the start of school. It is recommended that all riders, parents of riders, and staff become thoroughly familiar with the following regulations governing school bus riders.

While waiting for and approaching the bus:

1. Riders must be on time at the designated school bus stop. This bus will not wait for you.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.

While riding the bus:

Much of the student transportation for the district is provided through Illinois Central Bus Company. Bus riders are expected to comply with the following rules, which are posted in each of the Ryder buses.

Use of Cameras on School Buses

Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing videotapes is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator, transportation director, bus driver, sponsor, coach or other supervisor. Videotape may be reused or erased unless it is needed for an educational or administrative purpose.

In addition to the video portion of the tape, the audio portion may also be reviewed by the administration for investigative purposes.

Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the School District discipline policy.

1. Follow the drivers' instructions.
2. Do not eat, drink or smoke on the bus.
3. Keep all harmful materials (drugs, tobacco, weapons, etc.) off the bus.
4. Keep all parts of your body and all objects to yourself and inside the bus.
5. Keep the noise level down and remain seated facing forward.
6. Keep the aisle clear and do not litter, write on, or damage the bus.

Bus riders are required to follow the rules posted within the bus. These rules can be summarized and following these four basic rules can substantially heighten the safety of each student:

1. Obey the driver at all times.
2. Stay in your seat when the bus is moving.
3. Keep hands, feet, and objects to yourself.
4. Keep the noise level down at all times on the bus.

Bus Misconduct Consequences

Appropriate conduct is expected at all bus stops and on the bus. Inappropriate behavior that creates a safety hazard, distraction to the bus driver, and/or infringes on the rights of other students will result in disciplinary consequences.

Application of bus misconduct consequences shall be determined at the discretion of the building principal, (WHO HAS THE AUTHORITY IN DETERMINING THE VALIDITY OF EACH BUS INCIDENT) and shall include, but not necessarily be limited to, the following consequences:
(7.220=R -SCHOOL POLICY)

FIRST OFFENSE - Written warning from bus driver to the Principal. Parental warning and detention or loss of recess may be assigned.

SECOND OFFENSE – Written incident report from the bus driver to the Principal. Parental notification and detention or loss of recess will be assigned.

THIRD OFFENSE – Written incident report from the bus driver to the Principal. Parental notification and bus suspension up to 9 days.

FOURTH OFFENSE - Written incident report from the bus driver to the Principal. Parental notification and bus suspension up to 10 days. BUS EXPLUSION FOR REMAINDER OF THE SCHOOL YEAR MAY BE RECOMMENDED TO THE BOARD OF EDUCATION.

FIFTH OFFENSE - Written incident report form from the bus driver to the Principal. PARENTAL NOTIFICATION AND BUS EXPLUSION FOR REMAINDER OF THE SCHOOL YEAR WILL BE RECOMMENDED TO THE BOARD OF EDUCATION.

THE ABOVE OUTLINED PROCEDURES ARE ACCUMULATIVE PER SEMESTER. IN ADDITION, A STUDENT MAY BE SUSPENDED OR EXPELLED FROM THE BUS AT ANY TIME FOR GROSS DISOBEDIENCE OR MISCONDUCT.

Normal school attendance as outlined by the Illinois School Code is expected of all students. Students suspended from riding the bus must attend school or be considered truant.

NOTE: Bus riders are also subject to the rules applying to conduct on the school premises or at school events when using bus transportation.

General Information

School Hours

The office is open from 7:45 AM - 4:00 PM daily. The school day for 6th-8th grade students is 8:00 AM–3:15 PM.

Attendance

All students are required by law to attend school each day it is in session. Punctuality and regularity in attendance relate positively toward school achievement. Irregular school attendance makes the student feel insecure and requires a period of readjustment that slows down learning.

Tardiness is a part of attendance. Students are required to be in class on time. A student will be considered tardy if he/she is not in the classroom with required textbooks and materials when the tardy bell rings.

Attendance is computed and recorded as follows:

Tardy - Absent one hour or less.

Absent ½ day - Absent one to three and one-half hours.

Absent all day - Absent more than three and one-half hours.

PARENTS OR GUARDIANS ARE TO CALL THE ABSENTEE REPORTING SERVICE AT 815-882-2800 x7 FOR THEIR CHILD PRIOR TO 10:00 A.M. THE DAY THE STUDENT IS ABSENT. IT WILL BE ASSUMED THAT THE STUDENT IS TRUANT UNLESS A PARENT/GUARDIAN CALLS BEFORE 10:00 A.M. ON THE DAY OF THE STUDENT'S ABSENCE. THE STUDENT WILL THEN RECEIVE AN UNEXCUSED ABSENCE.

If a student is absent from school, he or she is ineligible to attend any after school activities district wide on that day, without the approval of the principal.

A health certificate from a doctor is required for any of the following: contagious diseases, rashes, surgery, illness requiring a physician, absences of more than three days, and excuses from physical education classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent or guardian must call prior to the student's release time. The student is required to report to the office for an early dismissal slip prior to leaving the building. This early dismissal slip is to be given to the teacher when the student leaves the classroom. The parent or guardian will pick up the student in the school office. Students must sign the Departure/Return sheet in the office when leaving or returning to school at irregular hours.

If there is a possibility of a student being absent for more than one day, the parent should make the school aware of this possibility and no further calls will be necessary. For extended absences, phone calls on the first day of the student's absence and the day of the student's return are all that is required.

In order to provide adequate preparation time, parents or guardians requesting textbooks and/or assignments during their child's absence should contact the office prior to 8:30 A.M. Textbooks and/or assignments can then be picked up after 2:45 PM and before 3:45 PM.

Parents may request and pick up assignments for their child when he/she is ill or unable to attend school. Additional assignments may be requested when the previous ones have been returned to the teacher for evaluation. Work not returned must either be made up or a grade of zero will be recorded.

EXCESSIVE ABSENCES

To encourage students to attend school and class regularly, our attendance policy restricts students to a maximum of five absences per semester. The sixth absence per semester is considered excessive and may result in a loss of credit. All absences, excused and unexcused, will be included in the count.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.

Step 1: When a student has accumulated five (5) absences, excused or unexcused in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7th) day of absence in the same semester, a notice will be sent to the parents from the principal's office. The principal will contact the student and take appropriate steps to resolve the problem. These steps may include a family conference, referral to a truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the tenth (10th) absence each semester, a notice will be sent to the parents from the principal's office. The Principal will consider the reasons for these absences and appropriate remediation conditions may be assigned. If these remediation conditions are not met, every absence after the 10th, that is not deemed excused by the administration, will be considered unexcused and results in loss of credit for that day.

Out of school suspensions count as unexcused absences toward this ten-day total.

Consideration of absences after the 10th absence

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. Students with an unexcused absence will receive no credit for work assigned or completed on those specific days unless students produce official documentation of an appointment to the principal's office on the day they return to school – doctor, dental appointment, court papers, or other as deemed excused by the administration. **ABSENCES FOR AN EXTENDED PERIOD OF TIME FOR A VALID MEDICAL REASONS WILL BE BLOCKED AND COUNT AS ONE DAY ABSENT FOR THE PURPOSES OF THIS POLICY**

It is within the sole discretion of the junior high school administration to determine whether the student's absence is excused or unexcused. If a student is absent from school without valid cause then such truancy will result in loss of credit. Parents and guardians must provide reasons for student absences to the administration. The principal is the only person who can excuse absences.

Make Up Work

Excused absences require that the student make up any work missed. It is the responsibility of the student to get assignments from the teachers. Ordinarily, the amount of time allowed will be the length of the absence.

Unexcused absences require that the student do extra assignments, approximately double the length of the regular classroom assignment. Students will receive credit for these assignments when they are completed and given to the teacher.

Pupil Absences for Vacation

Students whose parents take them out of school to accompany the family on a vacation or business trip will not be penalized. When arrangements are made in advance between the parents and the teachers, no penalty shall be made to a student's grade other than that normally resulting from missing class work.

Homework Requests During Absences

Homework assignments will be provided for students who are absent. Please contact the school prior to 8:30 a.m. with your request. Assignments will be ready for pick-up after 3:00 PM.

Parent Advisory Committee

The Parent Advisory Committee (PAC) for Putnam County Junior High is a committee of parents' representative of each village in the county and each grade level in the school. The purpose of the PAC is to provide direct two-way communication between the school and the parents. The committee will meet once each grading period (quarter) of the school year. One third of the PAC will rotate off each year in order to provide opportunity for as many parents to participate as possible but still provide continuity for the committee. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

Response to Intervention (Rti)

The Putnam County Junior High Rti team exists to assist students with problems related to academics, attendance, behavior, social/emotional, and other health related issues. The team consists of a

coordinator and several staff members working together to develop an action plan of appropriate helping resources. Students may be referred to the program by faculty, staff, parents, or they may refer themselves. The goal is to develop the student's skills so that they can be successful in their academic experience. The services provided to students take precedent over exploratory course work within the school day.

Social Work

School social work services are available for all students and their families attending Putnam County Schools. Parents, students, or school staff may request social work service or consultation. All attempts will be made to coordinate services with the student's family, and parental consent will be required for ongoing services to students under the age of 12 years. School social workers provide individual, group, and classroom based services. Student/family confidentiality is a paramount concern of the school social worker.

Incentive Days

On various occasions throughout the school year, students who have earned the opportunity may participate in Incentive Days. All students are expected to attend school on the Incentive Days as these days count as regular attendance days. If a student earns a detention, suspension, or expulsion, they are not eligible to participate on Incentive Days. If a student has excessive absences and/or excessive missing assignments prior to an Incentive Day, students may not be able to participate in order to catch up on missing work. Students who do not earn the reward or have make-up work to complete will be placed in a study hall.

Media Center/Computer Labs

The media center and computer labs are important elements of the educational program at Putnam County Junior High School. These areas provide students with opportunities for leisure reading, research, use of audio/visual materials, computer use, etc.

Except for 5th hour, the media center/computer labs are open to students from 7:30 A.M. to 3:15 P.M. When classes are in session at other times during the school day, students must have a pass from the classroom teacher before students can precede to the media center or computer labs.

When the new library system is in operation, there will be a five cent charge, starting the day after it is due, when the fine gets to \$2.00 the student is delinquent and cannot check out another book until the fine is paid. If the fine hits \$5.00, PCAT blocks the student from checking out any books. If a book is lost or damaged a letter will be sent out, but the system again will block the student from checking out a book, until the book is paid for.

Authorization for Internet Access

Each year, employees and students in Putnam County C.U.S.D. #535 are required to sign the Acceptable Use Policy in order to have access to the Internet and/or use e-mail. Parents who want their child to have Internet access must sign, date, and return the form sent by the school each year. The form states the following:

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by

materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the term of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Misuse of the Internet and/or the computer lab may result in the loss of privileges and other disciplinary actions including but not limited to detention or suspension.

Any communication or materials created outside of school that are discussed, distributed, or brought into the school setting, or that substantially interfere with the educational process are subject to disciplinary action.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. All students go directly to the cafeteria at lunchtime. Students have the option of selecting three items from the meal for that day. Food is not to be taken from the cafeteria at any time.

Students can pay for lunches in the office before school from 7:30-8:00 a.m. each day that lunch is served. It is the student's responsibility not to lose his or her lunch money. The school does not permit and is not responsible for those students who lend lunch money to other students.

In the event that it becomes necessary for a student to charge his/her lunch, it must be paid the following school day. Should there be a third charge, the student is notified to bring a sack lunch until all charges are paid off and additional money needs to be put into the student's lunch account. Parents will also be notified of the charges as well. A cold sandwich or peanut butter sandwich will be provided if necessary.

The cost of the school lunch is \$2.40 and breakfast costs \$1.50 per day. The cost of an additional milk is \$.40.

The use of the lunch program is a privilege. Repeated infractions of rules will jeopardize this privilege. Table manners appropriate for a public dining room are required. Food may not be traded or exchanged. When leaving the cafeteria, students form a single line to dispose of garbage. Glass bottles or cans are not allowed in the building.

Emergency School Closing/Inclement Weather

Schools may be closed unexpectedly due to severe weather, power failure, heating problems or for other reasons. In the event of an emergency, an attempt is made to notify as many homes as possible. The decision to close is made by the Superintendent and is based on information obtained from the local road officials, observations by the bus drivers, and personal inspections by the superintendent. Often this decision cannot be made much before the time buses are scheduled to leave in the morning.

Parents are encouraged to listen to local radio stations for information about the closing of school during inclement weather conditions. The following radio stations broadcast the information about the closing of school:

		A.M.	F.M.
WLPO/WAJK	LaSalle	Dial 1220	Dial 99
WIZZ/WSIQ	Streator	Dial 1250	Dial 98
WLRZ	Peru		Dial 101
WZOE	Princeton	Dial 1490	Dial 98.3

If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. It is important for school phone lines to remain open for important instructions and staff communications.

Lost and Found

Found articles are to be brought to the Lost and Found outside the office door. Students who have lost articles are to check to see if they have been turned in. Please put a nametag on your child's outer clothing, boots, and other supplies to help return any items that may have been found.

Withdrawals and Transfers

When students move from the District, parents must notify the school at least one day in advance. This allows time to complete transfer information for the school and get the parent's signature on the Release of Records and other required forms. Books must be returned to the teachers and any remaining fees must be paid in the office.

Accidents - First Aid - Illness

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. We are prohibited by law from going beyond this. Parents will be contacted and requested to come to school and assume the responsibility for any additional health care or decisions about what to do. Also, parents of students who become ill at school or are running a fever will be contacted to come for the child. The child must be fever free for 24 hours before returning to school. An Emergency Information form is sent home each year for the parents to correct and update. This information is essential when a child needs medical attention. Please keep the school informed of changes. In case of an emergency and a parent cannot be reached, the "Emergency Procedures" section will be followed. Please include in this section two names of adults who live in the District who can accept full responsibility for your child's care.

Asthma Medication and EpiPen

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "Medication Administration/Consent Form" and "Asthma Inhaler or Epinephrine Auto injector authorization form.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medication At School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student."

It is the policy of the Board of Education that District personnel shall not assume responsibility for administering medications to students. If it is required that a student receive medication during the school day, the parent/guardian may visit school and administer the medication; if that is not possible, the Principal or his/her designee may administer the medication provided the school is given written instructions signed by the parent and the physician which contain the following information:

1. Student's name, name of medication, purpose, and duration

2. Time to be administered and dosage
3. Possible side effects of medication
4. Statement from the parent that the school will not be held responsible for any results of the medication.
5. How the parent/guardian wishes to retrieve the container(s) and/or any remaining medication at the end of the time during which it is to be administered.

Medication must be brought to/from school by the parent/guardian. When it is brought to school, it must be in the original container that should be clearly labeled. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the container(s). All medications must be kept in the office for the student.

These instructions apply to administering over the counter medication as well.

Forms to complete the above requirements are available in the office of each school or on the district website.

Commencement Attire

Gowns are required for the commencement ceremony. Students are measured for gowns at the school and charged a fee for the gown. The gown becomes the property of the student upon payment. Students should dress appropriately under the gown.

Care of School Property

Parents and students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students, who disfigure property, break or do other damage to school property or equipment will be required to pay for the damage done or to replace the item.

Use of Telephone

Telephones in the school are for business purposes and may be used by students only in an emergency. A message from parents will be relayed or the student will be permitted to return the call. Except in emergencies, students (and teachers) will not be excused from class to come to the phone.

Personal Belongings

The school cannot be responsible for items such as electronic devices, I-Pods, gaming systems, cell phones, cameras, baseball cards, etc. Personal items not required for the school program are not permitted at school.

Lockers

All students are assigned book lockers, with combination locks. In order to protect possessions, students must comply with the following procedures:

1. Keep your combination a secret.
2. Keep your belongings in your own locker.
3. Be sure your locker is closed and locked when you leave it.
4. Keep your locker neat and clean, inside and outside.
5. Open and close your locker carefully. You are responsible for damage to the lock or locker.
6. No student is allowed to open the locker of another student.

Cell Phones

Cell phones have become an issue and a distraction during the school day. Students with cell phones at school should have them turned off and in their lockers during the school day to avoid unnecessary disturbances.

1st Offense = Warning and phone call home to parent about incident.

2nd Offense = Detention and parent picks up phone from school office.

3rd Offense = Detention/Suspension and parent picks phone up in the office. If this continues to be a problem, a parental meeting with administration will take place to discuss the issue behind the repeated misuse during the instructional periods of the day.

Locker and Desk Inspections

Lockers, desks, and other school property used for storing individual items must be used solely for storing items acceptable to the school. These areas may be inspected to ensure compliance with acceptable school use. Any inspection of the facilities will be made in a non-discriminatory manner. NOTE: Lockers and desks are school property and therefore subject to inspection at the discretion of school personnel.

Visitation

Parents are always welcome to visit Putnam County Junior High School. Parents should call in advance if a conference with a teacher or teachers is desired. The office needs to be notified if the parent intends to eat hot lunch. As required by the Illinois School Code, all visitors must report directly to the office before visiting any room or area of the building or campus. Students are not allowed to bring visitors to school as there is no apparent educational value to such visits and the educational process for enrolled students may be adversely affected.

Student Records - Rights of Parents and Students

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs.
 - b. Challenge the contents of the records by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If satisfaction is not obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. Receive copies of records proposed to be destroyed upon graduation, transfer, or permanent withdrawal from school.
 - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for education and administrative purposes without parental consent. Student records shall also be released without

parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.

5. The following is designated as public information and may be released to the general public unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parents' names and addresses, information about participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in the school.

6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit, or insurance.

7. Full and complete copies of the laws, rules, and regulations on student records are on file with the records custodian of each school and the superintendent of the district. Parents or eligible students are encouraged to contact local school district authorities if further information is desired about the above regulations or local board policies.

Sex Equity Title IX and Civil Rights Section 504

All students regardless of sex, race, color or creed are eligible for enrollment in all programs and/or activities in Putnam County Junior High School. Those students who feel they have been excluded because of sex and/or believe that their civil rights have been violated should contact the Title IX Coordinator, District Superintendent, 402 East Silverspoon Avenue, Granville, Illinois 61326. Phone: (815) 882-2800 opt 5.

School Safety

In order to provide as secure an environment as possible, Putnam County Junior High School is included in the Putnam County Community Unit School District #535 Safe School Plan. This plan included not only school staff but also local law enforcement personnel. Anyone with information about possible school violence is urged to call the Illinois School Violence Tip Line at 1-800-477-0024, as well as local school authorities. This line is operated by the Illinois State Police. When tips come into this line, local law enforcement agencies and the school are immediately notified. From there, law enforcement authorities or the state police will follow-up on the report.

Fire Drills

Fire drills will be held throughout the school year in order to become routine. Participants must be serious and diligent at all times. Students and teachers will follow these general regulations during a drill or actual emergency.

1. Notification will be made by a steadily sounding horn.
2. Following your teacher's instructions, proceed in a single file from your room to your designated area.
3. Walk briskly, but do not run. Do not talk.
4. Teachers will see that doors and windows are closed and lights are out when leaving the building.
5. Students out of the room when the alarm sounds are to exit building at the nearest exit and rejoin their class.
6. Attendance is to be checked by the teacher when the class arrives at its designated area to account for all students assigned to them.
7. The principal or his/her designee will notify teachers and students when to return to the classroom.

In case of fire, pull the nearest alarm and report the location of the fire to the nearest teacher, and if possible, to the office.

Bus Evacuation Drills

Annually, our school bus transportation provider will bring buses and personnel to the school for the purpose of conducting bus evacuation drills for students, grades 6th – 8th.

Disaster Drills (Remain in the building)

Disaster drills will be held periodically throughout the school year. Participants must be serious and diligent. A few general regulations are necessary:

1. Notification will be made by announcement over the P.A. System: in the event that there is no electricity, notice to take cover will be made by three 5-second blasts at brief intervals from an air horn.
2. Pupils are to remain in their designated area until instructed to do otherwise.

ASBESTOS MATERIALS - NOTICE TO PARENTS/STUDENTS

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings.

In accordance with AHERA regulations, the buildings of Putnam County CUSD No.535 have been re-inspected for asbestos-containing building materials by an accredited inspector. Also, an accredited Management Planner has prepared an Asbestos Management Plan. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

SEXUAL HARASSMENT POLICY

It is Board Policy to not discriminate on the basis of sex, marital status or pregnancy in District-operated or District-supported programs or activities. In addition, Board Policy prohibits sexual harassment or sexual intimidation of students by other students and District employees. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or school-related activities;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or other decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or school-related performance or creating an intimidating, hostile or offensive educational environment. Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from this institution as determined by such administrative or Board action as is required by Illinois Law or by Board Policy.

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the school community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student). If you feel that you have been discriminated against, harassed or intimidated on the basis of sex, please contact the Principal or Superintendent.

RECORDS ACCESS - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the District official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or a program of the U.S. Department of Education (ED) funds more of the following protected areas ("protected information survey") if the survey in whole or in part -
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and

safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Ave., SW; Washington, D. C. 20202-5901

Military Recruiters' Access to Directory Information

As per the provisions delineated in the *No Child Left Behind Act*, the Putnam County High School Principal (or designee) will, upon the written request of a military recruiter, provide access to the Directory Information referred to in the above paragraph, unless written notice to the contrary is submitted to the Records Custodian or other official in writing, before October of the current year.

Free/Reduced Meal Applications

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by the mail to the parent/guardian.

HEALTH/WELLNESS INFORMATION

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill (ie, fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **please keep the office informed of any changes.** In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools (if your child is sent home from school with either vomiting or diarrhea they should not return for 24 hrs after symptoms have stopped)
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal or district nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Concussion Policy

See Eligibility for Extracurricular Activities

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

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

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering preschool and kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Please check with the school nurse if you have questions regarding immunization and health requirements.

Medication at School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student."

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to

possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school

Self-Administration of Asthma Inhalers and Epinephrine Auto-injector:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector Authorization Form. An Asthma Action Plan should also be requested from your child's doctor. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Forms to complete the above requirements are available in the office of each school and on the school website.

Sex Education/Safety

According to Illinois School Code: 105 ILCS 5/27-13.2, all Illinois public schools, grades K-8 are required to provide five days advance notice to parents or guardians of when instruction is being presented to students regarding the recognition and avoidance of sexual abuse. Additionally, students are not required to participate in such instruction and parents or guardians, upon written request, may disallow their child from this instruction.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Snacks and Birthday Treats

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information

that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Students with Food Allergies and Chronic Illness

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse at (815) 882-2800.

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

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

SUSPICION-BASED DRUG AND ALCOHOL TESTING POLICY

The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity. The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy in compliance with applicable laws governing drug and alcohol testing of students.

LEGAL REF.: *Vernonia School Dist. 47 v. Acton*, 515 U.S. 646 (1995).
Willis II v. Anderson Community School Corp., 158 F.3d 415 (7th Cir. 1998).

CROSS REF.: 7:140, 7:190, 7:200, 7:210

APPROVED: January 28, 2002

ADMINISTRATIVE PROCEDURES **RULES FOR CONDUCTING SUSPICION-BASED** **DRUG AND/OR ALCOHOL TESTING OF STUDENTS**

I. Purposes

The purposes of Putnam County Community School District No. 535's Suspicion-Based Drug and Alcohol Testing Policy are 1) to protect the health and safety of students 2) to enforce the Board of Education's policy prohibiting the possession or use of drugs or alcohol by students on school grounds or at school-related activities and 3) to offer counseling at the parents' expense as an alternative to punitive action for first time offenders.

II. Definitions

A. **Reasonable Suspicion** is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol; reasonable based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The observation may relate to the chronic and withdrawal effects of controlled substances.

B. **Prohibited Substances** are substances prohibited under the District's Student Discipline Policy.

III. Breathalyzer Testing

A. Reasonable Suspicion

1. When a District employee has reasonable suspicion to believe that a student is under the influence of alcohol, the employee shall report the student to the principal or District administrator.

B. Testing Procedures

1. The principal or District administrator may request that the student submit to a Breathalyzer test to determine if there is any alcohol in the student's system.

2. If the student consents to the test, the test will be performed by a private service provider trained in administering the test. Two District employees shall observe while the test is administered.

3. A student who refuses to undergo a breathalyzer test may be disciplined in accordance with Board Policy, based upon the facts giving rise to reasonable suspicion that the student has violated Board Policy which may include the following:

a. Voluntary, successful alcohol counseling from an approved provider by the administrator.

b. Suspension

c. Expulsion

d. Alternative /Safe School recommendation

e. Or any combination of any of the above

III. Drug Testing

A. Reasonable Suspicion

When a District employee has reasonable suspicion to believe that a student is under the influence of drugs in violation of Board Policy, the employee shall report the student to the principal or District administrator.

B. Testing Protocol

1. The District will select St. Margaret's Hospital or any of their affiliated agencies. They are to follow the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations and be certified by the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting organization.

2. The selected laboratory will provide training and direction to those who supervise the testing, set up the collection environment and supervise the chain of custody of specimens.

3. After it is collected by St. Margaret's and turned over to the testing laboratory, each specimen shall be tested for the presence of prohibited substances.

C. Testing Procedures

1. The student will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker prior to testing.

2. Before submitting the specimen, the student will fill out, sign and date any form, which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the principal or District administrator or tester that he/she is taking prescription medication, or of other circumstances which may affect the results of the test.

3. A sanitized kit containing a specimen bottle will be given to the student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form confirming that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.

4. The person administering the test will be of the same gender as the student providing the sample. Each student will be asked to remove his/her coat and wash his/her hands in the presence of the test administrator prior to entering the restroom stall. The door of the stall will be closed so that the student is by himself/herself while providing the specimen. The test administrator will wait outside of the restroom stall. The student will have two minutes to produce a specimen. The toilet will contain blue dye so the water cannot be used to dilute the sample.

5. The student will remain at the collection site until the student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and disciplined according to Board policy. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure.

6. If tested at school, after the student has produced a specimen, lab personnel will seal and transport the specimen to the testing laboratory. Testing can also be held at St. Margaret's or any of their affiliated agencies.

7. If tested at school, a specimen is deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. If a specimen is deemed invalid, the student will be asked to provide another specimen as soon as possible.

D. Confidentiality

1. In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number. The results of the urinalysis will be mailed back to the principal or District administrator with no student name attached; only the random identification number will appear on the results sheet.

2. Positive test results will be disclosed on a "need to know" basis to school personnel.

3. School personnel with knowledge of drug test results shall not disclose the test results except as may be required to enforce this policy.

E. Notice of Test Results and Consequences

1. Upon receipt of the test results from the laboratory, the authorized employee will notify the student and his/her parent(s) or guardian(s) of the test results. The student and his/her parent(s) or guardian(s) may submit any additional information challenging the positive test result. The student and his/her parent(s) or guardian(s) may also challenge the test results by requesting that a certified laboratory of their choice, at their expense, test the urine specimen again.

2. If the urinalysis indicates the presence of prohibited substances in the student's system, the student shall be referred for discipline as provided by Board Policy which may include the following:

a. Successful counseling from an approved provider by the administration.

b. Suspension

c. Expulsion recommendation

d. Alternative/Safe School recommendation

e. Or any combination of any of the above

3. The results of the urinalysis test may be used in a student discipline hearing.

4. A student who refuses to undergo the urinalysis based upon reasonable suspicion may be disciplined on the basis of facts giving rise to reasonable suspicion, but shall not be subject to additional discipline for refusal to submit to urinalysis.

IV. Financial Responsibilities

A. The District will pay for all initial testing and any follow up testing necessitated by invalid specimens.

B. Any additional testing will be at the expense of the student and his/her parent(s) or guardian(s).

LEGAL REF.: *New Jersey v. T.L.O.*, 469 U.S. 325, 333 (1985)
Veronia School District 47 v. Action, 515 U.S. 646, 115 S.Ct. 2386 (1995)
Bridgeman v. New Trier H.S.D., NO. 203, 128 F.3d 1146 (7th Cir. 1997)

CROSS REF.: 7:140, 7:240, 7:241, 7:300

APPROVED: January 28, 2002

RANDOM DRUG TESTING OF STUDENTS PARTICIPATING
IN EXTRACURRICULAR ACTIVITIES
GRADES SIX THROUGH TWELVE

Students who avail themselves of the privilege of participating in grade six through grade twelve extracurricular activities in Putnam County School District 535 act as representatives of the District, and are viewed as leaders within the school and community.

To protect the health and safety of students engaging in extracurricular activities and to insure that student leaders and School District representatives maintain high standards of conduct, it is the policy of Putnam County School District to require that students submit to random drug, alcohol or tobacco testing as a condition of participating in extracurricular activities. The Administration shall establish rules and regulations implementing this policy.

Nothing in this policy precludes administering a drug, alcohol, or tobacco test to a student participating in extracurricular activities based on reasonable suspicion that the student is violating the Board of Education's policy prohibiting drug or alcohol use. Any drug, alcohol, or tobacco test on the basis of reasonable suspicion conducted shall be performed in accordance with the test procedures specified in the rules implementing this policy.

LEGAL REF.: *Vernonia School Dist. 47 J v. Acton*, 515 U.S. 646 (1995).
 Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998), *cert. Denied* 119
 S.Ct. 68 (1998)
 Schuill by Kross v. Tippecanoe County School Corp, 864 F.2d 1309 (7th Cir.
 1988).
CROSS REF.: 7:140, 7:190, 7:200, 7:210
APPROVED: April 15, 2002

ADMINISTRATIVE PROCEDURES
RANDOM DRUG TESTING OF EXTRACURRICULAR
PARTICIPANTS IN GRADES SIX THROUGH TWELVE

I. Purposes

Putnam County School District recognizes that there is a high incidence of alcohol and drug abuse by students nationwide, which is in epidemic proportion. We also recognize that some Putnam County students, and in particular, participants in extracurricular activities have used alcohol and have or will experiment with illegal drugs, alcohol and/or tobacco during their school years. Because participants in extracurricular activities are especially respected in our society and held in high esteem by our student body, they are expected to be good examples of conduct, sportsmanship, and training, which includes abstaining from the use of drugs, alcohol, and tobacco. Moreover, participants in extracurricular activities who use illegal substances can be a danger to themselves both in and out of the extracurricular activity.

In order to provide for the health and safety of the individual participant and other participants, as well as, to provide a legitimate reason for the students to say "NO" to drug and alcohol use and to provide an opportunity to those taking drugs to receive help in locating programs that can provide assistance, Putnam County High School and Junior High School will conduct a random drug testing program for extracurricular participants. The program is not designed to be punitive. It is designed to prevent drug, alcohol, and tobacco use, to educate student extracurricular participants as to the physical, mental, and emotional harm caused by drug, alcohol, and tobacco use/abuse, to create and maintain a safe and drug free environment for students and to assist them in getting help when needed.

Our purpose of this policy is to deter the use of prohibited substances and to protect the health and safety of students. Another purpose is maintaining high standards of conduct for extracurricular participants as role models and representatives of the District. It is not designed to provide a means that the school may use to discipline a student other than by disqualification from participation in extracurricular activities. Accordingly, the results of any drug test administered under this policy shall be used only for determination of eligibility to participate in extracurricular activities and for no other disciplinary purposes.

II. Definitions

A. Extracurricular Activities (are) school sponsored activities outside of the regular school day, conducted by and representing Putnam County Schools where participation is voluntary, no academic credit or grades are awarded, and are competitive or performance in nature in grades 6-12, including but not limited to the following list of extracurricular activities: Junior High School Athletics, Scholastic Bowl, High School Activities, Band and Choral competition, Scholastic Bowl, drama contest, drama performance, cheerleading, Panteras, and FFA competition teams.

B. Extracurricular Participant (is) any student who is trying out for or participating in any school activity listed above.

C. Prohibited Substances are substances that are prohibited under the District's Student Discipline Policy or defined by criminal statute of the State of Illinois, alcohol and tobacco.

D. Self-Reporting is the process of a student voluntarily coming forward and seeking help for a problem with an illegal drug, alcohol, or tobacco.

III. Consent

A. Consent Form – To try out for or to participate in any school sponsored extracurricular activity, the student must read this policy and sign a consent form by which the student agrees that as a condition of participation in extracurricular activities, he/she (hereafter “the participant”) will consent to the substance testing program outlined in this procedure. The parents or guardians of the student will be informed of the policy and procedures of the testing program and an open sign up period designated to extend until the beginning of the school year. Students deciding to try out or participate in an extracurricular activity after the first day of school will be required to be tested at the parent/guardian expense after the signed consent form is returned. This testing will occur on the next scheduled testing date; the participant will remain eligible for testing for the remainder of the school year (see non-initial consent).

B. Student Transfers – A student that transfers into Putnam County Schools will be provided a copy of this policy. Transfer students and their parents will be given a reasonable period of time (not to exceed five school days) to determine whether or not the student intends to participate in the activities described. If within that period of time the student decides to participate then a consent form must be signed. The student is then eligible and the name will be entered into the pool of names and remain subject to testing throughout the year.

C. Non-Initial Consent – Students deciding to participate after the initial sign-up deadline will be required to be tested at the parent/guardian’s expense after the signed consent form is returned. This testing will occur on the next scheduled testing date. The participant will remain in the testing pool for the remainder of the school year. The student will become eligible for participation four weeks after the testing date.

D. Re-consent – Should a student decide to resume participating in any extracurricular activity or activities, such student shall be treated as a student who decides to participate after the initial sign up period.

E. Withdrawal of Consent – Consent for participation may be withdrawn under the following conditions:

1. Should a student be unsuccessful in trying out for a team or activity under the tryout procedures of the school choose not to be involved in any other activity for the remainder of the school year, the parents/guardians shall send a letter requesting the removal of the student’s name from the random list.

2. Should a senior student choose not to be a participant in any additional qualified extracurricular activities for the remainder of the student’s career, the parents/guardians shall send a letter so indicating and request removal from the random list.

F. Self-Reporting – Student self-reporting is a process designed to allow a student to recognize a prohibited substance problem and bring it to the attention of staff and/or an administrator. Under this policy a student received no consequence for self-reporting but must undergo a substance abuse assessment and counseling. This is a non-punitive referral. However, once a student is randomly selected the self-reporting process is no longer an option. Second and subsequent self-reports will be reviewed individually in regard to the basis for the self-report, this policy and the extracurricular code.

IV. Testing Protocols

A. The District will select a laboratory that follows the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations. The Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting agency must also certify the laboratory.

B. The selected laboratory will provide training and direction to those who supervise the testing program, set up the collection environment and supervise chain of custody of the specimens.

C. After it is collected and turned over to the testing laboratory, each specimen will be tested for the presence of prohibited substances.

D. Students may be tested for nicotine, alcohol, or illegal substances.

V. Testing Procedures

A. Students participating in extracurricular activities periodically will be subject to random testing for illegal substances throughout the school year. Students will not be given advance notice of the drug testing.

B. Each student will be assigned a number. The principal or District administrator will select a random amount of the students periodically for drug testing. Student identification numbers will be selected by the testing facility.

C. Each student selected, will be required to provide a sample according to the quality control standards and policy of the laboratory conducting the tests. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker before testing.

D. Before submitting a specimen, the student will fill out, sign and date any form that may be required by the testing laboratory. The form shall state that if a student chooses they may notify the administrator that they are taking prescription medication, or of any other circumstances that may affect the outcome of the test.

E. For urine samples a sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form stating that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.

F. When obtaining a urine sample the testing personnel administering the test will be of the same gender as the student providing the sample. Each student will be instructed to remove his/her coat and wash his/her hands prior to entering the restroom. The door to the restroom will be closed so that the student is alone in the stall while providing the specimen. The principal and testing personnel will wait outside the restroom. The student will have two minutes to produce a urine sample. The toilet will contain a blue dye so the water cannot be used to dilute the sample.

G. Selected students will remain at the testing site until each student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 30 ounces of fluid. If still unable to produce a specimen after three hours, the student will be taken to the principal's office and told that he/she is no longer eligible to participate in extracurricular activities. In addition, the parents/guardian will be informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility testing (eligibility?).

H. After the student has produced a specimen, lab personnel will seal and transport the specimen to the laboratory.

I. A specimen will be deemed invalid if its seal is broken or tampered with after leaving the student's possession and before arriving at the lab. The student will be asked to provide an additional sample as soon as possible. The student will remain eligible for extracurricular activities pending the completion of the testing.

VI. Noncompliance

If the extracurricular participant or his/her parents/guardians refuse to sign the consent form for substance abuse testing, the student will not be permitted to be a member of the activity until the consent form is signed. Also, if the extracurricular participant refuses to be tested or does not complete the test as instructed, the participant will be considered in violation of this policy and automatically be ineligible as a participant until testing is completed.

VII. Confidentiality

The results of any test administered under the terms of this policy shall be kept confidential and disclosed only to the participant, his/her parents/guardians, and school officials designated by the superintendent. The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in the extracurricular code of conduct. The test result will not be part of the participant's extracurricular file or permanent record but will be kept in a secure file in the principal's office. The results of testing, whether negative or positive, will be kept until the student graduates. At that time all results/ records of this policy related to the individual will be destroyed.

Under this testing program, no staff member, coach or sponsor shall divulge any information to anyone about a particular student or disposition of the student involved, other than by order of a court of competent jurisdiction.

VIII. Random Selection of Participants for Testing

At the beginning of each school year, each participant shall be assigned a number by the principal or his designee. The selection of the numbers will be computer generated and will include an M or F for male/female designation of students to help with staffing needs for the tests. Students will be eligible for random testing throughout the school year. The student number will be selected and the students tested in the order of selection.

IX. Notification of Participation Selection/Absence

The selected participants will be notified to report to the Principal's office on the day of the test. The student will then be escorted to the test site. If the student is absent from school, and the absence is unexcused, the student will be ineligible for competition until the next testing date; the participant will automatically be tested on the next date. If the absence is excused, the participant will remain eligible for practice and competition but will automatically be tested on the next date. After testing, a participant's number will be returned to the testing population and subject to reselection during the next testing cycle. Participants will be subject to random testing throughout the school year.

X. Testing Results

A. The principal or District administrator will provide notice of positive test results to the affected student and to his/her parents or guardians if the student is a minor.

B. The student and his/her parents or guardians may submit any additional information challenging the positive test result. Requesting that a certified laboratory, at their expense, test the specimen again may also challenge the results.

C. If the positive result is not challenged or is verified upon retesting, the principal or District administrator will meet with the student and his/her parents or guardians, if the student is a minor. At this meeting the student and his/her parents or guardians will be informed of the results and given a list of substance abuse counseling and assistance agencies.

D. Also at this meeting, the principal or administrator will inform the student, and his/her parents or guardians if the student is a minor, of the consequences for the first positive drug test as follows:

1. The student will be declared ineligible from participation as outlined in the extracurricular code.

2. The period of ineligibility may be held in abeyance or reduced by half during a probationary period during which the parents may choose to enter their child in a counseling program.

3. A second or third positive test will result in the automatic imposition of the consequences described in the Extracurricular Code of each school.

E. If at any time during the testing the student refuses to submit to the testing and/or follow the procedures provided for in this policy the student will be suspended from participating in extracurricular activities. This would be viewed as the equivalent of a positive test.

F. All students who test positive for prohibited substance must test again with a negative result prior to becoming eligible to participate.

XI. Financial Responsibility

A. The District will pay for all initial random tests, all initial reasonable suspicion tests and all initial follow-up tests necessitated by an invalid specimen. If a student and his/her parents challenge the test results and request a follow-up test, that test will be the financial responsibility of the student and his/her parents or guardians.

B. Counseling and subsequent treatment by non-school agencies is the financial responsibilities of the student and his/her parents and guardians.

C. Subsequent tests to regain eligibility are at the expense of the parent/guardian.

XII. Non-Participants

Any parent or guardian of a District student who is not involved in extracurricular activities may have the option of enrolling that student in this random substance-testing program. The student will be subject to all the policies and procedures contained herein. All testing for non-participants will be at the expense of the parents/guardians.

XIII. Compliance With Other Rules

Rules issued by athletic associations, school sponsored organizations or other entities, which regulate Putnam County School District's extracurricular activities, shall be enforced in conjunction with this policy. Any student who violates a rule or requirement as a member of a team or an activity will be subject to the consequences as defined in the applicable rules.

XIV. Severability

If any section of this policy cannot be enforced according to its terms, that section will be severed and will not affect the enforceability of the remainder of this policy.

Drug Testing Consent Form

Putnam County Junior High School
2017-2018

I, _____ (student's name) have reviewed and read the Putnam County School District policy on Random Drug Testing of Students Participating in Extracurricular Activities and its implementing rules. I understand that as a condition of participating in _____ (name the extracurricular activity) I will be subject to random urinalysis tests for detection of prohibited substances and may also be tested on the basis of reasonable suspicion. I accept the method of obtaining urine specimens, testing and analysis of the urine specimens and all other rules of the Board of Education, which involve random drug testing of students involved in extracurricular activities. I agree to fully cooperate with the testing procedures.

I consent to the limited disclosure of the sampling, testing and results of the testing as provided for in the policy and the rules, and to that extent I waive any right to non-disclosure provided for by state or federal statute.

Student Signature

Parent/Guardian Signature

Date

Date

Parent/Guardian Signature

Date

Note: Required signatures are the following – each student per extracurricular activity and parents/guardian.

PUTNAM COUNTY JUNIOR HIGH SCHOOL

2017 – 2018 PARENT/STUDENT HANDBOOK

PARENT RECEIPT

**PLEASE SIGN THE FOLLOWING RECEIPT STATEMENT
AND RETURN THE FORM TO YOUR CHILD'S VIP TEACHER.**

I have received and read the 2017-2018 Parent/Student Handbook and have discussed school rules and regulations with my child.

Student Name _____

Parent Signature _____

Date _____

PUTNAM COUNTY SCHOOL DISTRICT #535



2018-19

PreK-5th Student Handbook

Primary & Elementary School

Board of Education Mission Statement: *Where all students will learn and succeed...and all means ALL.*

Reviewed: May, 2018

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2018-19 Handbook Committee

Adriane Shore, Board of Education Member	Brandy Sandberg, Parent Representative
Dianne Alleman, Kindergarten Teacher	Josie Hall, 5th Grade Teacher
Katie Main, School Nurse	Brenda Schmidt, Elementary School Secretary
Angie Migliorini, School Secretary	Courtney Balestri, Elementary School Principal
Ronda Cross, Primary School Principal	

Disclaimer: This handbook is not intended to create a contractual relationship with the students, rather it is intended to describe the school, its current practices, procedures, rules and regulations/code of conduct. Membership or participation in a school sanctioned activity is a privilege and not a right. This handbook may be amended during the school year without notice.

Belief Statements

Character Counts in school, at home and in our community. We believe that all students can become responsible, productive citizens of good character with support between the school, community and parents/guardians. The best educational decisions will be made for ALL students and with appropriate instruction, all students can learn. Education today is NOT limited to the classroom, but rather to all spaces that the child occupies. We know that a learning environment needs to be caring, supportive and promotes mutual respect.

Parents/Guardians

A parent/teacher/board member committee was developed within school board policy guidelines for this student handbook which addresses most of the school functions, discipline, etc. for Putnam County Primary and Elementary Schools. The school furnishes a copy of the handbook to parents/guardians enrolling students within fifteen days after the start of school or a student transferring to the school during the school year. The committee, in cooperation with local law enforcement agencies, shall include policy guideline procedures to establish and maintain a reciprocal reporting system between the school and local law enforcement agencies regarding criminal offenses committed by the student. (105 ILCS 5/10-20.14)

This handbook provides students and families an opportunity to be familiar with the rules and regulations, procedures and other relevant information necessary for the orderly function of the school. It has been structured to

promote student progress academically and behaviorally. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

Welcome

Dear Students and Parents/Guardians,

We would like to welcome you to the 2018-2019 school year at Putnam County Primary School (PCPS) and Putnam County Elementary School (PCES). We are pleased that you have registered with the Putnam County School system and look forward to being partners in your child's learning this year. Teamwork is an expectation we have for ourselves and our families. We want to create a child-centered learning environment that focuses on the achievement of each student. Our students need your support, involvement and encouragement throughout the school year. We encourage you to provide opportunities for reading every night with your child and help them develop good study habits at home. Let's work together to reach our students' education goals and make this year, and every one to follow the most rewarding we possibly can.

We have developed this handbook so that it can act as a guide to inform you about our schools, school environments, expectations and accomplishments. Please read your handbook and support us when rules and regulations need to be utilized for student learning. Contact us if any questions, problems or concerns arise. We want to work together and resolve issues quickly, fairly and with a learning purpose.

The faculty and staffs of PCPS and PCES would like to extend a very warm greeting to you and your child(ren) and hope that the coming school year will be a positive and exciting learning experience for all of you. Together in Education,

Ronda Cross
Primary School Principal

Courtney Balestri
Elementary School Principal

Responsibilities

Parental

A successful school experience originates in the home. It is the obligation of the parents by their teaching and examples set forth to develop their child's attitude and foundational learning. Parents will:

1. Instill a respect for authority, for the rights of adults and other children, and for property.
2. See that your child is clean, rested and in good health.
3. Ensure daily attendance and promptness.
4. Talk with your child about school activities, assignments, report cards, progress reports and other school communication that comes home with your child.
5. Provide supplies, time and a place for homework that encourages completion and accuracy.
6. Maintain appropriate regular communication with the school regarding your child's progress, behavior, health concerns, or significant information that may be useful in making education decisions.
7. Understand and comply with rules of the school concerning student conduct and safety for all students of the building.

Student

A successful student wants to learn and improve himself/herself academically and behaviorally. Students will:

1. Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.
2. Take personal pride in their work, achievements and personal appearance. Students will be courteous and set high personal standards for him/herself.
3. Cooperate with all adults and peers.

- Exhibit the type of behavior that shows respect for the school community. Students will accept diversity, regardless of religion, race, national origin, sex, or handicap.

Staff

A supportive staff will create the best environment for learning for the whole school community. All staff will::

- Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.
- Be positive role models.
- Provide a safe, happy and caring environment for learning and teaching.
- Employ instructional strategies which encourage the development of self-discipline and self-respect.
- Develop and maintain the PAWS behavior intervention system which facilitates student learning.
- Seek conferences with parents in an effort to assist students academically, socially or emotionally.

2018-2019 School Calendar

August 1	Registration (8am to 8pm)
August 13	No School - Institute Day
August 14	No School - Institute Day
August 15	First Day of School (2:00 Dismissal)
August 16-17	2:00 Dismissal
September 3	No School - Labor Day
September 5	2:00 Dismissal
September 19	2:00 Dismissal
October 3	2:00 Dismissal
October 5	Institute Day – No School
October 8	No School - Columbus Day
October 12	End of First Nine Weeks
October 17	2:00 Dismissal
October 18	Parent/Teacher Conferences (4 pm to 8 pm) pass out report cards
October 19	No School - Parent/Teacher Conferences (8am to Noon)
November 2	End of trimester (K-5)
November 7	2:00 Dismissal
Nov 21-Nov 23	No School - Thanksgiving Break
December 5	2:00 Dismissal
December 19	2:00 Dismissal
December 20	End of 2 nd Nine Weeks-End of 1 st Semester(2:00 dismiss)
Dec 21-Jan 6	Winter Break
January 7	Institute Day – No School
January 8	School Resumes
January 1	2:00 Dismissal
January 21	No School - Martin Luther King Day
February 6	2:00 Dismissal
February 8	End of trimester (K-5)

February 14	Parent/Teacher Conferences (4pm to 8pm)
February 15	No School-Parent/Teacher Conferences (8am to Noon)
February 18	No School-Presidents' Day
February 20	2:00 Dismissal
March 6	2:00 Dismissal
March 8	End of Third Nine Weeks
March 20	2:00 Dismissal
April 3	2:00 Dismissal
April 12	2:00 Dismissal
April 15-22	Spring Break
April 23	School Resumes
May 1	2:00 Dismissal
May 15	2:00 Dismissal
May 21	End of Trimester (K-5)
May 22	2:00 Dismissal
May 23	Report card day - 2:00 dismissal
Emergency days	May 24,28, 29,30,31

Summary

Student Attendance Days	174
Emergency Days	5 (Added to the end of the calendar for snow days)
Approved Institutes	4
Approved P/T Conferences	2
Total	185

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure with the building principal.

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

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Schools (pursuant to 105 ILCS 5/2-3.8).

SCHOOL INFORMATION

Unless otherwise specified in the section, all of the following information pertains to both the Primary and Elementary schools.

Academic Standards

Formal parent/teacher conference times are set in the school calendar each semester and teachers contact parents as needed throughout the school year in an effort to build a partnership in support of the student's effort and progress. Parents are encouraged to contact their child's teacher any time if there are questions or insights they might wish to share.

Primary:

Curriculum and instructional practices are evaluated on a continuous manner so as to provide the best opportunity for each student to reach his/her potential. In order to accurately reflect the new standards and methods in which students are assessed, we developed a "standards-based" report card. The report cards will be issued every twelve weeks (trimester) of the school-year in an effort to keep parents informed of the student's progress as well as sharing the Fall, Winter and Spring assessment results through the AIMSweb assessments conducted in K-2nd grade. These assessments are intended to be one more piece of evidence on how the child is performing and learning with the instructional strategies used in the classroom. Adjustments are made to student settings and interventions as needed to gain the highest impact on their learning.

Report cards are distributed on the last school day of the week following the ending date of the grading period (trimester) or at parent/teacher conferences. During the 1st and 2nd trimesters signed report cards should be returned to the school on the next day of school.

Elementary:

Academic excellence is the goal targeted through all instruction, both formal and informal assessment. Curriculum and instructional practices are evaluated in a continuous manner so as to provide the best opportunity for each student to reach his/her potential. Report cards are issued every twelve weeks (trimester) of the school year in an effort to keep parents informed of the student's progress.

ACADEMIC AREAS is as follows:

- A = 100% - 90%
- B = 89% - 80%
- C = 79% - 70%
- D = 69% - 60%
- F = 59% and below

ACADEMIC SPECIALS is as follows:

- E = Excellent
- S+ = Very Good
- S = Average
- S- = Below Average
- N = Failure

EFFORT/ASSIGNMENTS is as follows:

- O = Outstanding
- S = Satisfactory

U = Unsatisfactory

The missing work that resulted in an "Incomplete" must be made up by the end of the following grading period. Whatever work has been complete by the end of the following trimester will be evaluated and a grade marked for the "Incomplete" at that time. "Incomplete" will not be marked for the third trimester.

Asbestos Policy

State statutes require school districts to update parents and employees annually on the presence of asbestos-containing materials throughout its school buildings. In accordance with AHERA regulations, the buildings of Putnam County CUSD No. 535, have been re-inspected for asbestos-containing building materials by an accredited inspector. Also, an Asbestos Management Plan has been prepared by an accredited Management Planner. Both the Inspection Report and Management Plan are on file in the Office of the Superintendent and are available for public review during normal business hours. Copies of these reports are available upon notification.

Attendance & Truancy

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, and is enrolled, attending school during the entire time school is in session.

In the event of illness or other excused absence, parents/guardians are to call the school absentee reporting line, 1-815-882-2800 (Opt. #6), for their child by 9:00 a.m. on the day the student is absent.

A physician's note is required to return to school after any of the following: contagious diseases, rashes, surgery, illness requiring a physician, excuses from physical education class, and absences of five or more consecutive days. A student is considered tardy if they arrive after 8:15 a.m. In order to preserve the instructional time of students, children other than enrolled students, are not allowed to attend classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent/guardian must send a dated, signed note explaining the reason for the early dismissal to the office. The student must be picked-up in the school office.

Excused Absences:

- Student illness
- Death in the family
- Medical and/or dental appointments that cannot be arranged outside the school day

Unexcused Absences/Tardiness:

- Oversleeping
- Missing the bus
- Hunting/fishing, shopping or vacation
- Unexplained "personal reasons"

Excessive Absences/Truancy:

Student attendance is critical to the learning process. Students who miss 5% (9 days) or more of the prior 180 regular school days without valid cause (a recognized excuse by the school) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the LaSalle/Marshall/Putnam County ROE Truancy Officer
- Hearing before the County Truancy Officer
- Reporting to officials under the Juvenile Court Act

- Referral to the State's Attorney
- Other school-based action to be decided by the principal.

The procedure outlined below has been developed to inform students and parents about possible attendance problems and to correct any problem before it results in a student losing the opportunity to receive credit.

Interventions:

Step 1: When a student has accumulated five (5) absences, excused or unexcused, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7th), a notice will be sent to the parents from the principal's office. Additional steps may include a school/family conference, referral to a truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the ninth (9th), a notice will be sent to the parents from the principal's office. The principal will consider the reasons for these absences and if a referral has not been made to the county truancy officer, contact will be made at this time. Additional interventions will also be considered at that time.

Consideration of absences after the 9th absence:

Each absence after the 10-day limit will be recorded as unexcused unless deemed excused by the administration. If a student is sent home due to illness, this is also considered an excused absence.

Perfect Attendance Recognition:

Students will be recognized for "Perfect Attendance" at the end of the school year. Students must be in attendance the full day, every day of the school year. Additionally, students may accumulate no more than two incidences of tardiness for the entire school year in order to receive the award.

Bicycle Rules

Students from all schools within Putnam County School District #535 may ride their bicycles to school. All bicycles should be properly parked and locked at the bicycle rack. The school is not responsible for damaged or stolen bicycles.

Students should walk bikes on and off the sidewalks and across intersections. Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules-of-the-Road.

Bullying/ Sexual Harassment/ Intimidation

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a school computer/device that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are to immediately report any bullying to a school employee. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Primary School Complaint Manager:

Ronda Cross, Primary Principal
 400 E. Silverspoon Street
 Granville, Illinois 61326
 815-882-2800 (Opt. #1)
crossr@pcschoools535.org

Elementary School Complaint Manager:

Courtney Balestri, Elementary Principal
 326 S. Fifth Street
 Hennepin, IL 61327
 815-882-2800 (Opt. #2)
balestric@pcschoools535.org

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

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

Sexual Harassment/Discrimination:

Harassment of, or threats to students, employees of the District, or the Board of Education on or off school grounds is not allowed. Any conduct, including teasing, bullying, and harassment directed against students which causes them to be fearful of attending school is not allowed. Any student who teases, bullies, or harasses another student will be subject to disciplinary action, which may include, but not be limited to, suspension or expulsion. Putnam County School District will neither condone nor tolerate harassment or sexual harassment of students by anyone. The District believes that every student has the right to be free from the harm perpetrated by anti-social acts while the student is attending school. All students are to be free to attend school without concern of threats or demands. Students who believe they are being harassed by another student(s) should contact a teacher or the administration.

Bus Information

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published after student registration. Once a stop is set and assigned, students are not permitted to ride a bus other than the bus to which they are assigned unless residency changes.

Bus Safety:

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Bus Discipline:

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Removal of bus privileges for the year and/or suspension from school attendance may result for such misconduct. Normal school attendance as outlined by the *Illinois School Code* is required of students; and students suspended from riding the bus must attend school or be considered truant.

Please note: Taking pictures or videos of any kind are prohibited on the bus. Any violation of this rule may result in an immediate suspension from the bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Please be advised that the rules for safe and efficient transportation of the students are fully supported by school district administration and the Board of Education. Guidelines regarding the continuum of interventions to be used for notice of misconduct are as follows:

- Student is notified, counseled, and may miss recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and will receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and given a 1-5 day bus suspension. Parent is notified of offense and written report is sent home with parent response requested.

- Student is notified, counseled, and given a bus suspension up to ten days. Parent is notified, written report sent home, with parent response requested.
- Student is notified of the offense, counseled, suspended up to ten days, and a bus expulsion may be recommended to the Board of Education. Parent is notified, written report is sent home, and parent response is requested.

Students are expected to follow all rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

For questions regarding school transportation issues, contact the building principal.

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

Preschool Bus Information:

Although preschool busing is not a required state mandate, currently PC is able to provide limited transportations to the various communities of the district. Bus stops are established by administration and the bus company with allowable funds. Administration will establish stops with one in each town and at a daycare provider's residence (provided there are 3 or more students receiving daycare services from that location on a daily basis). Proof of students receiving daycare services will be required and if dishonorable practices are found the bus stop will be eliminated for the rest of the school year.

Parents or guardians must be at the stops at the scheduled time for pick-up and drop-off. Bus stops cannot be changed unless the change is permanent. Bus drivers will be instructed to proceed to the next stop after two minutes of waiting. This is to keep the bus on schedule for all of the other adults waiting to receive students off the bus. If no one is at the stop, the student will be brought back to the school and they will need to be picked-up from the office. If a parent misses picking-up their child three times, bus privileges will be revoked by the administration for a period of time.

Special Education Bus Information:

Students with special needs that require transportation according to the Individualized Education Planning (IEP) team will be accommodated according to their IEP.

Most buses are equipped with video cameras. Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. Videotapes may also be viewed at random. Viewing of videotapes is limited to individuals such as the superintendent, principals, transportation director, bus driver, sponsor, coach, or other supervisor. Parents and guardians are not permitted to view videos per school law.

Buses are provided for transportation to and from school only, and students are assigned to their bus according to where they live in the community. Only students enrolled in PC schools may ride the buses.

Cell Phone

Cell phone and electronic device usage for any reason is prohibited during school hours. If students choose to bring their cell phone or electronic device to school, it must be turned off and kept in the student's bookbag. Any usage of cell phones or electronic devices will result in the item being confiscated. After the first offense, the student may retrieve the cell phone or electronic device from the principal at the end of the day. Subsequent violations will require a parent or guardian to retrieve the item. Students are encouraged to leave all electronic items at home as Putnam County Schools are not responsible for broken, lost or stolen items.

Class Parties

School parties and activities are planned for the school's students. While the help and support of parents with these parties is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Controlled Substances and Look Alikes

Students are prohibited from bringing any kind of alcohol, tobacco, controlled substances, or look-alike substances to school or any school function.

"Look-alike substance" means a substance other than a controlled substance which:

- (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or
- (2) is expressly or implied represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

For the purpose of determining whether the representations made or the circumstances of the distribution would lead a reasonable person to believe the substance to be a controlled substance, the court or other authority may consider the following factors in addition to any other factor that may be relevant:

- (a) Statements made by the student in control of the substance concerning its nature, use or effect;
- (b) Statements made to the recipient of that substance may be resold for profit;
- (c) Whether the substance is packaged in manner normally used for the illegal distribution of controlled substances;
- (d) Whether the distribution or attempted distribution included an exchange of or demand for money or other property as consideration, and whether the amount of the consideration was substantially greater than the reasonable retail market value of the substance.

Discipline

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

Conduct Rules:

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Violations:

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized

education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging or encouraging other students to engage in behaviors such as bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel. If the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
18. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

The term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Disciplinary Measures:

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians by letter or phone

2. Parent/Teacher conference
3. Disciplinary conference with principal
4. Oral apology
5. Write letter(s) of apology
6. Withholding of privileges such as recess
7. Temporary removal from the classroom
8. Return of property or restitution for lost, stolen or damaged property
9. In-school suspension
10. After-school intervention, such as detention, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
11. Community service
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
13. Suspension of bus riding privileges
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

In situations where a student refuses to cooperate with school staff in the proper execution of their duties, or participates in conduct which is disorderly, or which also may be a violation of criminal laws, the local police department may be called upon to assist staff members.

No employee of the school district shall participate in or arrange for the interrogation of a student of the District, without the express prior approval of the principal or his/her designee.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the District expulsion procedures.

In addition to the rules outlined in the handbook, the principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

Dismissal Procedures

It is illegal to pass a school bus, from either direction, if the stop arm is extended and/or the lights are flashing this includes buses on school grounds.

Preschool:

Please use caution when driving through our parking lot. A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. Parking spaces are provided for your convenience. Please be sure to hold your child's hand to and from the preschool door, which is door B. Remember that our behavior sets an example for our children.

Please inform us with a note or phone call if someone other than those you have originally authorized will be picking up your child. The authorized person must be able to present a photo ID.

Primary School:

Regular Dismissal:

Parent pick-up begins at 3:10 p.m. and crosswalk supervision begins at 3:15 p.m. on regular dismissal days.

2:05 Dismissal:

Bus students should arrive home one hour early on these days. Parent pick-up begins at 2:05 p.m.

Below are some reminders about student drop-off and pick-up:

1. No one is at the school to supervise the children until 7:15 a.m.
2. Parents/Guardians need to be very careful when using the front of the school building to drop students off. This is a very busy time for the buses, and it is not the best place to drop-off and pick-up students.
3. It is strongly suggested that parents/guardians use the crosswalk located at the corner of Silverspoon and Colby or the back parking lot of the school to drop-off and pick-up students. A crossing guard is on duty from 7:45 a.m. to 8:00 a.m. to help the students in the morning, and a crossing guard will walk the students from the Primary School to the crosswalk at the end of the school day. The crosswalk is not supervised December 1st through February 1st. Parents/Guardians wishing to speak with the office or teachers, and parents/guardians waiting for students at the front of the school, will need to park. The back lot is used for drop-off and pick-up only.
4. All students arriving after 8:00 a.m. may be dropped off in the front of the school by the front entrance. Please watch for late buses. They have the right-of-way.
5. Pick-up begins at 3:10 p.m. in the back lot. Please pull-up to door entry E not door entry C. Please have your family name tag displayed. No car pick-ups can be made in the front of the school because of the buses.

If your child is a walker, he/she will be walking from the school with the crossing guard to the corner of Silverspoon and Colby. The crosswalk is not supervised starting December 1st through February 1st.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, before 2:30 p.m. Due to hundreds of students being dismissed from the school students cannot be routinely dismissed from only the office.

Elementary School:

Students will enter and exit school using the North Door (North/Flagpole). Parents may drop off students in the morning at the designated drop off area at the West end of the School only. Parents may park in the West parking lot after 8:30 a.m. A crossing guard will be on duty at the corner in the afternoon only.

Bus riders will be supervised by staff members and dismissed at the appropriate times through the North Door. Walkers will be dismissed from the North Door at approximately 3:05 p.m. Students who routinely ride a bus home, but who are being picked up by the parent/guardian that day, will be dismissed with walkers.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, before 2:30 p.m. Again, due to safety concerns, students cannot be routinely dismissed from the classrooms or office. Your understanding and cooperation is much appreciated. All parents must stop by the office if picking up a child directly from the classroom.

Dress Code

Students and their parents are encouraged to select respectable styles of dress that are appropriate for a healthy educational environment and that support the achievement of the educational goals of the community. While the responsibility for appropriate attire at school rests with the student and his/her parents, students should maintain an appearance that will not impair or endanger their health or safety. A complete list of attire that is inappropriate for

school and which might cause a disruption of the educational process would be impossible, but the following examples will serve as guidelines:

- Clothing students wear should cover them from at least the shoulder to mid-thigh. Short shorts, spaghetti strap tank tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed. Students that wear leggings or other form fitting pants must wear a shirt that completely covers their bottom.
- Coats, jackets, capes, and hats are not to be worn in the building during the day; additionally sports bags, book bags, etc, may not be carried during the day.
- Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
- Any clothing or symbols that relate to gang symbols, gang membership, etc., may not be worn.
- Shoes must be worn. Sandals, high heels and flip-flops are discouraged due to injuries.
- In the Primary building students spend a lot of time on the carpet, girls are encouraged to wear shorts under skirts and dresses.

Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.

Eligibility for Extracurricular Activities

In order to participate in an extracurricular activity after school, (ie – concerts, sports, class parties, book clubs, etc.) a student must be in attendance by 10:00 AM of that school day. (An exception to this would be prior approval to be granted by the school principal (ie., Doctor's appt., ortho appt. etc.)

Elementary:

A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest. A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.

Eligibility is checked every week. In order to remain eligible, a student may have no failing grade in any academic and/or academic specials subject. If one failing grade is received, the student may NOT participate in practices or meetings and may NOT participate in any scheduled activities until the next eligibility check. If a student is ineligible for a third time during the same activity, he/she will be declared ineligible for the remainder of that activity. This eligibility applies to all extracurricular activities.

Sports Concussion:

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Emergency Drills & Dismissal

Emergency Management Plan:

The Putnam County School District's Emergency Management Plan is available in the district & Principal's office and is updated annually with all appropriate emergency agencies involved in the review process.

Emergency Dismissals - In case of an emergency dismissal, children should have an alternate place to go should a parent not be at home. Parents are asked to discuss an alternative plan with their child(ren) and to make appropriate arrangements for use of the plan.

Fire Drills:

Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill.

Tornado Drills/Warning:

A tornado drill is conducted annually at PCPS/PCES. Students practice several times where and what to do in the event that an announcement is given. These procedures are also taught for multiple different locations in the building depending on where the students are during the initial announcement.

In the event of a tornado warning, children will be told to go to an assigned area for their class. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day, the children will not be dismissed until the "all clear" signal is given. No student will be dismissed prior to the all-clear unless the parent/guardian signs the student out at the school's office. By signing the sheet, the parents/guardians are indicating to the school that they are taking the child(ren) from the school premises and assume all responsibility for what may happen, regardless of the warning.

Law Enforcement Drill:

A law enforcement drill is required annually with our local and/or county officials. This drill allows administration and law enforcement to cooperatively and safely practice procedures in case of a threat inside or outside of the school building. Students are present for the drill but know it is a drill through announcements and their teachers preparing them.

School may be closed unexpectedly due to severe weather, power failure, or other reasons. Parents are advised to listen to local radio stations for information about the closing of school during inclement weather conditions. If there is no radio announcement, school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications. The school's Blackboard Connect system will be used to contact parents. Please make sure the school has your contact number.

When weather conditions are such that by delaying the start of school either one or two hours the buses can then safely complete their routes, it will be announced as early as possible on the radio stations. When such an announcement of delayed start is made, school opening will be delayed that amount of time and no students are expected in the building before the delayed opening time.

All announcements concerning adjustments in the school schedule due to inclement weather will be made using the district Blackboard Connect messaging system and your local radio stations.

English Language Learners (EL)

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Students are tested to determine eligibility and services after the Home Language Survey form is completed at registration. If students qualify for language support services, these services are provided until the student demonstrates sufficient skill to exit the program based upon the State ACCESS test, or until a parent withdraws them from the program.

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

For questions related to this program or to express input in the school's English Learners program, contact Ronda Cross, Principal at PCPS, or Courtney Balestri, Principal at PCES.

Homeless Students

When a child (PK-12th) loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

The Putnam County CUSD #535 homeless liaison is Brandy Baele. She can be reached by calling 815-882-2800 (Option #1 or 2) or by email at baeleb@pcschools535.org.

Homework Policy

Primary/PCES - Through review of previously taught content, each grade level will communicate homework procedures PreK-5th grade. The school's "Homework Policy" is intended to (1) foster informative and supportive communication between school and home, (2) continue the development of individual responsibility, and (3) increase academic performance.

Requests for homework will be honored for students who are absent. Teachers will address the length of time a student has to complete and return the homework to school. Requests for homework should be made by contacting the school before 9:00 a.m.

Internet/Technology Acceptable Use Policy

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Rules and guidelines for the use of the Internet are aligned with *Authorization for Internet Access*, 623.0E2 of the School Board Policy Manual. Each student, teacher, or community member must sign the *Authorization* each year, agreeing to follow the District's rules as a condition for using the District's internet connection. No student may access or use the internet without a signed form on file in the school. The use of the District's internet is a privilege, not a right. Failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The building principal will make all decisions regarding whether or not a user has violated this *Authorization*, his or her decision is final.

Lunch & Breakfast

Lunch is \$2.20, breakfast is \$1.35, milk only is \$0.40, and soy milk is \$0.95 which can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Teachers will send breakfast, lunch money, and any of your instructions to the office every morning. All record keeping for the hot lunch program is maintained in the office. Putnam County Schools follow established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

A parent, adult or special guest is welcome to join a student for lunch (this is limited to once a month). The cost for an adult school lunch is \$2.70. If you plan on eating hot lunch, the office needs to be notified by 10:00 a.m.

Parents are welcome to bring lunch for their child or children during the lunch period but cannot bring lunch to any other student.

The lunch program operates as a debit account, not a credit account. However, no child is ever allowed to go without lunch. A notice of the charge is sent home in the event it is necessary to provide a lunch. Once a student's account balance reaches \$-20.00 the school will not be able to offer a full breakfast or lunch. Cereal along with milk will be given for breakfast and a peanut butter and jelly sandwich and milk will be given for lunch until the balance is paid in full. Students who bring a cold lunch are encouraged to avoid "junk food" and other non-nutritious items. Carbonated beverages are not permitted in the cafeteria. For safety reasons, glassware should not be used. Trading

of lunches and/or lunch items is not permitted. During the first 10 minutes students eat (no talking to encourage eating at this age) and the second 10 minutes students can talk quietly.

Free/Reduced Meal Applications:

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by mail to the parent/guardian. Snack/Extra milk (0.40) and soy milk (0.85) is not included.

Elementary and Secondary Education Act (Formerly Known as: No Child Left Behind Act)

The *No Child Left Behind Act of 2001*, signed into law on January 8, 2002, is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965. This update vastly increases the federal government's role in the operation of public schools and imposes many new and complex obligations on local school districts. Of particular interest to parents is the assurance that all our teachers are duly certified and highly qualified and that you have the right to request information regarding the professional qualifications of your child's teacher(s).

A parent will also be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered "highly qualified" under the ESEA guidelines. As well as its comprehensive provisions on school improvement, teacher quality, and instructional programs, ESEA also has numerous other requirements, such as regulations concerning student privacy, military access to student directory information, community access to school facilities and guidelines for the exercise of religious freedom in the schools. As required by ESEA, Putnam County Community Unit School District No. 535 certifies that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

Parent Advisory Committee (PAC)

The District has a Parent Advisory Committee (PAC). This committee of parents meets with the Superintendent for the purpose of direct two-way communication between the schools and the parents. The goal is to have parent representatives from each building and community in Putnam County. Parents who are interested in serving on the PAC are encouraged to contact the building principal.

Parent-Teacher Conferences

Formal Parent/Teacher conferences are held District-wide twice during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades PreK-5 hold conferences on an "as needed" basis, either on the phone or in person. Parents are encouraged to contact their child's teacher at any time if they have a question or concern.

Party Invitations

The classroom teacher, with approval of the principal, may distribute invitations to personal parties only when they include every student in the classroom or all of the boys or all of the girls in the classroom. Invitations to personal parties may not be distributed directly by students or parents at school. The distribution of party invitations during the school-day can often cause problems in the classroom for the teacher as well as for the students. We encourage distributing party invitations outside of the school day. Note: Birthday balloons are not allowed to be delivered to school due to the distraction to the learning environment.

Pesticide Application

Putnam County CUSD #535 is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. Therefore, an Integrated Pest Management Plan has been adopted.

Even though pest control practices may involve a variety of chemical and nonchemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there

may be situations where chemical control of pests may be used. If such a control is used, parents and staff members can be informed of such prior to an application.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

Preschool for All Home Visits

The purpose of the home visit is to make a connection between the teacher, child and family. The preschool teachers visit all new students and their families. Visits will last about 30 minutes and they will be scheduled at the beginning of each school year. The teacher provides information about the program, answers parental questions and has an activity to play with the family.

Preschool Screenings

Putnam County Primary School screens students entering preschool to identify and serve the most at-risk children. The screening instruments and activities measure each child's development in the areas of vocabulary, visual-motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills, and cognitive development. Due to children growing and developing over time, a student's screening data cannot be older than six months upon enrollment into the Preschool for All program (PFA).

The screening is conducted on a community-wide basis and is developed and implemented with cooperation from the LaSalle/Putnam County Educational Alliance for Special Education.

Putnam County provides two screenings a year during the months of August and April. A third screening is scheduled if deemed necessary. Children may be screened by LEASE at locations other than Putnam County and request the screening results be shared with Putnam County to determine eligibility for PFA. Fall enrollment for the next school year is determined after each screening. If the program is full, a wait list is started and used throughout the year as availability allows.

Publishing Student ID/Picture/Information

A parent or guardian must notify the office in writing, at the beginning of each year, if they do NOT want their child's picture, name, other directory information or work published. This will include electronically, in the newspaper, and on the district website. Due to other students' public media restrictions, no one is allowed to take/post pictures of any child(ren) but their own.

Recess

Weather permitting, students have recess outside after lunch. When the weather is inclement, including a wind chill factor of 25 degrees or lower, recess is held in the school gym. Please be sure a coat, hat/scarf, boots, and mittens/gloves are used on any given day when weather is cold.

When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.

Registration

Preschool Registration/Enrollment Information:

Preschool for All program serves only 3-5 year old children who are not age-eligible for kindergarten (i.e., age 5 on or before September 1 of the school year in which the program is implemented).

Those children currently enrolled in the program remain in the program until they become eligible for kindergarten. When there are openings in the program, children are enrolled based on their at-risk status. The most at-risk children

are enrolled first as determined to be the most at-risk by a screening identifying circumstantial risk factors, eligibility criteria, and information from the parent interview. At risk enrollment includes children from Early Intervention, Early Head Start, and Prevention Initiative.

Waiting List for Preschool:

When the Preschool program for Putnam County identifies more children who are in need of services than we have available spots, a waiting list is created.

At the time children are screened, points are assigned through the screening process and parent interview. Those children with the most at risk points are admitted into the program. If we have more children than spots, a waiting list is created and children with the most points are placed at the top of the list. After the most at-risk children are considered, then consideration is given to those at-risk children who will be attending kindergarten the following year.

As seats become available in the program, the parent of the child with the most points will be contacted to discuss admission into the program.

Fee Waivers:

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive. Students receiving a fee waiver are not exempt from charges for lost and damaged books, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians complete the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free or reduced lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.;
- or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

Residency

Proof of residency is required every year. Two forms of proof are required at the time of registration. Examples of acceptable forms are: Driver's license, utility bill, phone bill, or a lease agreement.

Change of Residence Due To Military Service:

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school for a pupil whose residence is determined under this condition.

Response to Intervention or Multi-Tiered System of Support (Rtl or MTSS)

Response to Intervention (Rtl) integrates assessment and intervention within a 3-tiered system to maximize student achievement. During the fall, winter, and spring universal screening of core content is reviewed to help determine students' strengths and weaknesses in the areas of reading and math.

All students receive Tier I Rtl as part of the classroom curriculum. If universal screening, along with classroom data, indicates a student is significantly below grade level in reading or math, then they will receive Tier II Rtl support. This support will consist of an additional thirty minutes of daily reading or math instruction. This instruction is a supplement, not a substitute for the reading or math instruction received from the classroom teacher. When students receive Tier II Rtl support they will be progress monitored every two weeks and their progress will be reviewed by a team every six weeks. A student may receive Tier III Rtl support if they have not made significant progress as determined by the team.

The focus of instruction during PreK-5th grade Rtl will be early writing strategies, phonemic awareness, phonics, fluency, comprehension, number sense, math facts, concepts and application, and computation to name a few. Communication is very important, so parents will be kept well informed of their child's growth and progress through reports and/or graphs depending on the level of intervention received.

Retention/Promotion

In compliance with School Board Policy 7.30, the building principal shall assign students to classes. Placement, promotion, or retention shall be made in the best interest of the student after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. The building principal will direct and assist teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance. In accordance with the Illinois Education Reform Act and in compliance with School Board Policy 6.280, both quantitative measures and qualitative assessment will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents within the prescribed time frame. If a student is currently part of a case study evaluation or receiving Special Education services, placement decision shall be determined by the student's educational team.

Elementary:

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic subjects of Reading, English, Math, Science and Social Studies. Parents of students, who are in danger of non-promotion, will be notified by registered mail by May 1st, including notification throughout the year.

Search & Seizure

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

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

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

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

Students:

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district

policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property:

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

Social Networking Website Notification:

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Security Cameras

All Putnam County Schools are equipped with security cameras. Putnam County Schools maintain 24-hour video security with cameras placed at entrances and in hallways. Videotapes are reviewed when a safety or security issue is reported. They may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. Those individuals with a legitimate educational or administrative purpose are the Superintendent, building administrators, or educational personnel. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

School Hours

The office is open from 7:30 a.m to 4:00 p.m. Teachers are in the building from 7:45 a.m. to 3:45 p.m. daily. Students may not be dropped off at school until 7:15 a.m. at the earliest.

Preschool class times are 8:15-10:45 a.m. or 12:15-2:45 p.m. Daily attendance is expected at the Preschool level. Failure to attend can jeopardize the student's enrollment in the state grant program.

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 8:00 a.m. Students who are walkers should not arrive until 8:00 a.m. unless they are coming for breakfast. Classes begin promptly at 8:15 a.m. Students will be considered tardy after 8:15 a.m.

Special Education

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office. For more information, please contact Director of Special Services, at 815-882-2800, ext. 423.

Student Privacy Protections

Surveys Requesting Personal Information:

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.

4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

Student Records

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

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

Instructional Material:

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights transfer from the parents to a student who is 18 years-old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

Suspicion-Based Drug and Alcohol Testing

Board Policy 7:241 – The Board of Education recognizes that drug and/or alcohol testing of an individual student may be appropriate when there are reasonable grounds to suspect that the student is violating the Board of Education's policy prohibiting the possession or use of drugs or alcohol while on school grounds or at a school-related activity.

The Board of Education authorizes drug and alcohol testing of students based upon such reasonable suspicion of drug and alcohol use.

The Administration shall establish rules and regulations to implement this policy (Board Policy 7:241 – R) in compliance with applicable laws governing drug and alcohol testing of students

Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;

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

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

Testing and Assessment

Regular and on-going classroom assessment is used to monitor student progress and guide instruction. In addition to such local testing, students in grades 3rd through 5th take the PARCC test. Additionally, 5th grade students take the Illinois Science Assessment. This testing is required by the State of Illinois and is given in the spring on the dates determined by the State. In addition, PCPS & PCES students complete AIMSweb Plus testing in reading and math three times a year.

Title I

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading. Putnam County Schools provide a Title I program for students with an identified need in the area of reading. As of the 2016-2017 school year, the Primary and Elementary Schools will be approved for “schoolwide” status with the Board and State. Students PreK-5th grade can be served by the grant.

Students are screened with a multiple-step process to determine eligibility for Title I and must have parent permission to participate in the program. Once eligibility is established students of approximately 3-5 students go to the Title I classroom and work in a small group with a certified Reading Specialist. The Reading Specialist will work on reading skills such as: Phonemic Awareness, Phonics, Fluency, Comprehension and Writing. Each student is periodically assessed and progress information is sent home to the parents at least quarterly. Students remain in the program until meeting established exit level criteria. Each year the criteria has to be reestablished for the grant program.

If a student is eligible for Title I services, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

Parental Involvement:

The school and its teachers provide meeting times, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy. Parents will also receive monthly newsletters from the Title I teacher to keep them informed of what is transpiring with their child’s services and to share information on best practices for reading instruction. Parents will also be asked to complete a survey at the end of the school year in order to obtain feedback on programming and services.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Parent Advisory Council
 Preschool for All Grant
 Title I Annual Improvement Planning
 English Language Learners Grant

Contact: Carl Carlson, Superintendent of Schools
 Contact: Ronda Cross, Primary School Principal
 Contact: Ronda Cross, Primary School Principal
 Contact: Courtney Balestri, Elementary School Principal

The school provides Parents/Guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- Timely responses to suggestions.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Ronda Cross, Primary School Principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

Assurances:

Putnam County's Title I program has been designed and implemented in accordance to all requirements of the grant. The programming for the schools is coordinated by the Title I director. All instructions of the Title I program consult with the classroom teachers on a regular basis in order to insure a coordinated effort exists in the buildings.

Comparability of Services:

The required comparability documents are housed at Putnam County Primary School in the superintendent's office. These documents include: comparability report, the district wide salary schedule, board policy on salary and material equivalence among schools. PC pays it's Title I teachers according to his/her position on the negotiated salary schedule. At this time, PC has two title one teachers to serve the two buildings with K-5th grade students.

Allowable Costs Requirement:

Information pertaining to allowable costs is housed at Putnam County Primary School in the superintendent's office. Documents may include the following: class schedules, purchase orders, teacher schedules, excess program cost calculations and teacher contracts.

Needs Assessment:

Putnam County Primary and Elementary conduct an annual Title I needs assessment survey in the spring. The survey is based upon needs teachers identify to improve teaching and learning. The results of the survey can be found in the office of the Primary School or Elementary School.

Student performance will be measured utilizing AIMSweb Plus at the Primary School and the Elementary also uses the MAP assessment. Results are presented to parents during parent/teacher conferences or they are sent home with the student three times a year. Assessment data is utilized to determine if students are making adequate progress or if their intervention needs to be changed.

Student Selection Criteria:

Student selection may be based on any or all of the following multiple criteria: classroom performance, AIMSweb Plus, running records or a teacher's common assessments. Copies of the criteria are maintained by the classroom teacher or the Title I teacher.

Program Improvement and Evaluation:

Local evaluation of the Title I programming plan is an ongoing process. The Title I instructors may conduct pre and post tests on individual students. The assessment of the students in Kindergarten are a combination of local benchmarking and classroom assessment. Title I teachers are also responsible for gathering all information pertinent to effective evaluation of student progress while enrolled in the program. Instruments such as AIMSweb Plus, Fountas and Pinnell, etc., will assist in assessing decoding skills, fluency and comprehension.

Program Quality:

PC makes every effort to provide documentation of the quality of this program. Examples of this documentation may include any of the following:

- Minutes from data team meetings for student movement in the tiered levels of intervention
- Notes and records from conferences attended by those associated with Title I programming will be kept and housed in the teacher's classroom.
- Desired outcomes as outlined on the Title I application under program goals and objectives represent broad program goals. Specific goals and objectives for students enrolled in Title I can be found outlined in the teacher's lesson plans.
- Title I teachers maintain individual student progress folders which are located in the Title I classrooms.

Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Visitors

All doors to the buildings are kept locked during the day, including the main entrance. All persons entering the building during the school day are required to stop in the office for a visitor pass before proceeding to a classroom or other area of the building.

Classroom visits should be pre-arranged at least 24 hours in advance with classroom teachers as to not interrupt teaching and allow time to prepare as necessary.

Volunteer Opportunities (PreK - 5th)

Parents/guardians are welcome to volunteer for class parties, field trips, or other school functions at the request of a teacher and/or availability of volunteer positions open. Parents/guardians can also volunteer to help teachers prepare materials for class, such as making copies and cutting things out.

Weapons

To bring any kind of explosive material or look-alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look-alikes, or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct.

The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis, the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be

modified. For the purpose of this section, the term “weapon” means possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include, but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

Conceal & Carry is not permitted on school property.

Withdrawal and Transfer

When a family moves from the District, please notify the school office at least one day in advance. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student’s grades to the school to which the student is transferring. The school shall then forward written information relative to the grade levels, subjects, and record of academic grades achieved, current health records, and a most current set of standardized test reports, if applicable. The district, within 10 days after the student has paid all of his/her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

Upon receipt of a Release of Records form from the new school, which must be signed by the parent/guardian(s), student records will be sent to the new school.

Please remember that all books must be returned to the teachers and any remaining fees (ie, lunch) must be paid in the school office.

HEALTH/WELLNESS INFORMATION

Accidents/First Aid/Illness

Safety is a top priority for students in Putnam County. Students are under close supervision throughout the school day. We are equipped to provide only minor first-aid when accidents do happen, and are prohibited by law from doing more than this.

Parents of students who are injured or who become ill (ie, fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **please keep the office informed of any changes**. In the event of an emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

Deciding to keep your child home from school is not always easy. It is important for children to attend school; but when a child is truly sick, they need to stay home to get well and prevent spreading illness to others. Your child should not attend school if they have an illness that could potentially be contagious. This includes:

- any temperature at or above 100 degrees (**your child can not return to school until they are fever free for 24 hours without the help of fever reducing medication**)
- new or unusual wide-spread rash that could be contagious
- an open, draining wound that cannot be covered
- vomiting and/or diarrhea stools (if your child is sent home from school with either vomiting or diarrhea they should not return for 24 hrs after symptoms have stopped)
- continuous, hacky cough
- pink or red eyes with white or yellow drainage; matted after sleep

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal or district nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Concussion Policy

See Eligibility for Extracurricular Activities

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Procedures are the following:

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

Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering preschool and kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Please check with the school nurse if you have questions regarding immunization and health requirements.

Medication at School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student."

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

- All medications must be transported to and from school by an adult
- Medication must be in original container with student's name clearly marked
- All medication forms must be renewed yearly
- The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medication left at the end of the school year will be disposed of properly by the school
- Antibiotics or other short-term medication that is given 3 times a day or less will not be given at school

Self-Administration of Asthma Inhalers and Epinephrine Auto-injector:

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form and Asthma Inhaler or Epinephrine Auto-injector Authorization Form. An Asthma Action Plan should also be requested from your child's doctor. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Forms to complete the above requirements are available in the office of each school and on the school website.

Sex Education/Safety

According to Illinois School Code: 105 ILCS 5/27-13.2, all Illinois public schools, grades K-8 are required to provide five days advance notice to parents or guardians of when instruction is being presented to students regarding the recognition and avoidance of sexual abuse. Additionally, students are not required to participate in such instruction and parents or guardians, upon written request, may disallow their child from this instruction.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any

student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Snacks and Birthday Treats

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be purchased/prepackaged. No homemade treats or snacks are allowed at school. Treats and snacks must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Students with Food Allergies and Chronic Illness

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse at (815) 882-2800.

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

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

Collective Bargaining Agreement

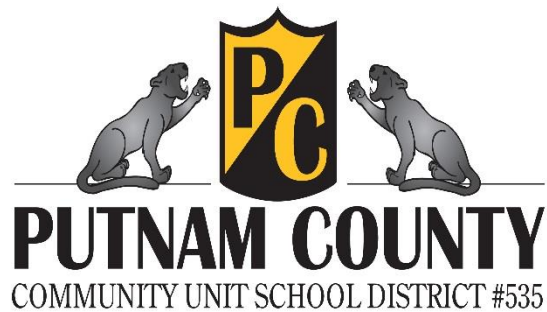
between the

Putnam County Education Association, IEA-NEA

and the

Board of Education

Putnam County Community Unit District #535



2018-2021

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ARTICLE I

RECOGNITION

1.1 **Recognition**

The Board of Education of Putnam County Community Unit District #535 (hereinafter referred to as the “Board”), recognizes the Putnam County Education Association-IEA-NEA (hereinafter referred to as the “Association”) as the sole and exclusive bargaining representative with regard to wages, hours and terms and conditions of employment but not with regard for those matters of inherent managerial policy for all regularly employed personnel, which include but not limited to, all full and part-time regularly employed certified classroom teaching personnel and Para-Professional(s), Technology Aide(s), Media Aide(s), Elementary Media/Tech Aide(s), Bus Driver(s), Cook(s), Chief Cook/Head Cook(s), Custodian I, Custodian II, Secretary(s), Substitute Coordinator, Nurse(s), Transliterator(s), and Parent Coordinator.

Excluded from the definition of Association are: all supervisory, short term, managerial, and confidential employees, including but not limited to Secretary to the Superintendent, Finance Secretary, Maintenance Supervisor, and Pupil Personnel Assistant, substitute teachers, and non-certified staff hired to serve at facilities outside the school district.

For purposes of defining portions of this Agreement, all regularly employed personnel which include but is not limited to all full and part-time regularly employed certified classroom teaching personnel, Technology Coordinator, Coop Coordinator, Dean of Students, (hereinafter referred to as “Teachers”), and Para-Professional(s), Technology Aide(s), Media Aide(s), Elementary Media/Tech Aide(s) (6-12), Technology Aide(s), Media Aide(s), Elementary Media/Tech Aide(s), Bus Driver(s), Cook(s), Chief Cook/Head Cook(s), Custodian I, Custodian II, Secretary(s), Substitute Coordinator, Nurse(s), Transliterator(s), and Parent Coordinator, (hereinafter referred to as “ESPs”).

1.2 **Exclusivity**

The Board agrees not to negotiate with any other association, individual member, or group of members with regard to hours, wages, and working conditions.

ARTICLE II

ASSOCIATION RIGHTS

2.1 **Use of Equipment**

The Association shall have the use of District equipment provided that the Association supplies its own paper and reimburses the district at the mutually agreed upon cost, and provided that such use does not interfere with other teachers wishing to use the equipment for instructional purposes and other staff for School District purposes. Only Association members shall provide the service. This use shall occur only outside teaching and preparation time.

2.2 Use of Designated Bulletin Boards

The Association shall have the right to post notices of its activities and matters of Association concern on designated bulletin boards in staff work rooms. The building Principal will be provided with such copy. Association notices shall be restricted to these bulletin boards unless otherwise approved by the Building Principal. Posted material shall not be obscene, vulgar, profane, defamatory, religious, or partisan political in nature.

2.3 Use of School Mail Services

The Association may have the right to use the District mailboxes established for the teachers in each building for a reasonable volume of appropriate announcements relating to Association business, provided such use does not interfere with normal District mail operations. The Association shall not use the District mail system to disseminate information advocating planned or actual strikes, work stoppages or slowdowns in this District.

A copy of all materials disseminated to the general membership through the District mail system will be given to the Superintendent and Principals concurrently with the membership.

2.4 Use of School Building

The Association shall have the right, upon approval of the Building Principal or Superintendent, to use the school buildings for meetings at a time when school is not in session, provided that such meetings do not interfere with instructional and/or extracurricular programs.

Whenever custodial service is required, the Board may make a reasonable charge for this service.

2.5 Information to the Association

The Board shall make available to the Association: Board meeting agendas, minutes of such meetings (after they've been approved), the Budget and Annual Financial Report on a timely basis.

2.6 Dues Deduction Authorization

Upon appropriate written authorization from the member, the Board shall deduct from the salary of the Association member and make appropriate remittance for the Association dues. The authorization for Association dues shall remain in effect from year to year, except that the member may revoke it in the authorized manner upon written request to the Board and the President of the Association between the first day of school and September 15 of any year. Upon receipt of a revocation, the Board shall notify the Association in writing of the same. All dues deducted by the Board shall be remitted to the Association no later than ten (10) calendar days after such deductions are made.

2.7 New Employees

Teachers

Names and addresses of all newly hired teachers will be forwarded to the

Association within two (2) days after their contracts have been approved by the Board. The grievance procedure shall not apply to Article II, Section 2.7.

ESPs

Names and addresses of all newly hired support personnel shall be forwarded to the Association within ten (10) days after their employment has been approved by the Board. The provisions of this section are not subject to a grievance under this contract. The grievance procedure shall not apply to Article II, Section 2.7.

2.8 Association Business Leave

The Association shall have a maximum of three (3) days in aggregate within the school year to send representatives to attend Association business. The employee(s) so attending shall be designated by the Association President, who shall send written notice of intention to utilize such day(s) to the Superintendent five (5) school days in advance of such usage stating the employee(s) name and usage date(s). The Association shall reimburse the District for the cost of the substitute employee(s). However, when internal substitution must be used, the Association will pay the substituting employee the District substitute rate.

2.9 Association Meetings

The Association shall be permitted to hold one (1) meeting per month up to nine (9) meetings per year with employees being allowed to leave their building at 3:30 p.m. Second (2nd) shift employees will be allowed to work an extended day on meeting days to allow attendance of meetings. The Association President/Co-President shall clear the date with the Superintendent and each Building Principal.

2.10 Association Presidents Meeting Time

The Association President/Co-President, with the approval of the Superintendent or his designee, shall be granted time after the students' dismissal time, to meet with employees in individual buildings.

2.11 Solicitations

The Association or representative designee, regardless if such a person is an employee, shall not solicit employees during their working hours while on duty and must restrict such Association related activity to a time when school is not in session or when school related activities are not being conducted.

2.12 Outside Employment

ESPs

Full-time employees shall file and keep current with the Principal a home telephone number where they can be contacted when off duty, if necessary, including telephone numbers of other employers. Full-time employees shall treat their work at Putnam County Community School District 535 as their primary employment.

2.13 Notification of Resignation

Teachers

All resignations will be handled according to *The School Code*.

ESPs

An ESP may resign with a minimum of two (2) weeks written notice.

2.14 Fair Share

1. Commencing with the 2013-2014 school year, each bargaining unit member who is employed by, or has accepted employment with, the District as of June 30, 2013 will be presented with the option of joining the Association, paying a fair share fee to the Association. Once a bargaining unit member notifies the District of his or her election to either join the Association or pay a fair share fee, he or she must continue to pay either dues or fair share payments during the remainder of his or her employment with the District as a bargaining unit member.
2. All bargaining unit members employed on or after July 1, 2013 will be required as a condition of employment within thirty (30) days from the date of their commencement of duties to either join the Association or pay a fair share fee to the association.
3. Commencing with the 2013-2014 school year, the District shall make the appropriate dues deduction or fair share deduction from each bargaining member's pay who has elected or is otherwise required to pay dues or fair share payments under Paragraphs 1 and 2 above.
4. The Association shall annually certify the amount of its dues and its fair share fee to the Employer pursuant to Section 11 of the Illinois Educational Labor Relations Act. 115 ILCS 5/11
5. The District and the Association will mutually determine the schedule for paying any collected dues and fees to the Association.
6. Each bargaining unit member wishing to join the Association shall annually execute a dues deduction authorization form by September 1 of each year and shall provide a copy to both the Association and the District. The District shall automatically deduct fair share payments from those bargaining unit members who are obligated under Paragraphs 1 or 2 above to pay fair share and who do not submit a dues authorization form.
7. In the event of any legal action against the Employer brought in a court or administrative agency because of its attempt to comply with this Section, the Association at its own expense shall defend and hold harmless the School District through its own counsel against any and all claims, demands, suits, reasonable attorney's fees or other forms of liability that may arise out of the District's attempt to comply with this Section, including any liability for damages and cost imposed by a final judgment.
8. The obligation to pay a fair share fee will not apply to any bargaining unit member who, on the basis of a bona fide religious tenet or teaching of a church or

religious body of which such bargaining unit member is a member, or a belief sincerely held with the strength of traditional religious views, objects to the payment of a fair share fee to the Association. Upon proper substantiation and collection of the entire fee, the Association will make payment of behalf of the bargaining unit member to a mutually agreeable non-religious charitable organization as per Association policy and the Rules and Regulations of the Educational Labor Relations Board.

ARTICLE III

BOARD'S RIGHTS

3.1 Management Rights

It is expressly understood and agreed that the Board of Education reserves unto itself and its agents all rights, functions, powers, authority and responsibility to the full extent of the law and provisions of this Agreement. This section shall not abrogate Association or employees' rights under law, or this Agreement, not the Board's authority over inherent managerial policy which shall include the following areas of discretion or policy:

1. The functions of the Board;
2. Standards of service;
3. The Board's overall budget;
4. Selection of new employees;
5. Direction of employees.

3.2 Subcontracting

ESPs

General Policy. The District reserves the right to contract out work it deems appropriate in the exercise of its best judgment and consistent with the District's lawful authority under Illinois statutes. If the district desires to subcontract a position, the district shall negotiate in good faith with the Association and the Association shall have the opportunity to match the bid, prior to the implementation of the decision.

ARTICLE IV

WORKING CONDITIONS

4.1 Parent Complaints

When a complaint by a parent/guardian of a student is made about an employee to an administrator, the matter will be brought to the attention of the employee as soon as possible if, in the opinion of the administrator, such action is warranted. The administrator will encourage communication between the parent/guardian and the employee involved if, in the opinion of the administrator, action is warranted.

4.2 Employee Discipline

Teachers

Any question or criticism by the employer of a teacher's performance shall be made in confidence and not in the presence of students, other teachers, parents or other gatherings. Should the teacher be required to meet with the Principal, Superintendent or the Board regarding a matter which may result in disciplinary action, he/she shall be notified of the reasons for the meeting. The teacher may request an Association representative be present; however, no such meeting shall be postponed due to the inability of the Association representative to be present.

For remedial offenses, the District shall follow the practice of corrective progressive discipline. However, cruelty or immorality involving students may or may not be considered remedial and as such the District may or may not follow the practice of progressive corrective discipline. Depending upon the severity of the infraction, the tenets of corrective progressive discipline may be bypassed. The tenets of corrective progressive discipline shall only apply to teachers' regular employment and shall not apply to extracurricular assignments.

ESPs

Should an employee be required to meet with the Principal, Superintendent, or the Board regarding a matter which may result in disciplinary action, he/she shall be notified of the reasons for the meeting. The employee may request an association representative to be present. However, where there is an emergency situation requiring immediate attention to the discipline issue, the meeting with the employee shall not be postponed due to the inability of the association representative to be present. No non-probationary employee shall be suspended or terminated without just cause.

4.3 Lunch Period

Teachers

Unless otherwise agreed to by the teacher and the administration, each teacher shall be entitled to a duty-free lunch period of not less than thirty (30) consecutive minutes.

Principals may approve teachers' requests to be absent from the building during the lunch period.

ESPs

The administration shall make reasonable efforts to allow each full time employee a duty-free lunch period of not less than thirty (30) minutes. If such employee is required to work during their normal lunch period, then said employee will either be paid at the employee's hourly rate of pay, or receive comparable time for lunch, as determined by the building Principal. The Principal shall approve the employee leaving the building unless there is a school situation requiring the employee to remain on the school premises. If a custodian is approved to leave the building, he or she shall leave the number or numbers of the places they will be during the lunch hour so that he/she can be contacted in an emergency situation.

4.4 Preparation Periods

Teachers

A junior high school teacher and a high school teacher shall be permitted one preparation period during the student day equivalent to one instructional period.

An elementary teacher shall have a daily preparation period of thirty (30) minutes.

A resource teacher in the instructional areas of Art, Music, Physical Education, Exploratory shall be permitted a preparation period no less than the length of the teacher's shortest instructional period.

A resource teacher in the instructional areas of Special Education, Title I shall be permitted a preparation period equal to that of a regular classroom teacher, but not to exceed thirty (30) minutes in length.

4.5 School Calendar

Teachers

- A. The annual school calendar shall consist of one hundred eighty-five (185) work days of which one hundred seventy-six (176) are pupil attendance days, four (4) are institute days, and five (5) are emergency days. This calendar shall be established by the Board each year for the following year, and may be adjusted with Board approval. Unused emergency days shall not become work days. The Association, through their officers, shall provide advisory input in the development of the calendar; however, the Board shall reserve the right to adopt the school calendar.
- B. Two days, one of which will be contiguous to the last attendance day of the school year, will be designated for curriculum work. The other day will not be a school day. Teachers who are assigned to work on these days will be compensated at the rate of \$20.00 per hour for four (4) hours of work. Committee assignments will be made as early as possible, but no later than April 15.

ESPs

- A. Twelve Month Employees – Twelve month employees will work as assigned by the Building Principal (generally Monday through Friday, except school legal holidays and earned vacation time barring extenuating circumstances). Employees in this category are Custodian I, Custodian II, Custodian III, and Custodian IV.
- B. High School Principal Secretary - This employee will work not more than two hundred thirty (230) days, and not less than two hundred (200) days, annually as assigned by the Building Principal (generally Monday through Friday, except school legal holidays, winter break and spring break barring extenuating circumstances).
- C. Other Secretaries - These employees will work not more than two hundred twenty (220) days, and not less than one hundred ninety (190) days, annually as assigned by the building Principal (generally Monday through Friday, except school legal

holidays, winter break and spring break barring extenuating circumstances).

- D. School Year Employees – School year employees are employed in the following categories of employment: Special Education IEP Aide(s), Special Education Program Aide(s), Reading Improvement Aide(s), Speech Language Aide(s), High School Aide(s)/High School Study Hall Monitor(s), Classroom Instructional Aide(s) (PreK-5), Classroom Instructional Aide(s) (6-12), Technology Aide(s), Media Aide(s), Elementary Media/Tech Aide(s), High School Study Skills Coordinator(s), Bus Driver(s), Cook(s), Chief Cook/Head Cook(s), Nurse(s), Dishwasher(s)/Ticket Taker(s), Transliterator(s), and Parent Coordinator.
- E. Because of the work demand, the District may require the cooks to work one hundred eighty (180) days, and may require the media aides and high school technology aide to work two hundred (200) days.
- F. The Association, through their officers, shall provide advisory input in the development of the calendar; however, the Board shall reserve the right to adopt the school calendar.

4.6 Personnel File

Employees shall be permitted to review the contents of their personnel files during the regular office hours and in the presence of office personnel. No materials, positive or negative, pertaining to evaluation or disciplinary matters, shall be placed in the file without the employee having been informed. Pre-employment information such as reference checks and responses, or information provided the administration with the specific request that it remain confidential, shall not be subject to such inspection or copying.

For the purposes of the employee's inspection of his/her file, it is understood as follows:

1. "Office personnel" is defined as persons regularly employed to work in the Superintendent's Office;
2. The employee is not required to give prior notice of his/her request to inspect his/her personnel file, but will give said notice absent an emergency situation;
3. The District Office will respond to the request on the same day it is made unless the request is made when is not manned by regular school personnel or when the request is made when the District office is occupied with such things (but not limited to) as the school budget, the tax levy, and the filing of reports with the State Board of Education, but not less than forty-eight (48) hours.

4.7 Internal Communications

The Association shall designate a representative from each building to meet annually, with the Superintendent and the Association President at up to four (4) mutually agreed times during the school year for the purpose of discussing District-wide issues. Board members and building administrators shall be invited to attend each meeting in a timely manner by the Superintendent.

4.8 Reduction in Force

Teachers

When the Board decides it is necessary to reduce the number of employees in the District because of decreased enrollment, lack of funds, or other appropriate reasons, the Association shall be notified within three (3) days following official Board of Education approval. The Association President/Co-President shall be informed of the number of employees not to be reemployed and the particular positions to be eliminated. *The School Code* shall be followed in the event of a teacher reduction-in-force.

A tie-breaking procedure will be used in cases of teachers having the same number of years of service in the District when seniority is to be a determining factor under *The School Code*. Such procedure will use the following criteria in the order listed.

1. Total teaching service full-time in District No. 535.
2. Experience in the field of position being considered.
3. Academic hours in the field of position being considered.
4. Total teaching service in and out of District No. 535.
5. Total teaching service in District No. 535 full and part-time. (Total time under contract.)
6. If 1-5 above are not sufficient, ties shall be broken by lot.

Seniority shall not be deemed interrupted by a period of Board authorized leave of absence, but any unpaid leave of absence of one year shall not be included in the computation of seniority.

4.9 Employee Work Day

Teachers

Teachers will work an eight (8) hour day as designated by the Board. The teachers' day, at all schools, will start at 7:45 and end at 3:45. Teachers with no assignments (faculty meetings, institutes, bus duties, conferences, or other regularly scheduled assigned duties and emergencies as defined by the administration) may leave the building fifteen (15) minutes after the close of the pupil school day on days preceding Thanksgiving, winter and spring breaks. On Fridays, teachers with no assignments may leave the building fifteen minutes prior to the close of the regular teacher work day. Teachers taking courses which have been pre-approved shall be permitted to leave the building when students have been dismissed for the day.

Faculty or staff members who are assigned duties prior to 7:45 a.m. or after 3:45 p.m. shall receive equal flex time on the same week of the assigned duty. Five (5) class assignments and one (1) supervision shall be deemed as full-time employment.

Flex time will be a consideration in exchange for teacher participation in planned school activities such as the Fine Arts Program or other events new to the calendar that occur

outside the normal school day. The use of flex time will be cleared with the Building Principal or designee.

ESPs

- A. All full-time employees, whether school year, ten-month, eleven-month, or twelve-month employees, may be required to work up to forty (40) hours per week, with the individual time schedule developed by the supervisor and subject to individual building needs.
- B. On days when school sessions are canceled due to emergency situations and certified personnel are not required to report to work, employees covered by this Agreement may not be required to work, as determined by the Supervisor and subject to individual building needs. If employee work for those days is canceled, the employee will not be compensated for those days. On emergency release days, the employee will be compensated for their full day. However, the employee may be required to remain at work to assist with student supervision if necessary.
- C. On early dismissal days for Institute/planning it is expected that ESPs will stay the full length of their contract time. If ESPs choose, and are given permission to leave at the time the students depart, then ESPs will be docked that time on their paychecks.
- D. All full-time employees shall be given a morning and afternoon break of fifteen (15) minutes. Employees must work more than six (6) hours a day to be entitled to the second fifteen (15) minute break. All part-time employees who work at least four (4) hours shall receive one fifteen (15) minute break.
- E. Part-time employees shall work the number of hours as determined necessary by the Board.

4.10 Internal Substitution

Teachers

If a teacher is requested to cover a class in the event of no substitute, that instructor will be reimbursed at the board determined EPIC rate per minute of substitution. If a teacher is requested to cover an administrative absence, that teacher must be tenured in the PC 535 district, or have an administrative license.

4.11 High School Teacher Responsibilities

Teachers

For the duration of this Agreement, the number of high school class periods shall remain at nine (9). The length of the student day and teacher day will remain unchanged.

A full time high school teacher may be assigned seven (7) responsibilities in one semester; however, a high school teacher with at least six (6) assignments will be paid at the full time employee rate. The Board of Education may assign a teacher seven (7) classes for which that teacher will be compensated at a rate not less than one-sixth (1/6) of the current base salary per semester.

An employee having seven (7) responsibilities will not be assigned before- or after-school supervision with the exception of after-school detention.

A teacher who is assigned seven (7) responsibilities in one semester will not have more than six (6) course preparations.

High School teachers may volunteer to teach seven (7) classes per day as opposed to six (6) classes and one (1) supervision with administrative approval on a year to year basis.

4.12 K-8 Instructional Day

Teachers

The K-8 instructional day will be determined by the Principal of each school but shall begin no sooner than 10 minutes after the beginning of the teacher work day. The end of the student day will remain unchanged.

4.13 Teacher Evaluation

Teachers

Teachers shall be evaluated in accordance with Article 24A as cited in *The School Code* for the State of Illinois, as amended by Senate Bill 315 and Public Act 96-861, pursuant to an evaluation plan developed in cooperation with the Association. The following procedures shall be utilized in the evaluation process:

- A. Non-tenured teachers shall be evaluated each year of their probationary teaching service. The evaluation shall, at a minimum, consist of three observations, two of which must be formal.
- B. Tenured teachers shall be evaluated at least every other year. The evaluation shall, at a minimum, consist of two observations, one of which must be formal.
- C. For each formal evaluation there shall be:
 1. A pre-observation conference to make known the expectations held for the teacher, discuss the mechanics of the entire appraisal process and the forms to be used, and review the format of the follow-up conferences.
 2. The formal classroom observation must last the entire class period for a minimum of forty-five (45) minutes.
 3. Post-observation conference shall take place within fifteen (15) school days.
 4. A summative conference will be held prior to the end of the school year.
 5. If the overall rating is “unsatisfactory,” a remediation plan shall be developed.
 6. If the overall rating is “needs improvement,” a professional development plan shall be developed.

7. A teacher shall not have the right to grieve his or her evaluative rating.

ESPs

1. A written evaluation, consisting of an assessment of work performance, shall be done of each Education Support Professional (ESP) by the Administration or its designated representative, at least once a year. The Administration will share the evaluation instrument with the Association for review and comment.
2. Each employee shall be given a copy of all written evaluations and shall acknowledge receipt by signing a copy to be placed in the employee's personnel file. The employee shall be given an opportunity to make a written response to the evaluation, which shall be included in the employee's personnel file.
3. Each probationary employee shall be evaluated by his/her supervisor at least once before the sixty (60) day probationary period is concluded.

4.14 Holidays

ESPs

All twelve-month full-time employees will receive legal holidays as required by State and Federal statute, subject to any waivers received by the school from the State of Illinois. Additionally, those employees shall receive Christmas Eve if it falls on a weekday and Good Friday as paid time off. The building Principals shall have the right to assign custodians to provide minimum-security functions and emergency work for holidays and weekends. A custodian asked to work the weekend or holiday, who works greater than forty (40) hours that week, shall be paid at a time and a half rate for those hours above forty (40).

4.15 Vacations

ESPs

After a year of continuous satisfactory employment, all twelve-month full-time employees shall be eligible for vacation time. Such employees who have been employed more than one (1) year, but less than ten (10) years, shall be eligible for ten (10) days paid vacation per year. Employees who have been employed more than ten (10) years shall receive fifteen (15) paid vacation days. Vacation days earned must be taken in the twelve (12) month period for which they are received. Any vacation days not taken by the end of the twelve month period for which they are received shall not carry over into the next year.

Vacations shall be scheduled insofar as practicable at times desired by each employee, provided however, it does not affect the Employer's operating needs and services to the public. With administration approval, an employee may take up to five (5) vacation days during the school year. A written request for vacation shall be submitted thirty days in advance to the administrator to whom the employee is responsible and is subject to approval by the Superintendent. Where two or more employees seek the same vacation period, preference shall be given to the most senior employee where operating circumstances permit.

4.16 Conferences

ESPs

Employees may be allowed to attend occupational development conferences within a three hundred twenty-five (325) mile radius of the School District when approved by the Superintendent and be reimbursed for reasonable expenses for food, lodging and travel. Employees may be involved in more than one conference, pending approval of the superintendent.

4.17 Fitness Examinations

ESPs

Where the employee has had a medical examination requested or required by the Board, the Board shall pay for the examination. Furthermore, where the employee has had a medical examination in relation to his or her employment status, the employee shall consent in writing to the release of medical information and reports reflecting information pertinent to the employee's medical condition requiring him or her to be absent from work.

4.18 New Classifications

ESPs

The Employer shall promptly notify the Association of its need to implement any new classifications pertaining to work of a nature performed by employees in the bargaining unit. If the new classification is a successor title to a classification covered by the Agreement and the job duties are not significantly altered or changed, the new classification shall automatically become a part of this Agreement.

If the new classification contains a significant part of the work now being done by any of the classifications covered by this Agreement, or whose functions are similar to employees in this Association, and the Association notifies the Employer of a desire to meet within ten (10) working days (i.e., days the Board's administrative offices are open) of its receipt of the Employer's notice, the parties will then meet to review the proposed classification and if unable to reach agreement as to its inclusion or exclusion from the unit, the Employer shall be free to implement its decision and the Association shall be free to challenge that decision before the Illinois Educational Labor Relations Board. If the inclusion of the proposed classification is agreed to by the parties or found appropriate under the Illinois Educational Labor Relations Act, the parties shall then negotiate as to the proper pay grade for the classification, with the Board free to assign a temporary rate pending resolution of negotiations. Article XI (No Strike) shall continue in effect during these negotiations.

4.19 Classifications Not Guaranteed

ESPs

The classifications or job titles used in this contract are not a guarantee that these classifications will continue to be utilized by the employer. The intent of this language is to allow the employer to not fill jobs if they are not needed.

4.20 License/Permit

ESPs

All employees required by the District to obtain whatever license/permit fees the District requires shall have the license/permit fee paid for by the District.

4.21 Medications

ESPs

Under no circumstances shall employees be required to administer medications to students. This shall not prohibit employees from providing emergency assistance to students.

ARTICLE V

LEAVES

5.1 Sick Leave

Teachers

Each teacher shall be entitled to sick leave each school term according to the following schedule:

Probationary teacher through twenty-four (24) years of District service – fifteen (15) days; twenty-five (25) years, or more, of District service – eighteen (18) days.

In the event the Teacher’s Retirement System were to ever determine that this provision constitutes a grant of sick leave in excess of the annual allocation requiring the School District to pay a contribution or other monies to TRS constituting a surcharge, then this provision shall become void and the parties will immediately re-open this Agreement to begin negotiations over replacement language.

Sick leave shall be allowed to accumulate to three hundred forty (340) days, exclusive of the current year’s allocation. If the maximum level has been accumulated, the days will be maintained at three hundred forty (340) days until the current year’s sick days have been exhausted.

Sick leave shall be interpreted to mean leave for serious illness or death in the immediate family, birth, adoption, or placement for adoption. Immediate family shall mean parents, spouse, brothers, sisters, children, step-children, aunts, uncles, nieces, nephews, grandparents, grandchildren, parents-in-law, step-parents, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, legal guardians and legal dependents. Serious illness shall mean illness requiring consultation with a physician or hospital care. Sick leave for birth, adoption or placement for adoption may not exceed thirty (30) days per occurrence.

ESPs

Each Employee, during his or her current employment, shall be entitled to sick leave each year according to the following schedule:

Employee Status	Number of Days
-Probationary	

9, 10, or 11 month contract	10
12 month contract	10
-Non-Probationary	
9, 10, or 11 month contract	12
12 month contract	15

The Board will agree to accumulate sick leave days to two hundred forty (240) days. An employee accumulates sick leave according to the percentage of time worked (if the employee works a half-time position, then that employee will only accumulate half of the possible sick time for that year). For instance, one sick day for a person who works only four hours per day shall be four hours in length. Likewise, a person working a full day, but only working three days per week (3/5ths time), shall only be entitled to 3/5ths of the number of sick days, which a full-time daily employee would receive.

Sick leave shall be interpreted to mean leave for serious illness or death in the immediate family, birth, adoption, or placement for adoption. Immediate family shall mean parents, spouse, brothers, sisters, children, step-children, aunts, uncles, grandparents, grandchildren, parents-in-law, step-parents, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, legal guardians and legal dependents. Serious illness shall mean illness requiring consultation with a physician or hospital care. Sick leave for birth, adoption or placement for adoption may not exceed thirty (30) days per occurrence.

Teachers and ESPs

The board reserves the right to request that a physician certify the Employee as incapacitated and, therefore, unable to perform his or her usual or ordinary duties. Receipt of such a certificate is a precondition to use of accumulated sick days by the Employee, if so requested. If an employee is absent from work three (3) or more consecutive days, the employee may be required to provide a doctor’s statement, at his or her own expense, stating that the employee is able to return to work and perform his or her usual and customary duties.

In cases of prolonged illness, the board may have to fill a position with another Employee. That replacement may, at the discretion of the Administration, become permanently employed, thereby replacing the ill Employee, if the ill Employee fails to return to work after the expiration of all sick leave, earned vacation days, and earned personal leave days of that ill Employee, and after compliance with the Family Medical Leave Act. Sick leave, vacation and personal leave days are to be used concurrent with FMLA leave. Any terminated Employee currently enrolled in the insurance program will be allowed to continue the insurance coverage, as called for under COBRA.

If a vacancy occurs within one (1) year following termination of the ill Employee, the Board will attempt to assign the terminated ill Employee to the position previously held by the Employee, the Employee is certified by a licensed physician as able to return to work and the Administration determines that the individual still qualifies for that position.

5.2 Bereavement Leave

Teachers and ESPs

Each employee shall be allowed up to three days total per contract year of paid bereavement leave to attend funerals of members of the immediate family. Immediate

family shall mean parents, spouse, brothers, sisters, children, step-children, aunts, uncles, nieces, nephews, grandparents, grandchildren, parents-in-law, step-parents, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, legal guardians and legal dependents. No more than two (2) employees from any one building may be allowed to be absent due to use of bereavement leave on any given day. For bereavement absences in excess of three days, employee may be allowed to use sick leave pursuant to Section 5.1 above.

5.3 Personal Leave

Each employee shall be granted three (3) personal days subject to the conditions set forth below:

- A. A written request shall be submitted to the Building Principal at least three (3) school days prior to the date requested.
- B. Personal leave days shall not be scheduled immediately prior to or following a vacation or holiday period nor during the first five (5) days nor the last five (5) days of the school year. The superintendent may, however, in his sole discretion and subject to the limitations set forth in this section, grant not to exceed one (1) of the three (3) personal leave days for unusual, nonreoccurring types of situations on days preceding or following vacations or holidays or during the first five (5) or last five (5) days of the school year. Unusual and nonreoccurring situations shall be determined within the framework each school year, so that each school year staffs a new cycle.
- C. No more than two (2) teachers and one (1) ESP per building may use personal leave on a given day.
- D. In the event of an emergency, the Superintendent may waive the above conditions. It shall be up to the Superintendent to determine if an emergency exists.
- E. Unused personal leave days shall be accumulated as sick leave days.

5.4 Family Medical Leave

Family medical leave shall be granted in accordance with the Family Medical Leave Act. (Board Policy 5.185)

Members of this bargaining unit will not be considered “key” employees as defined by FMLA.

Use of paid benefit leave rather than unpaid leave will run concurrent with FMLA leave with the maximum use to twelve (12) work weeks.

5.5 Jury Duty

Payment in full by the Board shall be made to an employee on jury duty provided such employee refunds to the Board the amount received as payment for such service, assuming that pay for duty is less than the employee’s regular pay. Daily rates received for such duties shall be reimbursed to the Board only for those working days when the employee

was absent and do not include any compensation received for food or travel.

5.6 Professional Leave

Employees may be allowed to attend professional conferences within a three hundred twenty-five (325) mile radius of the School District when approved by the Superintendent and be reimbursed for reasonable expenses for food, lodging and travel. Employees involved in more than one teaching area may attend more than one professional conference, pending approval of the Superintendent.

5.7 Other Leaves of Absence

Upon the recommendation of the Superintendent and/or his/her designee, leave of absence for an extended period of time may be granted by the Board. Any employee desiring a leave of absence without pay must submit to the Superintendent an application, in writing, at least seventy-five (75) calendar days before the desired date of the commencement of the leave. In emergency cases, the Superintendent may waive the seventy-five (75) calendar days if, in his judgment, the employee submits in writing an explanation with proper verification and/or documentation indicating the events, occasions or occurrences beyond the control of the employee who requested that the seventy-five (75) day period be waived.

Under this policy, no leave shall exceed one (1) school year unless an extension thereof is requested by the employee in writing and recommended by the Superintendent and approved by the Board of Education. Any request for an extension must be submitted to the Superintendent no later than ninety (90) calendar days prior to the end of the school year during which the employee is on leave.

Employees returning from an unpaid leave of absence shall be placed on the salary schedule at the same place they occupied at the beginning of the leave unless they shall have completed at least ninety (90) days of the current year. In the latter case, employees shall be granted a full year's credit on the salary schedule if the partial year of service started before the commencement of the leave. Employees returning from an unpaid leave of absence shall resume their duties only at the beginning of the school year unless otherwise recommended by the superintendent and approved by the Board. Prior to the approval of any leave request pursuant to this clause, the Superintendent and/or the Board may require that the employee submit proper documentation, such as statement of a physician, admission in an institution of higher learning, or approval by the proper agency of adoption.

Upon expiration of the leave and upon presentation of evidence satisfactory to the Board of Education manifesting compliance with the conditions of the leave, the employee shall be returned to a position within the School District, however, not necessarily at the same building and/or position formerly occupied.

ARTICLE VI

FRINGE BENEFITS

6.1 Insurance Benefits

Teachers

The Putnam County Insurance program consists of health and major medical, optional dental and fifty thousand dollars (\$50,000) term life insurance for certified staff and twenty-five thousand dollars (\$25,000) term life for support staff.

For full-time employees the Board will pay up to \$6,367.00 toward the monthly premium of single enrollments. For employees who participate in the single plus spouse enrollment, the Board will contribute up to \$6,367.00, plus an additional \$3,000 annually. For employees who participate in the single plus children enrollment, the Board will contribute up to \$6,367.00, plus an additional \$2,000 annually. The Board will contribute up to \$6,367.00, plus an additional \$5,000 annually for those employees who participate in the family enrollment. The Board will continue to pay sixty-five percent (65%) of the premiums for the optional dental plan and term life insurance.

The spouse of an employee that is eligible for health insurance coverage through his or her own employer shall be ineligible to enroll in the School District sponsored plan, except that the employee's spouse may enroll in the District sponsored plan as secondary coverage, if permitted by the provider, by making the appropriate required contributions as set forth herein.

ESPs

The Board of Education shall pay up to \$6,367.00 for full time nine, ten, eleven and twelve month employees toward the single premiums for the term of this Agreement. For ten, eleven and twelve month employees who participate in the single plus spouse enrollment, the Board will contribute up to \$6,367.00, plus an additional \$3,000 annually. For ten, eleven and twelve month employees who participate in the single plus children enrollment, the Board will contribute up to \$6,367.00, plus an additional \$2,000 annually. The Board will contribute up to \$6,367.00, plus an additional \$5,000 annually for ten, eleven and twelve month employees who participate in the family enrollment.

The spouse of an employee that is eligible for health insurance coverage through his or her own employer shall be ineligible to enroll in the School District sponsored plan, except that the employee's spouse may enroll in the District sponsored plan as secondary coverage, if permitted by the provider, by making the appropriate required contributions as set forth herein.

The Putnam County insurance program consists of health and major medical to which is attached as an option a dental plan and twenty-five thousand dollars (\$25,000) term life insurance coverage. The Board will continue to pay sixty-five percent (65%) of the premiums for the optional dental plan and term life insurance.

Current employees who are receiving Board paid health insurance who would not in the future qualify for that benefit under the language contained in the previous paragraph shall continue to be eligible for Board paid health insurance (upon the applicable policy terms and conditions at that time) for the duration of their employment with the District at his/her own expense. The RIF and recall of an employee shall not disqualify an employee from receiving this grandfathered insurance benefit.

Part-time teachers and ESPs who work an average of thirty (30) hours per week who do not qualify for the board contributions toward health insurance will still be allowed to participate in the District health insurance program at their own expense.

It is agreed that a new medical insurance plan may be put in effect, through the cooperative effort of the parties. Only majority recommendations of the insurance committee (made up of two (2) board members, two (2) teacher association members, one (1) ESP association member, one (1) non-union employee, such as the district bookkeeper, and the Superintendent) will be adopted by the Board.

Patient Protection and Affordable Care Act.

If at any time during the term of this Agreement, a change in federal or state laws or regulations becomes effective which affects the cost or availability of the employee health insurance benefits offered under this section, or the health insurance benefits offered under this section are determined not to be in compliance with either federal or state laws affecting health insurance, the parties hereto agree to reopen the Agreement for the express limited purpose of renegotiating the affected provisions.

6.2 Retirement Contribution

Teachers

The Board agrees to pay to the State of Illinois Teachers' Retirement System (TRS) the teachers' 9.0% TRS contribution to TRS in lieu of the teachers making these contributions. These amounts shall include the additional THIS contribution that teachers must make to TRS. The contributions by the Board shall be based on both the teacher's salary and any amounts paid for working extracurricular activities. These contributions to TRS are in addition to the salaries shown in the Appendices to this contract.

In the event any law or regulation is passed that causes the Board's own contribution (currently established at .58%) to increase, then the Board shall be entitled to reopen this agreement mid-term for the sole exclusive purpose of negotiating its "pick up" or payment of the teachers' TRS contribution.

ESPs

According to the authority granted by the Pension Reform Act of 1974, Section 414(h)(2) of the Internal Revenue Code and Public Act 81-5136, Illinois Revised statutes (1981), Chapter 108 ½, Par. 7-173.2, the Board of Education agrees to pay, in addition to the wage/salary shown on appendix A, four and one-half (4 ½ %) of his/her wages and remit said amount to the Illinois Municipal Retirement Fund (IMRF) on behalf of each employee as a tax-sheltered, direct contribution. Should any of the above be declared improper by an IRS ruling or opinion or by a court of competent jurisdiction, that clause or portion

thereof shall be deleted to the extent that it violates the ruling or opinion.

6.3 Retiree Health Insurance

Teachers

Only those employees who were participating in the District's Teachers' Retiree Health Insurance Program during the 2009-2010 school year and those teachers who by November 1, 2009 had provided the District with an irrevocable notice of intent to retire qualifying them to participate in the District's Early Retirement Incentive shall be eligible to receive the following Teachers' Retiree Health Insurance benefits. Future retirees are ineligible to participate. Moreover, once an eligible employee opts out of the Retiree Health Insurance Program, they shall forever be ineligible to participate in the program.

The Board will pay sixty-five percent (65%) of each year's current rate per month toward single coverage under the Teachers' Retirement System insurance program to teachers retiring at age fifty-seven (57) or older subject to the following:

- A. Payment will be based on each year's current rate and will be for a maximum of sixty (60) months, but no longer than age sixty-five (65).
 - 1. Payments will be made in monthly increments no less than seven (7) days before the employee is required to pay the premium.
 - 2. Said employees will be required to provide proof of insurance coverage such as a binder from the insurance company directly to the District. If proof is not given, payments by the District will cease.
- B. The teacher must have taught twenty (20) years in the District.
- C. This incentive will be reduced by any other dollars which the Board voluntarily contributes to retirement.
- D. The Board reserves the right to make a cash payment of the total amount due.

6.4 Early Retirement Incentive

Teachers

- A. The Board shall recognize the service of full-time teachers, employed as of September 1, 2013, or other full-time employees with teaching certification serving in positions requiring certification who are in good standing and who have rendered at least fifteen (15) years of service in and for the Putnam County School District and who are eligible to receive and intend to retire and receive regular pension benefits through the Teacher Retirement System of the State of Illinois.

- B. Eligibility

To be eligible, the teacher must have served satisfactorily in the Putnam County School District for a minimum of fifteen (15) full-time years immediately preceding his/her retirement. The teacher shall be at least sixty (60) years of age or will have at least thirty-five (35) years of creditable service upon his or her last day of service to the District and will not retire causing the District to have to pay a

penalty or other monies constituting a surcharge to the Teachers' Retirement System. Additionally, to be eligible to receive the retirement incentive the teacher must retire the first year that the teacher can retire without discount to his or her retirement annuity.

C. Description

If a full-time teacher who has at least fifteen (15) years of service to the District submits a timely irrevocable letter of intent to retire as established in subsection D below, then the teacher shall receive the following retirement incentive:

The teacher shall be removed from the negotiated salary schedule and guaranteed a salary increase of 5% above the teacher's previous year's TRS credible earnings for each year of notice, up to four years (i.e., four year notice - 5% each year for four years; three year notice - 5% each year for three years; two years notice - 5% for two year; and one year notice – 5%). At no time during the retirement incentive period shall an employee receive more than 105% of the previous year's creditable earnings. For purposes of calculating the 5% increase, TRS contributions shall be deducted from the previous year's creditable earnings prior to calculating the increase.

If a teacher has an extra duty obligation for which he or she is paid to perform at the commencement of the retirement incentive program, the teacher shall continue to perform the obligation. However, in the event the teacher would cease to perform any such obligation during the retirement incentive program period, the calculation of the teacher's five percent (5%) increase would also reflect a reduction in creditable earnings equivalent to the extra duty compensation.

D. Notices

The Association and Board of Education recommend that retiring employees provide written notification of retirement to the Board of Education no less than thirty (30) days prior to the last employee attendance day of the current school year.

To be eligible for the retirement incentive plan, the teacher shall provide an irrevocable notice in writing to the superintendent of his or her intent to retire no later than March 1st of the calendar year prior to the start of the retirement incentive package.

E. Waiver of formalities

The Board may waive any formalities (including but not limited to time lines and notice provisions) with consultation with the Association.

F. Modifications

The Board and the teacher agree to execute a Retirement Award Agreement similar in format to the agreement attached hereto as Appendix J that governs the payment of the retirement award. If a teacher fails to complete the pre-retirement period, leaves the District prior to the designated retirement date or otherwise retires causing the District to have to pay a penalty or other monies constituting a

surcharge to the Teachers' Retirement System, the District shall be entitled to damages for breach of contract against the Teacher in an amount equal to the retirement award payment received by Teacher. In the event an employee submits a notice hereunder but before retirement is perfected and the employee experiences a major life-altering event, the parties may agree to alter the terms of the provision to accommodate the employee's changed condition.

G. New Legislation

In the event the retirement award provided for in this article would cause the District to have to pay a penalty or other monies constituting a surcharge to the Teachers' Retirement System, or would conflict with any state statute or final rule or regulation promulgated by the Teachers' Retirement System, the provisions of this section shall become void and the parties agree to reopen this agreement and attempt to midterm bargain changes necessary to correct any defect created by this incentive.

6.5 Flexible Benefit Plan

Teachers

A flexible benefits plan will be available which will permit employees to purchase, via salary reduction, those benefits which are "qualified benefits" pursuant to the terms of Section 125 of the Internal Revenue Code. If a plan is established through a private company or servicing organization, the Board of Education will pay the initial charge or enrollment fee.

It is understood that there is a separate monthly service charge for each different item the employee chooses to include in this plan. The individual employee shall pay the monthly service charge except if the item selected is being sheltered through a payroll deduction in place at the time this provision was added to the contract in August 1993. If so, said deduction shall continue at no monthly charge to the employee.

Should any benefits under this plan be negated by a change in the law, the Board of Education is not liable for any loss suffered by an employee.

ESPs

The employer will establish a premium only flexible benefits plan (Cafeteria Benefit Plan) for payment of single or family health/major medical insurance premium, for full-time twelve-month employees, consistent with the terms contained in the section of this Agreement specifying the employer's contribution toward that premium payment. Current employees who are receiving Board paid health insurance who would not in the future qualify for that benefit under the language of this Agreement, shall be eligible to participate in this Flexible Benefit Plan so long as they continue to participate in the District provided group health/major medical insurance plan.

ARTICLE VII

SALARY

7.1 **Salary Schedule**

Teachers

The salary schedules effective for the 2018-2019, 2019-2020 and 2020-2021 school years shall be as set forth in Appendix C, attached hereto and made a part hereof for informational purposes.

Each certified bargaining unit member shall receive the following salary increases for the term of this agreement:

2018 – 2019 School Year: Increase the base salary (BA – Step 1) by \$800.00, plus Longevity (step) and Educational (lane) movement. Full-time teachers, and those full-time teachers “off schedule” and not eligible for step movement shall receive the \$800.00 base salary increase.

2019 – 2020 School Year: Increase the base salary (BA – Step 1) by \$800.00, plus Longevity (step) and Educational (lane) movement. Full-time teachers, and those full-time teachers “off schedule” and not eligible for step movement shall receive the \$800.00 base salary increase.

2020 – 2021 School Year: Increase the base salary (BA – Step 1) by \$800.00, plus Longevity (step) and Educational (lane) movement. Full-time teachers, and those full-time teachers “off schedule” and not eligible for step movement shall receive the \$800.00 base salary increase.

Part-time teachers’ salaries will be pro-rated.

In no event will a teacher who is less than four (4) years from retirement eligibility receive an increase in total, reportable TRS creditable earnings, in excess of six percent (6%) of the prior year’s total, reportable TRS creditable earnings, unless any of the statutory exceptions enacted by P.A. 94-1057 to the Illinois Pension Code become applicable.

ESPs

The salary schedule shall be set forth in Appendix D attached hereto and made a part hereof for information purposes. For the 2018-2019 school year, the salary schedules will reflect a one dollar (\$1.00) per hour increase for Para-Professionals, and a fifteen cent (\$0.15) per hour increase for all other ESP employees. For the 2019-2020 school year, the salary schedules will reflect a fifteen cent (\$0.15) per hour increase for all ESP employees. For the 2020-2021 school year, the salary schedules will reflect a fifteen cent (\$0.15) per hour increase for all ESP employees.

Beginning with the 2017-2018 school year and each school year thereafter, each non-certified staff member will receive his or her ten cent (\$.10) per hour career increment.

Part-time ESPs' salaries will be pro-rated.

In no event will an employee who is less than four (4) years from retirement eligibility receive an increase in reported earnings in excess of six percent (6%) of the prior year's reported earnings, or 1.5 times the annual increase in the Consumer Price Index-U as established by the United States Department of Labor for the preceding September, whichever is greater, unless any of the enacted statutory exceptions under Public Act 97-0609 (Senate Bill 1831) exempt such reported earnings from the payment of additional Employer contributions to the Illinois Municipal Retirement Fund.

7.2 Career Increment

ESPs

Each non-certified bargaining unit member shall receive the following career increment or longevity increase: At the beginning of each new school year, each non-certified staff member, that is returning to the district, will receive a ten cent (\$.10) per/hour increase for their career increment.

7.3 Extracurricular Pay

Teachers

The pay for extracurricular assignments shall be set forth in Appendix G, attached hereto and made a part hereof for informational purposes.

- A. When a coaching assignment for which funds have been budgeted is assigned to one or more teachers who already assume coaching duties, the stipend shall be proportionately paid to the person(s) assuming those additional duties.
- B. Extracurricular pay shall be allowed only for those job assignments listed on the extracurricular schedule. It is understood that the Board is not required to assign individuals to fill said assignments.
- C. When a teacher has been assigned an extracurricular duty involuntarily, they may request a replacement be sought after serving in the position for two (2) years and the administration shall attempt to secure such.
- D. The high school athletic director will have an additional planning period. Instead of the required one (1) planning period for all high school teachers, the high school athletic director will have two (2).
- E. In the event that the principal is out of the building for the day, the Lead Teacher in that building will serve as acting principal. At the high school and at the junior high school, a substitute will be called for that teacher's classroom and duties and the Lead teacher will be available to serve as acting principal all day. For the elementary school and the primary school, the Lead Teacher will be "on call" for situations that may arise during the course of the day. See the Extra Duty Salary

Schedule for the compensation.

7.4 Payroll Distribution

Payroll checks shall be regularly issued on the first (1) and sixteenth (16) of each month. If the first (1) or sixteenth (16) falls on a weekend or banking holiday, then payroll checks will be issued on the banking day immediately preceding the weekend or banking holiday, except for January 1, and then payroll checks will be issued the next following banking day. The second pay check shall reflect non-contracted salary compensation for the previous month. During the summer period, checks shall be mailed to the designated address of the employee two days prior to pay day. An employee has the option of receiving his/her pay in twenty (20) or twenty-four (24) equal payments. The employee must exercise this option before the first employment day of each work year; the request is irrevocable and remains in effect for the current school year, and subsequent school years unless revoked prior thereto. It shall be the responsibility of the employee to keep the Superintendent's office informed of his/her current address.

7.5 Direct Deposit

The District will provide direct deposit of an employee's paycheck into a bank, savings and loan association, or credit union designated by the employee which accepts direct deposit and will provide the employee with an electronic copy of his or her paystub. Direct deposit shall be mandatory for all employees new to the District. Paychecks will be deposited into a member's account on designated paydays. Direct deposit will occur on the payday regardless of whether or not school is in session.

7.6 Part Time Credit

Teachers

Half-time or greater teachers will have full movement on the salary schedule.

7.7 Part Time Pay

Teachers

K-8 Part-time compensation shall be based on three hundred sixty (360) minutes of contact time. A part-time teacher's salary shall be determined by dividing the number of actual minutes of instructional/supervision by three hundred sixty (360) minutes.

High school part-time compensation shall be based on seven periods of contact time. A part-time teacher's salary shall be determined by dividing the number of actual periods assigned by seven (7).

7.8 Horizontal Movement

Teachers

A teacher shall qualify for horizontal movement on the salary schedule by taking graduate credit hours in a program directly related to the teacher's teaching responsibilities at an accredited institution of higher learning approved by the superintendent or the Board of Education. For those who choose to do so, the following guidelines will apply:

- A. A teacher with a bachelor's degree need not be enrolled in a graduate degree program to receive approval for the first twenty-four (24) hours of credit beyond the bachelor's degree. Such coursework, however, is subject to, approval by the

Superintendent.

- B. To qualify for placement beyond the B.S. +24 level of the salary schedule, a teacher must have on file in the Superintendent's office a statement from a qualified university official certifying that the teacher is enrolled in a master's degree program in Elementary or Secondary Education. Courses submitted for approval must be included in the teacher's master's degree program.
- C. A teacher who has earned a master's degree may qualify for approval of additional coursework subject to the approval of the Superintendent.
- D. Credits earned during the summer or the previous school year must be reported on an official transcript filed in the Superintendent's office by October 1 if horizontal and/or vertical advancement is to be granted that school year.
- E. Coursework in a teacher's extra-duty assignment may qualify for horizontal movement on the salary schedule provided such coursework is approved by the Superintendent.
- F. All coursework relating to the teacher's teaching responsibilities shall be reimbursed at a rate equal to the teacher-paid tuition rate, but not to exceed one hundred seventy dollars (\$170.00) per hour to a maximum of eighteen (18) credit hours per year. Graduate work on campus and by extension service will be reimbursed, provided the coursework is equivalent in class attendance length to a full semester as required of residential students.
- G. In the cases of Paragraphs A, C and E above, if coursework is denied the reasons will be given in writing, but the decision of the Superintendent is final.
- H. The payment for coursework as outlined in the above paragraphs will also apply to teachers who are completing recertification (in the event of a change of certification requirements by the Illinois State Board of Education).

7.9 National Board Certification

The District will pay up to \$500 for the initial fee and the balance of the assessment fee for each teacher if grant money is not available for this purpose. The District will pay a \$500 stipend each year to each teacher who maintains National Board Certification as represented by the Illinois Master Teacher Certificate.

7.10 Payroll Option Teachers

Any balance in a teacher's contractual salary, due to a teacher not returning to the District by reasons of retirement or whose employment is terminated at the option of the Board, shall be paid on the next pay period following last regular duty day, provided the teacher has requested such pay in writing not later than May 1. Said teacher shall be guaranteed his/her existing insurance coverage through August 31 of that year, subject to the conditions of the insurance carrier.

7.11 Mileage

All travel for employees shall be subject to Board policy implementing the Illinois Travel Expense Control Act. Any employee who must use his/her personal automobile or otherwise provide his/her own transportation in the course of his/her regular teaching assignment, or when on school business which has been approved by the Superintendent or his designee, shall be reimbursed at a rate set by the Board of Education. Reimbursed travel will be covered at that rate for every mile traveled by that employee based on the following formula:

$$\text{(miles incurred from home-to-home) - (home-to-home base round trip miles) = miles reimbursed}$$

Home base shall be established as the school where the employee begins his/her -normal teaching assignment. Employees will set up their schedules with approval by their respective administrator(s). Employees will submit a monthly report the first school day of the following month, to be paid following the approval at the regular monthly Board meeting.

7.12 Probation Period

ESPs

All employees hired after June 1, 1993, assigned to a particular job of the District shall serve a sixty (60) work day probationary period. During that time period, the employee shall be paid at the probationary wage shown on the attached salary schedule. During that period of time, the employee may be terminated for any reason. The employee need not be given reasons for the termination and the termination shall not be subject to Article IX – Grievance Procedure.

After successful completion of the probationary period, the employee shall advance to the First-Step (non-probationary step) of the schedule. The pay for the employee, while on the First-Step (non-probationary step) shall remain constant. During the first sixty (60) work days, while on the First-Step (non-probationary step), the employee may be terminated for any reason. However, the employee must be given reasons for the termination. Nothing in this document shall be construed as requiring the Board to provide a just cause termination or progressive discipline to an employee located on the First-Step (non-probationary step) and the termination shall not be subject to Article IX – Grievance Procedure.

After successful completion of the first sixty (60) work days on the First-Step (non-probationary step), the employee shall be subject to the disciplinary provisions found elsewhere in this Agreement.

Notwithstanding any other provisions, a recalled First-Step employee shall not be required to serve a second First-Step probationary period if recalled to the same category of position.

If an employee is voluntarily or involuntarily transferred to a new category of position during the school year, or to start a new school year, and the employee has successfully

completed a sixty (60) work day probation period in another category of employment, and has been with the district for more than two years, the employees shall not have to serve another probationary period. If the employee has not been in the district for two years, but has served the initial sixty (60) work day probationary period, the employee shall have only a twenty (20) work day probationary period in the new category.

If an employee voluntarily transfers to a new category of employment the employee shall be paid the rate of pay provided in the salary schedule for the new position. If an employee is involuntarily transferred to a new category of position, he or she will receive for the remainder of the school year the higher rate of pay when comparing the new position with his or her previous position. However, if the employee returns to the last position to begin a new fiscal or school year, he or she shall be paid the rate of pay provided for in the salary schedule for said position.

7.13 Temporary Assignment

ESPs

Employees temporarily assigned to work in another position for ten (10) consecutive days shall receive the greater of their current rate of pay or the rate of pay for an employee on the probationary step of the position to which they are temporarily assigned.

ARTICLE VIII

SENIORITY

8.1 Seniority

ESPs

Definition. Seniority, as contemplated in this Agreement, shall be defined as the length of full-time continuous service within a category of position as listed herein below, with the number of hours per day necessary to qualify as full-time listed next to each category.

For the purposes of this Agreement, all Bargaining Unit Members shall be placed in one of the following classifications based on their current assignments:

- A. Para-Professional(s) (7 hours)
- B. Technology Aide(s) (7 hours)
- C. Media Aide(s) (7 hours)
- D. Elementary Media/Tech Aide(s) (7 hours)
- E. Bus Driver(s) (Not Applicable)
- F. Cook(s) (6 hours)
- G. Chief Cook/Head Cook(s) (6 hours)
- H. Custodian I (8 hours)
- I. Custodian II (8 hours)

- J. Secretary(s) (8 hours)
- K. Substitute Coordinator (8 hours)
- L. Nurse (7 hours)
- M. Transliterators (7 hours)
- N. Parent Coordinator (7 hours)

A listing of a position in this section does not require the Board to necessarily fill said position. It has been agreed upon in negotiations related to this contract that the Board of Education has the discretion to fill, or not fill, the high school aide/study hall position.

Accumulation of seniority shall begin from the employee's first working day of his/her current duration of employment. In the event that more than one employee has the same starting date of work, position on the seniority list shall be determined by the first date of signing the employment contract. If this date is the same, the employee with the most previous work experience within that category of position with the District will be considered Senior. If previous work experience in that category is the same, a flip of a coin will determine placement. Employees on layoff shall not continue to accrue seniority during the period of such layoff. However, upon recall, an employee shall regain all seniority, sick leave, and salary step rights that he/she had at the time of layoff.

Any employee involuntarily transferred to a different job category of position shall retain seniority in that previous category of position. Any employee involuntarily transferred to a different category of position shall also begin to accrue seniority in that new category of position, commencing on the first day of employment in the job within that category of position. (Example: a Custodian II with eight (8) years of service moves to Custodian I. After one year of additional service, the employee has nine (9), eight plus one (8+1), years of Custodian II service and one year of Custodian I service).

Any employee voluntarily transferred to a different category of position shall retain seniority at the current level (no further accrual) in that previous category for a two-year period of time, after which seniority within that category shall be terminated. Any employee voluntarily transferred to a different category of position shall begin to accrue seniority in that new category of position, commencing on the first day of employment in the job within that category of position. (Example: a Custodian II with eight (8) years of service moves to Custodian I. After one year of additional service, the employee has eight (8) years of Custodian II service and one year of Custodian I service). The employee shall keep the years of service in the old position for a maximum of two (2) years.

8.2 Accumulation of Seniority

ESPs

All current employees, who were also continuously employed by this District prior to July 1, 2007, shall retain all seniority accumulated, within their category of position, prior to July 1, 2007, with the District. Additional seniority shall accumulate as described in Article 8.1 above.

8.3 Termination of Seniority

ESPs

Seniority shall be terminated when an employee:

- A. Resigns or otherwise quits;
- B. Is discharged for cause, (however, if such discharge is reversed through the grievance procedure, the issue of seniority is subject to the remedy attained within grievance procedure);
- C. Retires;
- D. Does not return to work from layoff consistent with the procedure set forth in section 5 of this Article, except when such failure to return to work is due to circumstances beyond the employee's control and the Employer was notified prior to the tolling of the notification period of Section 5.7;
- E. Has been absent from work three (3) consecutive days without notifying the Employer, except when the failure to notify is due to circumstances beyond employee's control.
- F. Has not been recalled for a period of one (1) year from the date of the start of school in the fall following the date of the layoff.

8.4 Maintaining and Posting of Seniority Lists

Teachers

The Board shall prepare and maintain a seniority list and shall annually provide a copy of the seniority list to the Association no later than 75 calendar days before the end of the school year.

ESPs

The Board shall prepare, maintain and post the seniority list. The initial seniority list shall be prepared and posted conspicuously in all buildings of the district on or before February 1, 1994, with revisions and updates prepared and posted annually thereafter. A copy of the seniority list and subsequent revisions shall be furnished to the Association. Any employee disagreeing with their seniority placement shall respond, in writing, to the Superintendent and the Association President/Co-President within ten (10) work days after the effective date of the posting.

8.5 Posting of Vacancies

Positions created or becoming vacant during the school year may be temporarily filled to avoid undue disruption of the educational program. Vacancy notices for any position within the district shall be publicized to the staff by posting in each school employee workroom and the District website, through employee e-mail, and to the Association President/Co-President. Additionally, employees who notify the Superintendent of a desire to be contacted in writing in the event of one or more specific positions becoming available during the summer shall receive notice of the opening sent in writing to the employee. Except in cases of emergency, a vacancy will not be filled until ten (10) days following a notice posted and a waiver may be given by the Association President/Co-President. Internal applicants who satisfy all of the stated qualifications for the position will be given the opportunity to interview for vacant or newly created positions before the District employs individuals from outside of the bargaining unit.

8.6 Recall Rights and Procedures

ESPs

In no case shall a new employee in a designated category be employed by the employer while there are laid off employees qualified to perform work in that category, provided that those laid off employees still maintain recall rights with the District. Laid off employees shall be recalled to any ESP category for which they are qualified to perform work in order of seniority, with the most senior being recalled first. Said recall is further subject to the employee continuing to be legally qualified to serve in that position, as determined by the appropriate governmental agency responsible for evaluating or recognizing the program in which the employee serves, or recognizing the District in general. Notices of recall shall be sent by certified or registered mail to the last known address as shown on the employer's records. The recall notice shall state the position, rate of pay, and the number of days and hours that the work is to be performed. The notice shall also include the time and date on which the employee is to report to work.

Each employee's length of recall rights shall be for a period of one (1) year from the date of the start of school in the fall following the date of layoff.

8.7 Employee's Obligation to Respond to Recall

ESPs

It shall be the employee's responsibility to keep the employer notified as to his/her current mailing address. A recalled employee shall have ten (10) days from receipt of notice, excluding Saturday, Sunday and holidays, to accept the position.

Following acceptance of the position, the employee shall report to work within seven (7) calendar days unless an alternative working date is mutually agreed to between the employee and the supervisor. An alternative date, allowing two (2) weeks to report to work shall be allowed in the event the recalled employee is employed on a full-time basis elsewhere at the time of recall.

An Employee who declines recall to work for which the combination of days, hours per day, and rate of pay resulting in an annual payroll which is equal to or greater than that at the time of layoff shall forfeit his/her recall rights. Once forfeited, the employee will lose any and all recall rights previously stated in this Agreement.

ARTICLE IX

GRIEVANCE PROCEDURE

9.1 Definitions

Any claim made by a grievant that there has been an alleged dispute or disagreement of the terms of this Agreement shall constitute a grievance, except for those Sections of the Agreement specifically excluded from the grievance procedure.

Any grievance must be filed at the First Step within twenty (20) days of when the grievant knew or should reasonably have known of the event which gave rise to the grievance.

All time limits contained herein consist of school days, except that when a grievance is submitted less than fifteen (15) days before the close of the school term, the time limits shall be doubled, with “days” constituting days that the unit office is opened. The failure of a grievant to act within the time limits set forth herein shall deny any further appeal. The failure of an administrator to render a decision or to meet within the time limits set forth shall permit the grievant to proceed to the next step. Time limits can be extended by written mutual consent. School days as used in this Section shall mean days of scheduled attendance for all pupils.

To constitute an effective filing, at Step I a signed written grievance must contain the following information:

1. A description of the occurrence giving rise to the grievance, including names, dates, and places necessary for a complete understanding of the grievance.
2. A listing of the specific provision of this Agreement alleged to have been in dispute or disagreement.
3. State the remedy required to resolve the grievance.

9.2 Procedure

- A. The parties acknowledge that it is usually most desirable for a grievant and his/her immediately involved supervisor to resolve problems through free and informal communication. However, if such informal processes fail to satisfy the grievant, a grievance may be processed as follows:
 1. Step One: The grievant shall present the grievance in writing to the Building Principal who will arrange for a meeting to take place within fifteen (15) days of the receipt of the written grievance. Within fifteen (15) days of the meeting, the Principal shall provide the grievant with a written decision.
 2. Step Two: In the event the grievance is not satisfactorily resolved at Step One, the grievant may file a grievance with the Superintendent or his/her official designee within fifteen (15) days of the receipt of the Step One answer. Upon receipt of the grievance, the Superintendent shall arrange for a meeting with the grievant to take place within fifteen (15) days. Within fifteen (15) days of the Step Two meeting, the Superintendent shall provide the grievant with a written decision.
 3. Step Three: If the grievance is not resolved at Step Two, the Association may submit the grievance to final and binding arbitration. If a demand for arbitration is not filed within twenty (20) days of the date for the Step Two decision, the grievance shall be deemed withdrawn.

4. The parties shall jointly request the Federal Mediation and Conciliation Service (FMCS) to submit to them a list of arbitrators' names and qualifications and shall follow FMCS' rules in the selection of an arbitrator. Either party has the right to reject one list of arbitrators presented by FMCS.
 5. Arbitration is limited solely and simply to interpretation and implementation of the terms of this Agreement. The arbitrator shall not have the power to add to, subtract from, alter or modify in any way, any of the terms or conditions of the Agreement.
- B. The arbitrator shall not have the power to do any of the following:
1. The placing of non-tenured employees on probation.
 2. Any matter involving employee evaluation.
- C. Each party shall bear the full costs for its representation in the arbitration. The costs of the arbitrator shall be divided equally between the parties. If either party requests a transcript of the proceedings, that party shall bear the full cost for that transcript. If both parties order a transcript, the cost of the two (2) transcripts shall be divided equally between the parties.

9.3 Disclosure

Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which was not previously disclosed to the other party, with the exception of rebuttal evidence or rebuttal witnesses.

9.4 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent, but if withdrawn shall not be reinstated during the term of this Agreement. Nothing in the grievance procedure shall limit the rights or representation of the grievant in the proceedings.

Failure by the District to communicate its response to a grievance within the time limits specified herein shall permit the lodging of the grievance at the next step in the grievance process. Failure by the Association to advance the grievance to the next step in the grievance process within the time limits specified herein shall constitute the withdrawal of the grievance.

ARTICLE X

TRANSFER PROCEDURES

In order to give all employees an opportunity to apply for a transfer, any teaching position open as a result of resignation, termination, or new position shall be posted in the event the Board of Education determines to fill the open position. Postings shall occur by a written notice placed in a prominent location in each building or by way of written notice to all employees and to the

Association President/Co-President.

An employee who desires a transfer shall file a written statement to that effect with the Superintendent, the employee's current Principal, the Principal of the new assignment and the Board of Education.

ARTICLE XI

TECHNICAL CLAUSES

11.1 Management Rights

It is expressly understood and agreed that the Board of Education reserves unto itself and its agents all rights, functions, powers, authority and responsibility to the full extent of the law and provisions of this Agreement. This section shall not abrogate Association or employees' rights under law, or this Agreement, nor the Board's authority over inherent managerial policy which shall include the following areas of discretion or policy:

1. The functions of the Board;
2. Standards of service;
3. The Board's overall budget;
4. Selection of new employees;
5. Direction of employees.

11.2 No Strike

It is agreed and understood that there will be no strike, work stoppage, slowdown or other conceded action or refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operations of the District by the Association or by its officers, agents or members during the term of this Agreement, including compliance with the request of other labor organizations to engage in such activity.

In the case of any strike, slowdown or other suspension of work not authorized by the Association, its officers or agents, and not called in compliance with the terms and provisions of this Agreement, the District agrees that such violation of this Agreement shall not cause the Association, its officers or agents to be liable for damage provided that the Association complies fully with the following:

- A. The Association's obligation to take action shall commence upon receipt of notice from the District that a violation has occurred.
- B. Upon receipt of such notice, the responsible Association representative shall notify those employees responsible for participating in the violation that the appropriate remedy is the grievance procedure; the employee's action is in violation of the

Agreement subjecting the employee to discharge, and the Association has not authorized the strike or suspension of work and does not approve or condone it.

It is understood that in the event that this Article is violated, the District shall be entitled to withdraw any rights, privileges or services provided for in this Agreement, District policy, or the education code of any employee or the Association.

11.3 Savings Clause

Should any Article, Section or Clause of this Agreement be declared illegal by a court of competent jurisdiction, then that part shall be deleted from this Agreement only to the extent that it is found to violate the law. All remaining Articles, Sections and Clauses shall remain in full force and effect.

11.4 Contract Distribution

Within thirty (30) days of ratification of this Agreement, the Board shall have sufficient copies prepared and delivered to the Association for its distribution to each employee. The Association and Board shall share the cost of duplicating the Agreement.

11.5 Complete Understanding

This Agreement constitutes the full and complete Agreement of the parties and may be altered, changed or modified only through the voluntary, mutual consent of the parties in a written signed amendment to this Agreement.

11.6 Duration

This Agreement will not be considered binding until the Association has formally notified the Board, in writing, of official acceptance of this document by the membership and subsequent approval by formal Board of Education action at a public meeting.

The effective date of this Agreement shall be August 15, 2018, except for those matters which by the terms of this Agreement necessarily require a later starting date. This would include, for example, the new insurance plan under Section 6.1

This contract shall expire on August 15, 2021.

11.7 Execution

In witness whereof, the parties have executed this Agreement by their duly authorized representatives.

Dated the _____ of _____, 2018.

FOR THE PUTNAM COUNTY
EDUCATION ASSOCIATION
IEA/NEA

FOR THE BOARD OF EDUCATION
PUTNAM COUNTY COMMUNITY
UNIT SCHOOL DISTRICT NO. 535

Co-President

President

Co-President

APPENDIX A

**Memorandum of Understanding
Response to Intervention**

In order to meet recent state mandates, it has become apparent that time is necessary throughout the district for Response to Intervention (RtI) collaboration. To fulfill this need, there may be time needed outside of the contract time. Each building will specify weekly collaboration meetings that may extend beyond contract time, with a maximum of thirty (30) minutes. Flextime will be given to compensate for this time. The building principals will provide documentation and specific guidelines for tracking flextime.

This Memorandum of Understanding shall be entirely non-precedential and not binding on future matters involving the Board and the Association. Dated the _____ of _____, 2018.

FOR THE PUTNAM COUNTY
EDUCATION ASSOCIATION
IEA/NEA

FOR THE BOARD OF EDUCATION
PUTNAM COUNTY COMMUNITY
UNIT SCHOOL DISTRICT NO. 535

Co-President

President

Co-President

APPENDIX B

RETIREMENT AWARD AGREEMENT

This Agreement is entered into on this _____ day of _____, 201__, by and between Putnam County Community Unit School District 535 (hereinafter “Employer” or “District”) and **[insert teacher’s name]** (hereinafter “Teacher”) to establish the rights of Teacher to a retirement award payment from the Employer. It is expressly understood that this Agreement confirms the rights given to Teacher under the current collective bargaining agreement between the Putnam County Education Association and the Employer. This Agreement does not alter in any way Teacher’s right to any other benefits provided by the Employer via the collective bargaining agreement or other agreements. Such benefits may include, but are not limited to, medical insurance, dental insurance, health insurance, life insurance or a deferred compensation contribution.

1. The Teacher shall receive a retirement award payment upon submission of his/her notice of intent to retire. Payment of the award is to be made pursuant to the terms of the Employer’s collective bargaining agreement with the Putnam County Education Association.

2. In accordance with article 6.4 of the Collective Bargaining Agreement between the Putnam County Board of Education and the Putnam County Education Association of the current collective bargaining agreement, the Teacher’s retirement award will consist of: **[detail the amount of benefits and how the benefits will be paid]**.

3. Upon the intended date of retirement, the Teacher must have served satisfactorily in the Putnam County School District for a minimum of fifteen (15) full-time years immediately preceding his/her retirement. The teacher shall be at least sixty (60) years of age or will have at least thirty-five (35) years of creditable service upon his or her last day of service to the District and will not retire causing the District to have to pay a penalty or other monies constituting a surcharge to the Teachers’ Retirement System. Additionally, to be eligible to receive the retirement incentive award the teacher must retire the first year that the teacher can retire without discount to his or her retirement annuity.

4. The retirement award payment referenced herein is offered only as an incentive or bonus for retirement and does not represent compensation for services rendered by Teacher during his or her tenure with the District.
5. All payments made under the Teacher's retirement award will be made and paid following all applicable Federal and Illinois statutes, laws, and regulations.
6. Teacher shall not borrow against or assign the right to receive payments under this contract.
7. In the event an employee submits a notice hereunder but before retirement is perfected and the employee experiences a major life-altering event, the parties may agree to alter the terms of the provision to accommodate the employee's changed condition.
8. The laws of Illinois will apply to any disputes that arise under this contract.

For the Employer

Teacher

Date

Date

Certified Staff/Teacher Salary Schedule 2018-2019

	BA	BA + 8	BA + 16	BA + 24	MA	MA + 8	MA + 16	MA + 24	MA + 32
Year 1	\$34,000	\$34,700	\$35,400	\$36,100	\$37,100	\$37,800	\$38,500	\$39,200	\$39,900
Year 2	\$34,800	\$35,500	\$36,200	\$36,900	\$37,900	\$38,600	\$39,300	\$40,000	\$40,700
Year 3	\$35,600	\$36,300	\$37,000	\$37,700	\$38,700	\$39,400	\$40,100	\$40,800	\$41,500
Year 4	\$36,400	\$37,100	\$37,800	\$38,500	\$39,500	\$40,200	\$40,900	\$41,600	\$42,300
Year 5	\$37,200	\$37,900	\$38,600	\$39,300	\$40,300	\$41,000	\$41,700	\$42,400	\$43,100
Year 6	\$38,000	\$38,700	\$39,400	\$40,100	\$41,100	\$41,800	\$42,500	\$43,200	\$43,900
Year 7	\$38,800	\$39,500	\$40,200	\$40,900	\$41,900	\$42,600	\$43,300	\$44,000	\$44,700
Year 8	\$39,600	\$40,300	\$41,000	\$41,700	\$42,700	\$43,400	\$44,100	\$44,800	\$45,500
Year 9	\$40,400	\$41,100	\$41,800	\$42,500	\$43,500	\$44,200	\$44,900	\$45,600	\$46,300
Year 10	\$41,200	\$41,900	\$42,600	\$43,300	\$44,300	\$45,000	\$45,700	\$46,400	\$47,100
Year 11	\$42,000	\$42,700	\$43,400	\$44,100	\$45,100	\$45,800	\$46,500	\$47,200	\$47,900
Year 12	\$42,800	\$43,500	\$44,200	\$44,900	\$45,900	\$46,600	\$47,300	\$48,000	\$48,700
Year 13	\$43,600	\$44,300	\$45,000	\$45,700	\$46,700	\$47,400	\$48,100	\$48,800	\$49,500
Year 14	\$44,400	\$45,100	\$45,800	\$46,500	\$47,500	\$48,200	\$48,900	\$49,600	\$50,300
Year 15	\$45,200	\$45,900	\$46,600	\$47,300	\$48,300	\$49,000	\$49,700	\$50,400	\$51,100
Year 16	\$46,000	\$46,700	\$47,400	\$48,100	\$49,100	\$49,800	\$50,500	\$51,200	\$51,900
Year 17	\$46,800	\$47,500	\$48,200	\$48,900	\$49,900	\$50,600	\$51,300	\$52,000	\$52,700
Year 18	\$47,600	\$48,300	\$49,000	\$49,700	\$50,700	\$51,400	\$52,100	\$52,800	\$53,500
Year 19	\$48,400	\$49,100	\$49,800	\$50,500	\$51,500	\$52,200	\$52,900	\$53,600	\$54,300
Year 20	\$49,200	\$49,900	\$50,600	\$51,300	\$52,300	\$53,000	\$53,700	\$54,400	\$55,100
Year 21	\$50,000	\$50,700	\$51,400	\$52,100	\$53,100	\$53,800	\$54,500	\$55,200	\$55,900
Year 22	\$50,800	\$51,500	\$52,200	\$52,900	\$53,900	\$54,600	\$55,300	\$56,000	\$56,700
Year 23	\$51,600	\$52,300	\$53,000	\$53,700	\$54,700	\$55,400	\$56,100	\$56,800	\$57,500
Year 24	\$52,400	\$53,100	\$53,800	\$54,500	\$55,500	\$56,200	\$56,900	\$57,600	\$58,300
Year 25	\$53,200	\$53,900	\$54,600	\$55,300	\$56,300	\$57,000	\$57,700	\$58,400	\$59,100
Year 26	\$54,000	\$54,700	\$55,400	\$56,100	\$57,100	\$57,800	\$58,500	\$59,200	\$59,900
Year 27	\$54,800	\$55,500	\$56,200	\$56,900	\$57,900	\$58,600	\$59,300	\$60,000	\$60,700
Year 28	\$55,600	\$56,300	\$57,000	\$57,700	\$58,700	\$59,400	\$60,100	\$60,800	\$61,500
Year 29	\$56,400	\$57,100	\$57,800	\$58,500	\$59,500	\$60,200	\$60,900	\$61,600	\$62,300
Year 30	\$57,200	\$57,900	\$58,600	\$59,300	\$60,300	\$61,000	\$61,700	\$62,400	\$63,100
Year 31	\$58,000	\$58,700	\$59,400	\$60,100	\$61,100	\$61,800	\$62,500	\$63,200	\$63,900
Year 32	\$58,800	\$59,500	\$60,200	\$60,900	\$61,900	\$62,600	\$63,300	\$64,000	\$64,700
Year 33	\$59,600	\$60,300	\$61,000	\$61,700	\$62,700	\$63,400	\$64,100	\$64,800	\$65,500
Year 34	\$60,400	\$61,100	\$61,800	\$62,500	\$63,500	\$64,200	\$64,900	\$65,600	\$66,300
Year 35	\$61,200	\$61,900	\$62,600	\$63,300	\$64,300	\$65,000	\$65,700	\$66,400	\$67,100

In addition to the displayed salary amounts, the Board of Education will pay 9.0% towards TRS and the teacher's full THIS.

Certified Staff/Teacher Salary Schedule 2019-2020

	BA	BA + 8	BA + 16	BA + 24	MA	MA + 8	MA + 16	MA + 24	MA + 32
Year 1	\$34,800	\$35,500	\$36,200	\$36,900	\$37,900	\$38,600	\$39,300	\$40,000	\$40,700
Year 2	\$35,600	\$36,300	\$37,000	\$37,700	\$38,700	\$39,400	\$40,100	\$40,800	\$41,500
Year 3	\$36,400	\$37,100	\$37,800	\$38,500	\$39,500	\$40,200	\$40,900	\$41,600	\$42,300
Year 4	\$37,200	\$37,900	\$38,600	\$39,300	\$40,300	\$41,000	\$41,700	\$42,400	\$43,100
Year 5	\$38,000	\$38,700	\$39,400	\$40,100	\$41,100	\$41,800	\$42,500	\$43,200	\$43,900
Year 6	\$38,800	\$39,500	\$40,200	\$40,900	\$41,900	\$42,600	\$43,300	\$44,000	\$44,700
Year 7	\$39,600	\$40,300	\$41,000	\$41,700	\$42,700	\$43,400	\$44,100	\$44,800	\$45,500
Year 8	\$40,400	\$41,100	\$41,800	\$42,500	\$43,500	\$44,200	\$44,900	\$45,600	\$46,300
Year 9	\$41,200	\$41,900	\$42,600	\$43,300	\$44,300	\$45,000	\$45,700	\$46,400	\$47,100
Year 10	\$42,000	\$42,700	\$43,400	\$44,100	\$45,100	\$45,800	\$46,500	\$47,200	\$47,900
Year 11	\$42,800	\$43,500	\$44,200	\$44,900	\$45,900	\$46,600	\$47,300	\$48,000	\$48,700
Year 12	\$43,600	\$44,300	\$45,000	\$45,700	\$46,700	\$47,400	\$48,100	\$48,800	\$49,500
Year 13	\$44,400	\$45,100	\$45,800	\$46,500	\$47,500	\$48,200	\$48,900	\$49,600	\$50,300
Year 14	\$45,200	\$45,900	\$46,600	\$47,300	\$48,300	\$49,000	\$49,700	\$50,400	\$51,100
Year 15	\$46,000	\$46,700	\$47,400	\$48,100	\$49,100	\$49,800	\$50,500	\$51,200	\$51,900
Year 16	\$46,800	\$47,500	\$48,200	\$48,900	\$49,900	\$50,600	\$51,300	\$52,000	\$52,700
Year 17	\$47,600	\$48,300	\$49,000	\$49,700	\$50,700	\$51,400	\$52,100	\$52,800	\$53,500
Year 18	\$48,400	\$49,100	\$49,800	\$50,500	\$51,500	\$52,200	\$52,900	\$53,600	\$54,300
Year 19	\$49,200	\$49,900	\$50,600	\$51,300	\$52,300	\$53,000	\$53,700	\$54,400	\$55,100
Year 20	\$50,000	\$50,700	\$51,400	\$52,100	\$53,100	\$53,800	\$54,500	\$55,200	\$55,900
Year 21	\$50,800	\$51,500	\$52,200	\$52,900	\$53,900	\$54,600	\$55,300	\$56,000	\$56,700
Year 22	\$51,600	\$52,300	\$53,000	\$53,700	\$54,700	\$55,400	\$56,100	\$56,800	\$57,500
Year 23	\$52,400	\$53,100	\$53,800	\$54,500	\$55,500	\$56,200	\$56,900	\$57,600	\$58,300
Year 24	\$53,200	\$53,900	\$54,600	\$55,300	\$56,300	\$57,000	\$57,700	\$58,400	\$59,100
Year 25	\$54,000	\$54,700	\$55,400	\$56,100	\$57,100	\$57,800	\$58,500	\$59,200	\$59,900
Year 26	\$54,800	\$55,500	\$56,200	\$56,900	\$57,900	\$58,600	\$59,300	\$60,000	\$60,700
Year 27	\$55,600	\$56,300	\$57,000	\$57,700	\$58,700	\$59,400	\$60,100	\$60,800	\$61,500
Year 28	\$56,400	\$57,100	\$57,800	\$58,500	\$59,500	\$60,200	\$60,900	\$61,600	\$62,300
Year 29	\$57,200	\$57,900	\$58,600	\$59,300	\$60,300	\$61,000	\$61,700	\$62,400	\$63,100
Year 30	\$58,000	\$58,700	\$59,400	\$60,100	\$61,100	\$61,800	\$62,500	\$63,200	\$63,900
Year 31	\$58,800	\$59,500	\$60,200	\$60,900	\$61,900	\$62,600	\$63,300	\$64,000	\$64,700
Year 32	\$59,600	\$60,300	\$61,000	\$61,700	\$62,700	\$63,400	\$64,100	\$64,800	\$65,500
Year 33	\$60,400	\$61,100	\$61,800	\$62,500	\$63,500	\$64,200	\$64,900	\$65,600	\$66,300
Year 34	\$61,200	\$61,900	\$62,600	\$63,300	\$64,300	\$65,000	\$65,700	\$66,400	\$67,100
Year 35	\$62,000	\$62,700	\$63,400	\$64,100	\$65,100	\$65,800	\$66,500	\$67,200	\$67,900

In addition to the displayed salary amounts, the Board of Education will pay 9.0% towards TRS and the teacher's full THIS.

Certified Staff/Teacher Salary Schedule 2020-2021

	BA	BA + 8	BA + 16	BA + 24	MA	MA + 8	MA + 16	MA + 24	MA + 32
Year 1	\$35,600	\$36,300	\$37,000	\$37,700	\$38,700	\$39,400	\$40,100	\$40,800	\$41,500
Year 2	\$36,400	\$37,100	\$37,800	\$38,500	\$39,500	\$40,200	\$40,900	\$41,600	\$42,300
Year 3	\$37,200	\$37,900	\$38,600	\$39,300	\$40,300	\$41,000	\$41,700	\$42,400	\$43,100
Year 4	\$38,000	\$38,700	\$39,400	\$40,100	\$41,100	\$41,800	\$42,500	\$43,200	\$43,900
Year 5	\$38,800	\$39,500	\$40,200	\$40,900	\$41,900	\$42,600	\$43,300	\$44,000	\$44,700
Year 6	\$39,600	\$40,300	\$41,000	\$41,700	\$42,700	\$43,400	\$44,100	\$44,800	\$45,500
Year 7	\$40,400	\$41,100	\$41,800	\$42,500	\$43,500	\$44,200	\$44,900	\$45,600	\$46,300
Year 8	\$41,200	\$41,900	\$42,600	\$43,300	\$44,300	\$45,000	\$45,700	\$46,400	\$47,100
Year 9	\$42,000	\$42,700	\$43,400	\$44,100	\$45,100	\$45,800	\$46,500	\$47,200	\$47,900
Year 10	\$42,800	\$43,500	\$44,200	\$44,900	\$45,900	\$46,600	\$47,300	\$48,000	\$48,700
Year 11	\$43,600	\$44,300	\$45,000	\$45,700	\$46,700	\$47,400	\$48,100	\$48,800	\$49,500
Year 12	\$44,400	\$45,100	\$45,800	\$46,500	\$47,500	\$48,200	\$48,900	\$49,600	\$50,300
Year 13	\$45,200	\$45,900	\$46,600	\$47,300	\$48,300	\$49,000	\$49,700	\$50,400	\$51,100
Year 14	\$46,000	\$46,700	\$47,400	\$48,100	\$49,100	\$49,800	\$50,500	\$51,200	\$51,900
Year 15	\$46,800	\$47,500	\$48,200	\$48,900	\$49,900	\$50,600	\$51,300	\$52,000	\$52,700
Year 16	\$47,600	\$48,300	\$49,000	\$49,700	\$50,700	\$51,400	\$52,100	\$52,800	\$53,500
Year 17	\$48,400	\$49,100	\$49,800	\$50,500	\$51,500	\$52,200	\$52,900	\$53,600	\$54,300
Year 18	\$49,200	\$49,900	\$50,600	\$51,300	\$52,300	\$53,000	\$53,700	\$54,400	\$55,100
Year 19	\$50,000	\$50,700	\$51,400	\$52,100	\$53,100	\$53,800	\$54,500	\$55,200	\$55,900
Year 20	\$50,800	\$51,500	\$52,200	\$52,900	\$53,900	\$54,600	\$55,300	\$56,000	\$56,700
Year 21	\$51,600	\$52,300	\$53,000	\$53,700	\$54,700	\$55,400	\$56,100	\$56,800	\$57,500
Year 22	\$52,400	\$53,100	\$53,800	\$54,500	\$55,500	\$56,200	\$56,900	\$57,600	\$58,300
Year 23	\$53,200	\$53,900	\$54,600	\$55,300	\$56,300	\$57,000	\$57,700	\$58,400	\$59,100
Year 24	\$54,000	\$54,700	\$55,400	\$56,100	\$57,100	\$57,800	\$58,500	\$59,200	\$59,900
Year 25	\$54,800	\$55,500	\$56,200	\$56,900	\$57,900	\$58,600	\$59,300	\$60,000	\$60,700
Year 26	\$55,600	\$56,300	\$57,000	\$57,700	\$58,700	\$59,400	\$60,100	\$60,800	\$61,500
Year 27	\$56,400	\$57,100	\$57,800	\$58,500	\$59,500	\$60,200	\$60,900	\$61,600	\$62,300
Year 28	\$57,200	\$57,900	\$58,600	\$59,300	\$60,300	\$61,000	\$61,700	\$62,400	\$63,100
Year 29	\$58,000	\$58,700	\$59,400	\$60,100	\$61,100	\$61,800	\$62,500	\$63,200	\$63,900
Year 30	\$58,800	\$59,500	\$60,200	\$60,900	\$61,900	\$62,600	\$63,300	\$64,000	\$64,700
Year 31	\$59,600	\$60,300	\$61,000	\$61,700	\$62,700	\$63,400	\$64,100	\$64,800	\$65,500
Year 32	\$60,400	\$61,100	\$61,800	\$62,500	\$63,500	\$64,200	\$64,900	\$65,600	\$66,300
Year 33	\$61,200	\$61,900	\$62,600	\$63,300	\$64,300	\$65,000	\$65,700	\$66,400	\$67,100
Year 34	\$62,000	\$62,700	\$63,400	\$64,100	\$65,100	\$65,800	\$66,500	\$67,200	\$67,900
Year 35	\$62,800	\$63,500	\$64,200	\$64,900	\$65,900	\$66,600	\$67,300	\$68,000	\$68,700

In addition to the displayed salary amounts, the Board of Education will pay 9.0% towards TRS and the teacher's full THIS.

Appendix D

ESP Salary Schedule

Title	Probationary	Non-Probationary	w/IMRF	Probationary	Non-Probationary	w/IMRF	Probationary	Non-Probationary	w/IMRF
	2018-2019			2019-2020			2020-2021		
Para-Professional L1	\$12.50	\$13.50	\$14.13	\$12.65	\$13.65	\$14.29	\$12.80	\$13.80	\$14.45
Para-Professional L2	\$13.00	\$14.00	\$14.66	\$13.15	\$14.15	\$14.82	\$13.30	\$14.30	\$14.97
Technology Aide	\$13.50	\$14.00	\$14.66	\$13.65	\$14.15	\$14.82	\$13.80	\$14.30	\$14.97
Media Aide	\$13.50	\$14.00	\$14.66	\$13.65	\$14.15	\$14.82	\$13.80	\$14.30	\$14.97
Elementary Media/Tech Aide	\$13.50	\$14.00	\$14.66	\$13.65	\$14.15	\$14.82	\$13.80	\$14.30	\$14.97
Bus Driver									
Chief Cook	\$16.15	\$17.15	\$17.96	\$16.30	\$17.30	\$18.11	\$16.45	\$17.45	\$18.27
Head Cook	\$15.65	\$16.65	\$17.43	\$15.80	\$16.80	\$17.59	\$15.95	\$16.95	\$17.75
Cook	\$13.15	\$14.15	\$14.82	\$13.30	\$14.30	\$14.97	\$13.45	\$14.45	\$15.13
Custodian I	\$17.15	\$17.65	\$18.48	\$17.30	\$17.80	\$18.64	\$17.45	\$17.95	\$18.79
Custodian II	\$16.65	\$17.15	\$17.96	\$16.80	\$17.30	\$18.11	\$16.95	\$17.45	\$18.27
Secretary	\$16.15	\$17.15	\$17.96	\$16.30	\$17.30	\$18.11	\$16.45	\$17.45	\$18.27
Substitute Coordinator	\$16.15	\$17.15	\$17.96	\$16.30	\$17.30	\$18.11	\$16.45	\$17.45	\$18.27
Nurse	\$27.38	\$28.20	\$29.53	\$27.53	\$28.35	\$29.68	\$27.68	\$28.50	\$29.84
Transliterator	\$13.15	\$14.15	\$14.82	\$13.30	\$14.30	\$14.97	\$13.45	\$14.45	\$15.13
Parent Coordinator	\$11.65	\$12.65	\$13.24	\$11.80	\$12.80	\$13.40	\$11.95	\$12.95	\$13.56

**L1 = Highly qualified; L2 = Teacher licensed

Extra-Curricular High School 2018-2021								
Title	Base Pay	4	5	6	7	8	9	10
Baseball - Varsity	\$3,500.00	\$3,900.00	\$4,000.00	\$4,100.00	\$4,200.00	\$4,300.00	\$4,400.00	\$4,500.00
Baseball - Asst.	\$2,500.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00
Baseball - F/S	\$2,500.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00
Baseball - Fall Varsity	\$500.00							
Baseball - Fall Asst.	\$250.00							
Basketball - Boys Varsity	\$4,500.00	\$4,900.00	\$5,000.00	\$5,100.00	\$5,200.00	\$5,300.00	\$5,400.00	\$5,500.00
Basketball - Boys Asst.	\$3,250.00	\$3,650.00	\$3,750.00	\$3,850.00	\$3,950.00	\$4,050.00	\$4,150.00	\$4,250.00
Basketball - Freshman	\$2,000.00	\$2,400.00	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00
Basketball - Girls Varsity	\$4,500.00	\$4,900.00	\$5,000.00	\$5,100.00	\$5,200.00	\$5,300.00	\$5,400.00	\$5,500.00
Basketball - Girls Asst.	\$3,250.00	\$3,650.00	\$3,750.00	\$3,850.00	\$3,950.00	\$4,050.00	\$4,150.00	\$4,250.00
Cheerleading	\$1,250.00	\$1,650.00	\$1,750.00	\$1,850.00	\$1,950.00	\$2,050.00	\$2,150.00	\$2,250.00
Cross-Country - Varsity	\$2,000.00	\$2,400.00	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00
Golf Coach - Boys	\$2,000.00	\$2,400.00	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00
Golf Coach - Girls	\$2,000.00	\$2,400.00	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00
Panteras	\$1,050.00	\$1,450.00	\$1,550.00	\$1,650.00	\$1,750.00	\$1,850.00	\$1,950.00	\$2,050.00
Softball - Varsity	\$3,500.00	\$3,900.00	\$4,000.00	\$4,100.00	\$4,200.00	\$4,300.00	\$4,400.00	\$4,500.00
Softball - Asst.	\$2,500.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00
Softball - F/S	\$3,500.00	\$3,900.00	\$4,000.00	\$4,100.00	\$4,200.00	\$4,300.00	\$4,400.00	\$4,500.00
Track Coach - Varsity Boys	\$2,500.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00
Track Coach - Varsity Girls	\$2,500.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00
Volleyball - Varsity	\$3,500.00	\$3,900.00	\$4,000.00	\$4,100.00	\$4,200.00	\$4,300.00	\$4,400.00	\$4,500.00
Volleyball - Asst.	\$2,500.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00
Volleyball - Freshman	\$2,000.00	\$2,400.00	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00
Wrestling - Head Coach	\$3,500.00	\$3,900.00	\$4,000.00	\$4,100.00	\$4,200.00	\$4,300.00	\$4,400.00	\$4,500.00
Wrestling - Asst. Coach	\$2,500.00	\$2,900.00	\$3,000.00	\$3,100.00	\$3,200.00	\$3,300.00	\$3,400.00	\$3,500.00
Every year after the 10th year, an increase based upon the previous years' incremental trend, i.e., \$50.00, \$75.00, \$100.00 per year, etc., will be provided every other year of service thereafter.								
In addition to the displayed salary amounts, the Board of Education will pay 9.0% towards TRS and the teacher's full THIS.								
Stipends provided for under Appendix E shall be paid over the duration of the season or activity, instead of over the entire school year. In the event the sport or activity is discontinued before the completion of the season or activity for whatever reason, the stipend shall be prorated based upon the percentage of the season or activity completed using the IHSA calendar.								

Appendix F

Extra-Curricular Junior High 2018-2021						
Title	Base	2	4	6	8	10
Baseball - Head	\$1,600.00	\$1,700.00	\$1,800.00	\$1,900.00	\$2,000.00	\$2,100.00
Baseball - Asst.	\$1,100.00	\$1,200.00	\$1,300.00	\$1,400.00	\$1,500.00	\$1,600.00
Basketball - Head Boys	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00
Basketball - Asst. Boys	\$1,700.00	\$1,800.00	\$1,900.00	\$2,000.00	\$2,100.00	\$2,200.00
Basketball - Head Girls	\$2,500.00	\$2,600.00	\$2,700.00	\$2,800.00	\$2,900.00	\$3,000.00
Basketball - Asst. Girls	\$1,700.00	\$1,800.00	\$1,900.00	\$2,000.00	\$2,100.00	\$2,200.00
Basketball - Head 5/6 (boys/girls)	\$800.00	\$900.00	\$1,000.00	\$1,100.00	\$1,200.00	\$1,300.00
Basketball - Asst. 5/6 (boys/girls)	\$600.00	\$700.00	\$800.00	\$900.00	\$1,000.00	\$1,100.00
Cheerleading	\$800.00	\$900.00	\$1,000.00	\$1,100.00	\$1,200.00	\$1,300.00
Pom Pom	\$600.00	\$700.00	\$800.00	\$900.00	\$1,000.00	\$1,100.00
Softball - Head	\$1,600.00	\$1,700.00	\$1,800.00	\$1,900.00	\$2,000.00	\$2,100.00
Softball - Asst.	\$1,100.00	\$1,200.00	\$1,300.00	\$1,400.00	\$1,500.00	\$1,600.00
Track - Head	\$1,600.00	\$1,700.00	\$1,800.00	\$1,900.00	\$2,000.00	\$2,100.00
Track - Asst.	\$1,100.00	\$1,200.00	\$1,300.00	\$1,400.00	\$1,500.00	\$1,600.00
Volleyball - Head	\$1,600.00	\$1,700.00	\$1,800.00	\$1,900.00	\$2,000.00	\$2,100.00
Volleyball - Asst.	\$1,100.00	\$1,200.00	\$1,300.00	\$1,400.00	\$1,500.00	\$1,600.00
Volleyball - 6th	\$600.00	\$700.00	\$800.00	\$900.00	\$1,000.00	\$1,100.00
Every year after the 10th year, an increase based upon the previous years' incremental trend, i.e., \$50.00, \$75.00, \$100.00 per year, etc., will be provided every other year of service thereafter.						
In addition to the displayed salary amounts, the Board of Education will pay 9.0% towards TRS and the teacher's full THIS.						
Stipends provided for under Appendix F shall be paid over the duration of the season or activity, instead of over the entire school year. In the event the sport or activity is discontinued before the completion of the season or activity for whatever reason, the stipend shall be prorated based upon the percentage of the season or activity completed using the IESA calendar.						

Appendix G

Extra-Duty Salary 2018-2021						
Duty	Base	2	4	6	8	10
Agriculture - asst.	\$2,000.00	\$2,100.00	\$2,200.00	\$2,300.00	\$2,400.00	\$2,500.00
Agriculture - lead	\$3,500.00	\$3,600.00	\$3,700.00	\$3,800.00	\$3,900.00	\$4,000.00
Band HS	\$1,600.00	\$1,675.00	\$1,750.00	\$1,825.00	\$1,900.00	\$1,975.00
Band JH *	\$750.00	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00
EPIC Co-Chair	\$2,500.00	\$2,550.00	\$2,600.00	\$2,650.00	\$2,700.00	\$2,750.00
EPIC Co-Chair	\$2,500.00	\$2,550.00	\$2,600.00	\$2,650.00	\$2,700.00	\$2,750.00
Extra Concert for HS Music	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00	\$1,050.00
Extra Concert for Jr. High Music	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00	\$1,050.00
Fall Play Director	\$1,100.00	\$1,150.00	\$1,200.00	\$1,250.00	\$1,300.00	\$1,350.00
Freshman Class Sponsor	\$200.00	\$250.00	\$300.00	\$350.00	\$400.00	\$450.00
H.S. Accompanist - Choir	\$600.00	\$650.00	\$700.00	\$750.00	\$800.00	\$850.00
Interact Sponsor (Rotary) HS and JH	\$500.00	\$550.00	\$600.00	\$650.00	\$700.00	\$750.00
Journalism Club	\$3,700.00	\$3,800.00	\$3,900.00	\$4,000.00	\$4,100.00	\$4,200.00
Junior Class Co-Sponsor	\$675.00	\$725.00	\$775.00	\$825.00	\$875.00	\$925.00
Junior Class Co-Sponsor	\$675.00	\$725.00	\$775.00	\$825.00	\$875.00	\$925.00
Junior High Accompanist	\$750.00	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00
Junior High Science Fair	\$750.00	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00
Kindness Club	\$750.00	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00
Lead Teacher Elem. & Prim.	\$60.00	per day - on-call basis				
Lead Teacher JH & HS	\$90.00	per day - plus hire a substitute				
Mentor Coach	\$2,500.00	\$2,550.00	\$2,600.00	\$2,650.00	\$2,700.00	\$2,750.00
National Honor Society	\$200.00	\$250.00	\$300.00	\$350.00	\$400.00	\$450.00
Puma Crew 1	\$600.00	\$650.00	\$700.00	\$750.00	\$800.00	\$850.00
Puma Crew 2	\$600.00	\$650.00	\$700.00	\$750.00	\$800.00	\$850.00
Registrar for IL Virtual School	\$500.00					
RtI Coach - PCES	\$2,500.00	\$2,550.00	\$2,600.00	\$2,650.00	\$2,700.00	\$2,750.00
RtI Coach - PCHS	\$2,500.00	\$2,550.00	\$2,600.00	\$2,650.00	\$2,700.00	\$2,750.00
RtI Coach - PCJH	\$2,500.00	\$2,550.00	\$2,600.00	\$2,650.00	\$2,700.00	\$2,750.00
RtI Coach - PCPS	\$2,500.00	\$2,550.00	\$2,600.00	\$2,650.00	\$2,700.00	\$2,750.00
Scholastic Bowl HS	\$1,000.00	\$1,050.00	\$1,100.00	\$1,150.00	\$1,200.00	\$1,250.00
Scholastic Bowl JH	\$750.00	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00
Senior Class Sponsor	\$200.00	\$250.00	\$300.00	\$350.00	\$400.00	\$450.00
Sophomore Class Sponsor	\$200.00	\$250.00	\$300.00	\$350.00	\$400.00	\$450.00
Special Olympics Coach(es)	\$700.00	\$750.00	\$800.00	\$850.00	\$900.00	\$950.00
Spring Musical Assistant	\$750.00	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00
Spring Musical Director	\$1,800.00	\$1,850.00	\$1,900.00	\$1,950.00	\$2,000.00	\$2,050.00
Student Council HS	\$600.00	\$650.00	\$700.00	\$750.00	\$800.00	\$850.00
Student Council JH	\$750.00	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00
Thespians	\$800.00	\$850.00	\$900.00	\$950.00	\$1,000.00	\$1,050.00
Write On	\$450.00	\$500.00	\$550.00	\$600.00	\$650.00	\$700.00
Driver Ed	\$20.00	per hour				
Epic	\$20.00	per hour				
Security	\$20.00	per hour				
Mini Bus Driver	\$15.00	per trip				
Saturday Detention **	\$15.00	per hour				
Ticket Takers/Timers/Scorers **	H.S.	\$20.00	per game			
	J.H.	\$20.00	per game			
* Extra-curricular only with less than full-time position						
** Position may be filled by certified or non-certified staff						
Every year after the 10th year, an increase based upon the previous years' incremental trend, i.e., \$50.00, \$75.00, \$100.00 per year, etc., will be provided every other year of service thereafter.						
In addition to the displayed salary amounts, the Board of Education will pay 9.0% towards TRS and the teacher's full						

Recommendation to Approve Collective Bargaining Agreement for 2018/2019, 2019/2020, 2020/2021 School Years

As superintendent, I recommend approval of the attached three year collective bargaining agreement for the certified and non-certified staff of Putnam County C.U.S.D. 535.

Rationale

This CBA (Collective Bargaining Agreement) represents the culmination of the negotiations process with our Board of Education Negotiations Committee and the Putnam County Education Association (union). The average raise for certified staff is 2.4% each of the three years. These represent raises that are pretty common amongst many school districts negotiating in our area. We know that to remain competitive with other area districts, we need to have our base and salaries at a comparable rate. The last collective bargaining process and negotiations provided close to a 4% raise each year for two years. I want to also thank our board members that represented the committee as well as the union representatives. The process was very professional, cordial, and efficient.

District Goal

Improve communication among all stakeholders in the Putnam County School District and communities.

Recommendation for Administrative and Non-Union Raises

As superintendent, it is the recommendation to approve 2.4% raises for the principals. This is the average raise in the collective bargaining agreement, and we typically have utilized the percentage in the CBA during the year of negotiations. It is also the recommendation to approve the 2.4% raise for the other non-union employees such as social workers, district administrative assistant, bookkeeper, District Technology Director, Maintenance Supervisor, pupil personnel services secretary, board secretary, and board treasurer.

District Goal

Maintain fiscal responsibility to all stakeholders

Demonstrate increased academic achievement for all students

402 East Silverspoon Ave.
Granville, Ill. 61326



Office (815) 882-2800
Fax (815) 339-2628

Putnam County High School
Mr. Clayton J. Theisinger
Principal

May 1st, 2018

Board of Education:

The position of Summer School Teacher was posted as a vacancy on April 12, 2018. We received four applicants within the posting period, two with interest in the English course and two with interest in the credit recovery courses through Illinois Virtual School (IVS). I contacted all four applicants to gather their interest in still serving if the positions were split into two-week “semesters” with two teachers assigned to each course (one per “semester”). All four expressed interest in such a structure.

The position was then offered to the four applicants with the condition that we receive enough enrollments for the courses in order to maintain the courses’ need. Applicants were informed that they may be officially hired by the Board of Education, but their service and subsequent payment will be dependent on the enrollments of the classes. I will make a final determination for hiring at the conclusion of the current school year.

Based upon current teaching assignments and previous experience, the following individuals are recommended for hire:

- English – Mrs. Angie Heiser
- English – Ms. Bethany Newsome
- IVS Credit – Mrs. Wendy Louis
- IVS Credit – Ms. Kim England

Respectfully submitted,

Clayton J. Theisinger



Putnam County Elementary School

*326 S. 5th St.
Hennepin, IL 61327*

*Phone Number 1-815-882-2800
Fax Number 1-815-925-7435*

Jump Start Recommendation (2 Teachers):

- Mrs. Mary Henderson
- Ms. Michelle Erickson

Mrs. Henderson and Ms. Erickson have both expressed interest in teaching the Jump Start program for the elementary students. Both of these teachers are knowledgeable of 3rd – 5th grade curriculum in the areas of reading, writing, and math. It is for these reasons that I recommend these teachers as instructors for the Jump Start Program.



Putnam County Junior High School

Michael Olson, Principal
olsonm@pcschoools535.org
Phone-815-882-2800 opt. 3

13183 N 350th Avenue
McNabb, IL 61335
Fax-815-882-2299

Summer School Recommendation to Hire

I recommend to Hire PCJH Teachers Amy Carboni and Kristin Erickson as Summer School Teachers for the PCJH Jump Start Summer School Program for the 2018 Summer School, dependent on final enrollment numbers. I anticipate needed 2 teachers if we have 12 or more students. That way they will have instruction in small groups to help them succeed and prepare for the upcoming school year.

**Submitted by Mike Olson, PCJH Principal
May 21, 2018**



Where all students will learn and succeed, and all means ALL

Putnam County Junior High School & Elementary School

Michael Olson, PCJH Principal and Courtney Balestri, PCES Principal

**Recommendation to Hire for
2018-2019 School Year**

We recommend the following person for the following teaching position for the 2018-2019 School year at PCES and PCJH:

We recommend Eric Masini for the Music Position at Putnam County Elementary and Junior High Schools for the 2018-2019 School Year.

- Eric Masini for the position of Music and Band/Chorus Teacher 3rd Grade-8th Grade at Putnam County Elementary and Junior High Schools.
- The Music position was posted on the IASA Job Bank and interviews were conducted by Mike, Courtney, and Natalie Hulstrom.
- Eric has a Bachelor Degree from Illinois State University in Music Education and experience in their Choir and Marching Band. He has experience in his student teaching in grades 3-8 across 2 buildings.
- We all agreed he has the experience in 3rd Grade- 8th Grade Music/Band/Chorus we are looking for, and the ability to help improve the overall Music program.
- We feel he has the ability to relate and teach students 3rd-8th Grades in a positive and productive manner.

**Submitted by Mike Olson, PCJH Principal and Courtney Balestri, PCES Principal-
May 21, 2018.**

ERIC MASINI

156 East US Highway 52, Mendota, IL 61342 | 815-910-9119 | eemasini1996@gmail.com

April 4, 2018

Putnam County Elementary & Junior High School
Community Unit District #535
400 E. Silverspoon St.
Granville, IL 61326

Dear Mr. Olsen:

I am writing in response to the music position available at Putnam County Elementary & Junior High School, Community Unit District #535. I am currently a student at Illinois State University with a projected graduation and certification date in May of 2018. Upon completion of this semester, I will receive a Bachelors of Music Education Degree with particular emphasis in Choral/General/Vocal Music Education. Once licensed, I will be certified in K-12 Music including band, orchestra, chorus, and general music.

Currently, I am fulfilling my student teaching requirement at Tri-Valley CUSD #3 in Downs, Illinois. This past semester, as a part of my student teaching placement at Tri-Valley, I have taught at the middle and secondary level. At the Middle School, my responsibilities have included time and experience with 4th and 5th Grade General Music students, 5th Grade Chorus, 6th Grade Chorus, and 7th and 8th Grade Chorus. At the secondary level, I am currently serving the High School Chorus and extracurricular Jazz Chorus as assistant director. Through these experiences, I am gaining skills in creating lessons and unit plans that accommodate all learners, creating time to build respect and rapport with students of all ages, and growing as an educator through experience using technology in the classroom.

While at Illinois State University, I was given the incredible opportunity to volunteer and gain clinical experience at the Hammit School/ Babyfold in Normal, IL. This organization is a school that opens its doors to students who have not succeeded in any traditional school setting. While at the Hammit School, I had the pleasure of creating weekly music lessons and activities for students with Autism Spectrum Disorder.

It would be an honor to be considered for the music position at Putnam County Elementary & Junior High School, Community Unit District #535. Having been born and raised in a small, close-knit community, I would find it personally and professionally rewarding to be able to share my love of music and teaching, while growing and learning from the students at Putnam County Elementary & Junior High Schools in this upcoming academic year.

Thank you for your time and consideration.

Sincerely,



Eric Masini

Eric Masini
156 East US Route 52
Mendota IL, 61342
emasini1996@gmail.com

Education:

Bachelors of Music Education Degree with Certification *Pending May 2018*
Illinois State University
Choral/General/Vocal Music Education Major
GPA: 3.97/4.0
Licensure: Illinois, Music K-12 (Pending)

Associates Degree in Science *Conferred May 2015*
Illinois Valley Community College
summa cum laude
GPA: 3.97/4.0

Professional Record:

Student Taught at Tri-Valley CUSD #3, Downs, IL *Spring Semester 2018*
Rebecca Marcotte, Cooperating Teacher

- Taught 4th Grade General Music, 4th Grade Recorders, and 5th Grade General Music.
- Assistant conductor of the 5th Grade Chorus, 6th Grade Chorus, 7th and 8th Grade Chorus, High School Chorus, and the extracurricular high school Jazz Chorus.

Further Clinical Experiences:

Thomas Metcalf Laboratory School, Normal, IL *August 2015- December 2017*

- Created lesson plans based upon GAMEPLAN, a set music curriculum, and applied them to co-taught general music lessons for 1st grade students.
- Crafted lessons based upon a junior high instrumental music curriculum, Measures of Success, and co-taught twice weekly clarinet and saxophone sectionals to 6th grade students.
- Lead weekly sectionals for varying instruments for the school's Rock Band program.

University High School, Normal, IL *August 2015- December 2017*

- Taught beginning and advanced high school Chorus ensembles.

The Hammit School/ Babyfold, Normal, IL

Fall Semester 2016

- Observed and lead music based activities for students with Autism Spectrum Disorder in the schools “Challenges Wing”.

Related Experiences:

Zion United Methodist Church, Mendota, IL

August 2014- September 2015

Music Director

- Lead weekly rehearsals and directed the Church Chorus.

Mendota Township High School, Mendota, IL

December 2016-Present

Show Choir Assistant and Camp Counselor

- Assisted and taught high school students Show Choir and musical audition choreography.
- Choreographed and taught music for the Rhythm Express Summer Show Choir Camp.

Mendota Community Theatre, Mendota, IL

June 2017

Director

- Co-directed a summer theatre opportunity for children and community members 4th grade and older.

Awards and Recognitions:

- Graduated summa cum laude from Illinois Valley Community College
- Recipient of the School of Music merit based, full-ride scholarship at Illinois Valley Community College
- Recipient of the Friends of the Arts Scholarship at Illinois State University
- Recipient of the First Annual Vera Carlson Memorial Scholarship at Illinois State University
- Recipient of the School of Music Presser Foundation Outstanding Scholar Award at Illinois State University

Professional Membership:

- Member of the Illinois Music Educators Association
- Member of the American Choral Directors Association
 - Secretary Fall 2016-Spring 2017, Illinois State University Student Chapter
 - Vice-President Fall 2017, Illinois State University Student Chapter
- Member of Mendota Community Theatre
 - Recording Secretary 2014-2015
 - Social Media Correspondent 2015- Present



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

College of Fine Arts
School of Music

Centennial Building 230
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Normal, IL 61790-5660
Telephone: (309) 438-7631
Facsimile: (309) 438-5833

April 3, 2018

To Whom It May Concern:

It is my pleasure to write this letter of recommendation for Eric Masini, who is my student at Illinois State University. I taught Eric in choral music methods courses. In every case, Eric has done excellent work—distinguished by impressive attention to detail and polished presentation. Also, Eric has been a pleasure to work with—always punctual and professional. As a student, he contributed much to creating positive and productive classroom environments, and I am confident as a teacher he will facilitate a classroom that will promote student achievement in a nurturing and developmental way.

Eric has demonstrated excellent skill as an educator in his choral methods courses and student teaching. He is one of the best students I have taught in the past 15 years at Illinois State University. Very well prepared, Eric will enter his first year of teaching at a level typically not seen in a first-year teacher. I have the highest regard for his skills and believe he will be an excellent music educator.

I hope you will consider his application favorably. If I can be of additional help, it would be my pleasure.

Sincerely,

A handwritten signature in black ink that reads "Jim Fredstrom". The signature is written in a cursive, flowing style.

Dr. Tim Fredstrom
Professor of Choral Music Education

April 4, 2018

To Whom It May Concern:

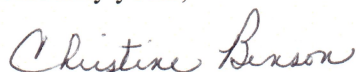
I am writing this recommendation on behalf of Eric Masini. I have known Eric for the last thirteen years through his participation in the Mendota Education Foundation fund raising summer musical and his participation in both Mendota High School and Illinois State University activities. He has a number of music accomplishments and served successfully in many leadership roles, filling these positions admirably and with distinction.

I served as a music educator and superintendent of schools during my 35-year career. For the last nineteen years I have co-direct a community summer musical as a fund raiser for the Mendota Education Foundation. It is through an educator lens and years of observation that I share this recommendation. It is sometimes difficult to carefully word a recommendation for one first entering the field of education and preparing for their first employment. One speaks to the potential and promise that are there and ready for testing. This was not the case for Mr. Masini. He is ready.

Each year, Eric has taken on more duties with the annual production. Many times he has done this without asking. He has worked in small and large groups for music rehearsals, choreography, set design, and anything else needed. Eric already has a strong foundation in pedagogy and will continue to be a life long learner, always looking for methods and techniques to improve his skills as a teacher. He accepts criticism as the normal course for growth, though the criticism is already focused on polishing his already exceptional skills. He has excellent classroom management, understanding the importance of mutual respect and engaging students of all age groups as demonstrated in numerous rehearsal settings. He has a passion and exuberance for the subject matter that transfers to his students. He has a good rapport with colleagues, staff, and parents and is a natural leader. He has always stepped forward behind the scenes and on the stage to assist other cast members from age five to seventy, with the selfless goal to make them the best they can be. He has a tireless work ethic and intuitive about what needs to be done. He is approachable with a ready smile and a good sense of humor. Mr. Masini has what we call in the administrative world, "With-it-ness."

He can sling the EDTPA jargon and vernacular with aplomb with the best of them, but he has the with-it-ness that it takes to be a good music educator. It is my pleasure to recommend without reservation Eric Masini.

Sincerely yours,



Christine Benson, ED.D.
Retired Superintendent
Streator Elementary School District #144
chris.benson52@gmail.com



“Where all students will learn and succeed, and all means ALL”

Putnam County Junior High School

Michael Olson, Principal
olsonm@pcschoo535.org

13183 N 350th Avenue
McNabb, IL 61335

Phone-815-882-2800 opt. 3

Fax-815-882-2299

Putnam County Junior High Board Report May 21, 2018

Putnam County CUSD #535 Board of Education:

I recommend hiring the following teacher for the 2018-2019 school year:

- **Emily Whitney as Math Teacher/Interventionist/Exploratory Teacher. Emily is a recent graduate of Eastern Illinois University with certification in Grades 6-8 in English and Math. She has a background in working with students on a social/emotional level as well. Her references from student teaching came back very strong. She is a PC grad and wants to remain in area.**
- **The job was posted on the IASA Job Bank and interviews were conducted.**
- **She has the passion and compassion for students that will allow her to relate to students and help them succeed.**

Respectfully Submitted,

Michael Olson, PCJH Principal

Emily B. Whitney

(815)257.0972
ebwhitney@eiu.edu
1552 Meridian Rd
Magnolia, IL 61336

OBJECTIVE

To obtain position in a middle school classroom teaching mathematics or language arts; willing to sponsor extracurricular activities

EDUCATION

Eastern Illinois University

Bachelor of Science of Education

Major: Middle Level Education

Enhancements in Language Arts and Mathematics

Current GPA: 3.78/4.0

Charleston, IL

May 2018

PROFESSIONAL EXPERIENCE

Tonica Elementary School

Student Teacher Experience

- ❖ Student teacher in 6th, 7th, and 8th grade mathematics classroom
- ❖ Used gradual release of responsibility in mathematics instruction
- ❖ Delivered AIMSweb tests
- ❖ Lead a Response to Intervention (RTI) class each day by making leveled groups based on AIMSweb scores
- ❖ Created informal assessments such as exit tickets to check for understanding
- ❖ Assistant coach to junior high volleyball

Tonica, IL

Spring 2018

Paris Crestwood

Practicum Experience

- ❖ Practicum teacher in 6th grade language arts classroom
- ❖ Created and implemented lessons focused on main idea and supporting details
- ❖ Conducted pretest and posttest assessments on student learning
- ❖ Sat in on parent teacher conferences with cooperating teacher
- ❖ Delivered AIMSweb tests to 6th and 7th grade students

Paris, IL

Fall 2017

Illinois Valley Community College

Camp Counselor

- ❖ Assisted children of various ages in summer camps of multiple subject areas

Oglesby, IL

Summer 2017

Charleston Middle School District

Practicum Experience

- ❖ Practicum teacher in 7th grade mathematics classroom
- ❖ Created and implemented lessons focused on statistics and probability

Charleston, IL

Spring 2017

- ❖ Incorporated SMARTboard activities into lessons to enhance learning objectives

Ashmore Elementary

Ashmore, IL

The Ashmore After-School Program

Fall 2016

- ❖ Tutored First Grade students and assisted with activities

RELATED EXPERIENCE

Carl Sandburg Elementary School

Charleston, IL

Volunteer Girls on the Run Coach

Fall 2017

- ❖ Taught 3rd grade girls lessons about character education in addition to coaching during running exercises
- ❖ Coached and trained the girls to prepare for a 5K run at the end of the semester

Rue Family

Charleston, IL

Child Care Provider

Summer 2016

- ❖ Assisted with daily care of two girls (five and six year old)
- ❖ Worked with them to keep developing math and reading skills throughout the summer

PROFESSIONAL CONFERENCES

Building Positive Relationships with Students- November 2017

EIUnity Diversity Conference- February 2017

ORGANIZATIONS & ACTIVITIES

Kappa Delta Pi (International Honors Society in Education)- Fall 2017

Order of Omega (Honors fraternity that recognizes those who exemplified high standards in scholarship and leadership in their Greek organization)- Spring 2016-Fall 2017

Math Energy Spring 2015- Fall 2017

- ❖ President- Fall 2016-Fall 2017
- ❖ Membership Chair- Fall 2015-Spring 2016

National Council of Teachers of Mathematics- Fall 2015- Present

Kappa Delta Sorority Fall 2014-Fall 2017

- ❖ Homecoming Chair (Fall 2017)
- ❖ Academic Excellence Chair (Spring 2016-Fall 2016)
- ❖ Recruitment Chair assistant (Spring 2016-Fall 2016)
- ❖ SET Leader (sisterhood enrichment team) (Spring 2016)
- ❖ Family Events Coordinator (Fall 2015)
- ❖ Attend events with local Girls Scouts troop to do activities and instill confidence among young girls

SKILLS

Technology: SMARTboard, Microsoft Word, Excel, PowerPoint, Web Page creation,
Certifications: First Aid/CPR

March 17, 2018

To Whom It May Concern:

Emily Whitney was a practicum student in my sixth grade English language arts classroom for 8 weeks in the semester prior to her student teaching experience. Because of her professionalism, her creativity, and her knowledge, she is an excellent teaching candidate.

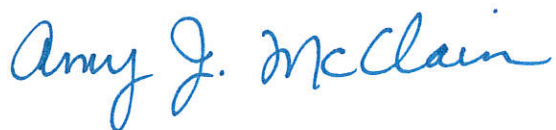
During our time together, Emily was always prompt and ready for the day. Not afraid to ask questions, Emily initially moved about my room and observed the students. Her questions concerned my classroom routines, my student groupings, and the goals of the unit of study. Over time, she began to conduct portions of the lessons. She was very good at adjusting her questions for students at various academic levels, as well as taking an interest in what students wanted to share with her.

Emily eventually created a three-day lesson to go with one of the texts within our nonfiction unit about Andrew Carnegie and formation of Carnegie Libraries. Our goal was to move students to become more independent in outlining information from the text. She graded the student work very quickly and was able to guide students toward a more complete outline with an opportunity to redo their work. At the end of the lesson, she introduced students (and me) to exit tickets! At the end of our unit, Emily helped me to assess what students learned with a field trip to the Paris Carnegie Library. She was instrumental in helping me to think of ways to assess the content of the texts through hands-on activities at the library. It was a very successful field trip.

Emily already has a substantial arsenal of teaching tricks. I believe it is because she holds a high standard for herself and her students. She knows where to look for new, innovative ideas. In addition, she is very reflective. Following her initial lesson, she immediately pinpointed what portions of the lesson did not go the way she had anticipated. Emily changed the next lesson to explain the outcome she wanted from students. It was successful because she reflected and because she has good rapport with students.

Emily would be an asset to any teaching staff with her willingness to do what is best for students. It is without reservation that I recommend her for any teaching position in her field.

Sincerely,



Amy McClain

English Language Arts teacher

Crestwood Junior High

*EASTERN ILLINOIS UNIVERSITY
EC/ELE/MLE DEPARTMENT
CHARLESTON, IL 61920*

March 17, 2018

To Whom It May Concern:

Recommendation for Emily Whitney

It is an honor to write this recommendation for Emily Whitney. I have had the privilege of instructing Miss Whitney in five courses at Eastern Illinois University; MLE 40001 Curriculum and Instruction for Middle Level with a Practicum; MLE/ELE4280 Content Area Reading; MLE/ELE4880 Diagnostic-Prescriptive Reading Instruction; MLE 3110 Curriculum and Instruction in the Middle Level School and MLE/ELE4100 Assessing Student Learning: A Field Based Experience. I was responsible for placing and evaluating Emily Whitney during her practicum experiences in CORE 2 and CORE 3. Knowing her enthusiasm and desire to teach, I first assigned her a seventh grade in a local middle school classroom where her duties were primarily the instruction of math. In CORE 3 she was assigned to different middle school in ELA with a seventh-grade placement. During her experiences, she gained immeasurable experiences and honed her teaching skills, as well as practiced her discipline management techniques through these varied opportunities. She was well received by the teachers and the students alike in both placements. Because of her skill level and likeability, I know if there were an opening in either district she would have a strong chance of securing a position.

During her formal observation for the practicum experiences, she displayed the ability to present content accurately in a dynamic and interesting way which engaged all the students. Her infectious smile and personality permeated throughout the classroom. She showed strong classroom management skills in a solid, yet gentle manner. In talking with Emily, it is obvious she has a great concern and love for students, which is paramount in the teaching profession.

In the college setting, Miss Whitney was conscientious and paid close attention to details. Her assignments were always timely and scholarly. She participated in classroom discussions and had good attendance. In the Diagnostic Reading Methods class, she participated in a partnership project with a local middle school to build an IRI case study on an individual student. This helped develop her skills to evaluate a student's skills effectively. In another project, Miss Whitney created and presented two lessons at the Martinsville Elementary School on a topic about Illinois since this is the bicentennial year.

I would absolutely hire, without reservation, Emily Whitney for any position a school district has available. She would be an asset to any staff. If you have questions, please feel free to contact me.

Sincerely,

Linda Sherwood

Linda Sherwood, MS Ed
EC/ELE/MLE Instructor
Eastern Illinois University
217.549.7989 (c)

Putnam County Primary School Recommendations for Hire (2018-19)

Position: 2nd grade Teacher

Candidate Recommended: Ashley Bush

The 2nd grade team and I interviewed 5 candidates out of 12 that submitted for the position after being posted for 4 weeks.

Mrs. Bush has 3 years of teaching experience and 1 year of paraprofessional experience. She has previously taught in the district at the kindergarten level. She is recommended to return at the 2nd grade level for the 2018-19 school year. Mrs. Bush is excited to return to education and the 2nd grade level. She has taken time to visit the school and shadow teachers and substitute to re-acclimate herself to the educational setting. She has an entry plan and is eager to begin the transition.

Position: Custodian II

Candidate Recommended: Jennifer Trovero

There was one internal candidate interviewed by the head of maintenance and the building principal after posting the vacancy for two weeks.

Ms. Trovero has 6 years of paraprofessional experience at the Primary and Junior High levels. She has been a summer worker/custodian at the Primary building for the past two years. Ms. Trovero will have a very small learning curve to jump in due to the years of experience helping in the summer and working as a paraprofessional in the building (familiar with most staff). There is a transition plan for Ms. Trovero that will be carried out by the head of maintenance and the building principal.

Position:

Special Education Teacher – Remains unfilled

Positions:

2 Summer School Teachers (One teacher in reserve for enrollment)

1. Jennifer Smith – Reading Specialist

2. Katie Sobkowiak – 1st Grade Teacher

Teacher in reserve for higher enrollment: Morgan Himelick -1st Grade Teacher

1/30
1-13-12

Ashley Bush
630 W. Hopkins Ave.
Granville, IL 61326
(309) 369-9261
aaschmitt5@gmail.com

- OBJECTIVE:** To obtain a position in the field of education where I am given the opportunity to teach and care for children.
- EXPERIENCE:**
- In home Day Care Provider, Granville, IL
June 2014-Present
 - Kindergarten Teacher, Putnam County School District, Granville, IL
August 2011-May 2014
 - Individual Aide, Putnam County School District, Granville, IL
August 2010-May 2011
 - Psychiatric Rehab Director, Asta Care Center, Toluca, IL
May 2010- August 2010
 - Substitute Teacher, Putnam County School District, Granville, IL
February 2010-May 2010
- EDUCATION:** Graduated from Eastern Illinois University, Charleston IL participated in Math Energy, Panther Pal, Special Olympics volunteer, Member of Association of Childhood Education International
- DEGREE:** Major-Elementary Education with a concentration in English
Bachelor of Science in Education, Graduated May 2009
- REFERENCES:**
- Dianne Alleman, Teacher, Putnam County Primary School
13600 N. 1100th Ave.
Granville, IL 61326
(815) 303-2869
allemand@pschools535.org
 - Anne Downey, Teacher, Putnam County Primary School
301 W. Washington
Magnolia, IL 61336
(815) 257-3514
downeya@pschools535.org
 - Jessica Lenkaitis, Teacher, Putnam County Junior High School
7309 Audobon Dr.
Hennepin, IL 61327
(630) 244-6469
Lenkaitis.j@pschools535.org
 - Amy Cimei
10833 N. 1150th Ave.
Granville, IL 61326
(815) 228-6195
amy@mennies.com

Susan McNelis

3751 E 2150th Rd
Serena, IL 60549
Phone: 815.343.5107
Mcnelis97@live.com

May 15, 2018

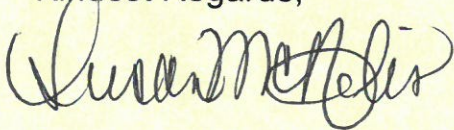
Mr. Carlson,

I am very interested in the Special Education Director Position within your district. Please consider this as my formal letter of intent to be considered as an applicant for this position. As my resume will show, I have extensive experience working directly with special education programs in a self-contained and resource setting from PreK through the high school setting. I believe that given the appropriate instruction and tools along with holding the students to a high level of expectation, all students can and will learn.

I would appreciate the opportunity to sit down and further discuss the aspects of this position with you. At that time I would be able to answer any question you may have in regards to my experience and ability to fulfill the requirements of this job in a successful manner.

Thank you in advance for your consideration.

Kindest Regards,



Susan McNelis

**Susan
McNelis**

3751 E 2150th Rd
Serena, IL 60549
Phone: 815.343.5107
Mcnelis97@live.com

Objective

- To obtain a Special Education Director position where I can utilize my leadership skill set while expanding my knowledge and experience as an instructional leader.

Qualifications

- Administrative Type 75
- State Special Education Directors Endorsement
- LBS 1 ~ Type 10 certificate
- Elementary Education ~ Type 03 certificate

Education

1999 ~ 2004 Aurora University

- MAT, Masters in the Art of Teaching
- Type 75 certification
- Graduated with 4.0 average

1995 ~ 1997 Illinois State University

- BS, Bachelor of Special Education
- Graduated Summa Cum Laude

Relevant Experience

2016 ~ current LaSalle-Putnam County Educational Alliance for Special Education, Ottawa, IL
Special Education Coordinator

- Work directly with district staff – resource, speech, general education teachers, and related services – to ensure students are receiving appropriate special education services.
- Completion of evaluations of teachers, social workers, and psychologists
- Implemented a variety of trainings within the districts as well as at LEASE office.
- Implemented special education team meetings within one of my districts.
- Assist in facilitation of initial evaluation, three year re-evaluation, and IEP meetings along with Manifestation Determination meetings, and participate in parent/teacher conferences as needed.
- Coordinator of Professional Development for LEASE
- Assist and problem solve on various levels dependent on district.
- CPI trainer
- Assist districts with placement of students outside of district programming.
- Observe students as requested.
- Work closely with district administration on Special Education programs, problem solving, planning of future needs, staff development

2002 ~ 2016 Kendall County Special Education Cooperative, Yorkville, IL

Special Education Coordinator

- Oversee Special Education programs ~ Resource, Instructional Skills, Life Skills, STARS, SKILLS, Intensive Diagnostic, and Pre-K
- Work directly with district staff – resource, speech, general education teachers – to ensure students are receiving appropriate special education services.
- Direct supervision of teachers, speech therapists, related staff, & paraprofessionals and completing their evaluations.
- Work directly with private/parochial schools to coordinate individual service plans for students with identified needs as well as coordinate between district/private schools to ensure child find procedures are followed.
- Implemented paraprofessional training to meet NCLB standards.
- Worked directly with Universities, including Aurora University, to place student teachers with KCSEC programs.
- Worked directly with building teams on a weekly basis identifying students who are struggling creating intervention plans for each student.
- Currently utilizing RTI concepts within all buildings at various levels.
- Implemented new staff training.
- Currently facilitate initial evaluation, three year re-evaluation, and IEP meetings along with Manifestation Determination meetings, and participate in parent/teacher conferences as needed.
- Organization, implementation, and direct supervision for our extended school year program.
- Organization and Instruction of paraprofessional class along with administration of WorkKeys assessment.

Special Education K-1 Diagnostic Teacher

- Worked directly with students of varying disabilities and cognitive abilities.
- Directly taught Reading, Writing, and Math at various levels within a self contained / resource classroom.
- Utilized SRA Reading Mastery Series and the Touch Math series along with grade level curriculum.
- Adapted regular education curriculum to an appropriate level for each student participating in the regular education curriculum.
- Developed lessons to address basic living skills and utilized those skills within a structured monthly meal setting.
- Create curriculum as appropriate to student needs.
- Oversaw four classroom/individual paraprofessionals ~ utilizing them within a team concept.
- Helped create a teacher assistance team to enhance all students learning and to help provide suggestions and interventions for struggling students within my elementary building.

1998 ~ 2002 Somonauk Community School District #432

Special Education Teacher

- Worked directly with students of varying disabilities and cognitive abilities in grades 3 through 6.
- Directly taught Reading, Writing, and Math at various levels within a self contained / resource classroom.
- Adapted regular education curriculum to an appropriate level for each student participating in the regular education curriculum.
- Create curriculum as appropriate to student needs.
- Oversaw classroom/individual paraprofessionals ~ utilizing them within a team concept.
- Taught summer school for students with various disabilities.
- Member of a teacher assistance team to enhance all students learning and to help provide suggestions and interventions for struggling students.

1997 ~ 1998 Community School District #2

Special Education Teacher

- Worked directly with students in a resource setting for grades Kindergarten through 8th.
- Directly taught Reading, Writing, and Math to students at various levels within a resource program.
- Create curriculum as relevant to student needs.
- Adapted regular education curriculum to an appropriate level for students within the regular education curriculum.



PASEC

Plano Area Special Education Cooperative
Extraordinary Services for Extraordinary Students



March 6, 2018

To Whom It May Concern:

It is with pleasure that I write this letter of recommendation for the administrative application being submitted by Susan McNelis. I became associated with Susan in 2002 when she became a Special Education Coordinator for Kendall County Special Education Cooperative. I had the honor and privilege of working with this dedicated self-motivated professional for the next 14 years.

Susan's role as a Special Education Coordinator involved participating on building teams, developing and implementing Response to Intervention initiatives, facilitating Eligibility and IEP meetings, and supervising of special education staff and programs. Throughout her tenure as a Special Education Administrator, Susan supervised Early Childhood, Diagnostic, Instructional Skills, Life Skills and Emotional Disability Programs. Susan's knowledge in strategies, curriculum and differentiating instruction has been instrumental in leading her teams. Susan's ability to establish positive relationships with parents, students, colleagues and administration is to be commended. She is caring and professional in all of her interactions with staff, parents and colleagues. Her follow up is excellent when working with parents regarding concerns. Susan's commitment to excellence is evident in her passion for the students and families that she works with.

Susan demonstrates strong leadership qualities and would be an excellent member of your administrative team. If I can be of any further assistance, or provide you with any additional information, please do not hesitate to contact me at (630)552-8978.

Sincerely,

Amy Lee
Special Education Director
Plano Area Special Education Cooperative

May 7, 2018

Putnam County CUSD #535
Athletic Director, Chris Newsome
400 E. Silverspoon Ave
Granville, IL 61326

Dear Chris,

I am writing this letter of resignation to inform you that I will be unable to coach High School Baseball and Junior High Volleyball during the 2018 -2019 school year. I have truly enjoyed coaching at Putnam County but as my children are growing up and becoming more involved in athletics, I would like to take this time to focus on family and volunteering to coach youth leagues for my children. Coaching at Putnam County has been wonderful and full of great experiences.

Please contact me with any questions you may have.

Thank you,

Kyle Anderson
(309) 256-2524



Goetz, Megan <goetzm@pcschoools535.org>

Fwd: Official notice

1 message

Carl Carlson <carlsonc@pcschoools535.org>
To: "Goetz, Megan" <Goetzm@pcschoools535.org>

Fri, May 18, 2018 at 11:50 AM

Print the email and upload for now

----- Forwarded message -----

From: Adam Bozarth <bozarth@pcschoools535.org>
Date: Fri, May 18, 2018, 11:48 AM
Subject: Official notice
To: Carl Carlson <carlsonc@pcschoools535.org>

I will send an official letter informing you and the board that I will not be returning for the 2018-2019 school year.

I am currently out of district again today but can email a letter to you later today.

Adam Bozarth
Technology Director
Putnam County CUSD #535
402 E Silverspoon Ave.
Granville, IL 61326
(815) 488-6113

Please forgive any spelling errors, sent from my mobile device.

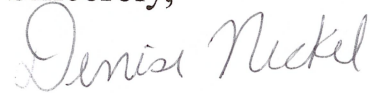
April 27, 2018

Dear Board of Education,

I am submitting this letter as formal notification of my leave of absence from the Putnam County Primary School due to an illness in my family. I will be taking on the role of primary caregiver for my husband. The leave will begin on May 2 – May 29, 2018.

Thank you for your support and understanding.

Sincerely,

A handwritten signature in cursive script that reads "Denise Nickel".

Denise Nickel

AFTER VISIT SUMMARY

Jonathan W. Nickel DoB: 6/2/1959

📅 4/25/2018 3:00 PM 📍 OSF HealthCare Cardiovascular Institute - Cardiovascular and Thoracic Surgery - Peoria
Medipark 309-624-4455

What's Next

MAY
2
2018

**Mitral Valve Repair Possible
Replacement With
Transesophageal
Echocardiogram Possible
Insertion Of Invasive Lines**
with EMMANUEL ANTONY
AMULRAJ, MD

OSF SAINT FRANCIS
MEDICAL CENTER
530 North East Glen
Oak Avenue
Peoria IL 61603-3201
309-655-2000

My Immunization History

No immunizations on file.

Reviewed on 4/25/2018

Sherrie Etscheid
208 S Bloomington St.
Magnolia, IL 61336

April 24, 2018

Mr. Carl Carlson and the Board of Education
Putnam County Unit School District 535
402 East Silverspoon Avenue
Granville, Illinois 61326

Dear Mr. Carlson and the Board of Education,

This letter is to inform you of my intent to retire on June 30th, 2018.

Please contact me if you have any further questions.

Sincerely,


Sherrie Etscheid

Recommendation for Personnel as Listed Below

As superintendent, I recommend the approval of hiring the personnel as per listed

Rationale

The building administrators followed the required protocol in posting of vacant positions. They conducted a thorough search that included stringent interviews and detailed reference checks. I spoke directly with each administrator regarding recommendations. It was stated that the listed personnel are the best candidate(s) and will provide the best instruction for our students.

- Emily Whitney – JH Math, Interventionist, Exploratory
 - Eric Masini – PCES & PCJH Music & Band
 - Susan McNelis – District Special Education Director
 - Ashley Bush – 2nd Grade Teacher
 - Jen Trovero – PCPS Custodian
-
- The summer school staff as recommended by building administrators:
 - Primary: Katie Sobkowiak, Jennifer Smith, Morgan Himelick
 - Elementary: Mary Henderson, Michelle Erickson
 - Junior High: Amy Carboni and Kristen Erickson
 - High School: Bethany Newsome, Angie Heiser, Wendy Louis, Kim England

As superintendent, I recommend approval of the resignation with regrets as per listed

- Kyle Anderson – JH Volleyball & High School Assistant Baseball Coach
- Adam Bozarth – District Technology Director

As superintendent, I would like to recognize the following retirement from our District

- Sherrie Echsteid – Custodian in District for 18 years!

As superintendent, I recommend approval for the Leave of Absence as outlined

- Denise Nickel – to be able to take care of her husband following heart surgery

District Goal

Demonstrate increased academic achievement for all students.

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
August 21, 2017

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:30 p.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Mrs. Popurella was absent; Ms. Glenn entered the meeting at 6:38 p.m.

EXECUTIVE
SESSION

At 7:19 p.m. Mrs. Shore moved and Mrs. Baker seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

I. Resignations

- A. Josh Nauman – Boys' golf coach
- B. Kyle Goetsch – Bass fishing team coach
- C. Tyler Ellena – Scholastic Bowl sponsor

II. Hires

- A. Jennifer Lasik – Title I Interventionist at ES
- B. Tracy Reaska – Maintenance Supervisor
- C. Mark Wackerlin – HS custodian
- D. Ryan Harvey – Boys' golf coach
- E. Scott Currie – Freshman boys' basketball coach
- F. Austin Biagini – Fall baseball assistant coach
- G. Abby Delvallee – 7th grade volleyball
- H. Kristine Trone – JH cheerleading

III. Discussion regarding the board member vacancy that occurred 8/21/17. Timelines and board policies were discussed in relation to filling the vacancy.

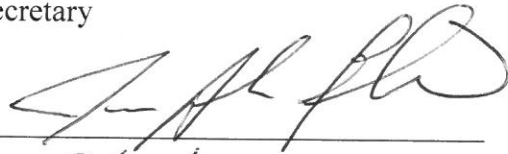
RETURN TO
OPEN SESSION

At 8:08 p.m. Ms. Glenn moved and Mr. Mallery seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,
Ann Lamboley, Board secretary


BOARD PRESIDENT:

DATE:


9/18/17

BOARD SECRETARY:

DATE:


9/18/17

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
September 18, 2017

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:30 p.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Mrs. Shore, aye. Ms. Glenn was absent; Mr. Mallery entered the meeting at 6:39 p.m.

EXECUTIVE
SESSION

At 6:51 p.m. Mr. Copeland moved and Mrs. Baker seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

I. Resignations

- A. Alisa Stewart – freshman class sponsor
- B. Josh Nauman – 7th grade boys' basketball coach

II. Hires

- A. Kelly McCurry – HS Scholastic Bowl coach
- B. Wendy Louis – freshman class sponsor
- C. Josie Hall, RtI reading coach at PCES
- D. Becky Boudreau, RtI math coach at PCES
- E. Daniella Pavlovich – 5th/6th girls' basketball coach
- F. JJ Stoddard – 5th grade boys' basketball coach
- G. Naiseng Saepharn – 6th grade boys' basketball coach
- H. Michael Harris and Joe Smith – volunteers for 6th grade boys'

basketball

Mr. Theisinger was asked to join the session for the purpose of the board's inquiry of a high school staff member; Mr. Theisinger entered the meeting at 7:15 p.m. and exited at 7:18 pm.

III. Discussion regarding the student petition for course load for student #171801 (Raymond Casford). Mr. Carlson explained why the course load was being requested by the student and parents.

IV. Release of executive session minutes: 1/17/17, 2/21/17, 3/20/17, 4/20/17, 4/24/17, 5/1/17, 5/15/17, 6/1/17, 6/19/17, 6/22/17, 7/17/17.

V. Board vacancy discussion – 2 candidates thus far – Melissa Balma and Luke Holly.

RETURN TO
OPEN SESSION

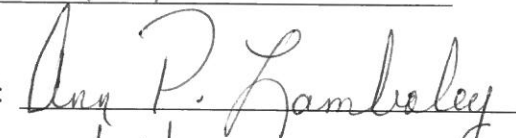
At 7:25 p.m. Mr. Mallery moved and Mr. Copeland seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,

Ann Lamboley, Board secretary

BOARD PRESIDENT: 

DATE: 10/16/17

BOARD SECRETARY: 

DATE: 10/16/17

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
October 2, 2017

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 5:00 p.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Ms. Glenn entered the meeting at 5:26 p.m.

EXECUTIVE
SESSION

At 5:01 p.m. Mr. Mallery moved and Mrs. Baker seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

The board discussed the 5 board candidates for the vacant position due to the resignation of former board member Kristina Popurella:

- A. Melissa Balma
- B. Luke Holly
- C. Jason Judd
- D. Dave Mallery
- E. Nick Lenkaitis

RETURN TO
OPEN SESSION

At 5:33 p.m. Ms. Glenn moved and Mrs. Shore seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,

Ann Lambolely, Board secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
October 16, 2016

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:30 p.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Ms. Glenn entered the meeting at 6:32 p.m.

EXECUTIVE
SESSION

At 7:14 p.m. Mrs. Shore moved and Mr. Mallery seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

I. Hires

A. Dave Pyszka – 7th grade boys' basketball coach

II. General discussion regarding staffing.

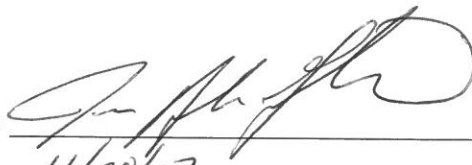
RETURN TO
OPEN SESSION

At 7:37 p.m. Ms. Glenn moved and Mr. Mallery seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,

Ann Lamboley, Board secretary

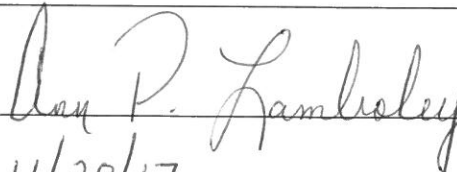
BOARD PRESIDENT:



DATE:

11/20/17

BOARD SECRETARY:



DATE:

11/20/17

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
November 20, 2017

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:00 p.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, Mr. Copeland, Mr. Mallery, and Mrs. Shore. Ms. Glenn entered the meeting at 6:03. Mr. Judd was absent.

EXECUTIVE
SESSION

At 6:02 p.m. Mr. Copeland moved and Mr. Mallery seconded the motion to adjourn to executive session for the appointment of a school member. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

I. Mr. Gibson read a statement that he written to present to the audience. The Board did receive a second opinion from Attorney Walt Zukowski and his opinion concurred with the opinion received from Dennis Weedman. States Attorney Christina Judd Mennie did contact Mr. Carlson and he has a meeting with her tomorrow, November 21, 2017.

At 6:30 p.m. Mr. Copeland moved and Mr. Mallery seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Repectfully submitted,

Megan Goetz, Board secretary

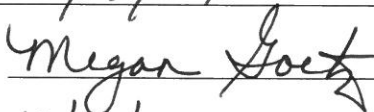
BOARD PRESIDENT:



DATE:

12/18/17

BOARD SECRETARY:



DATE:

12/18/17

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
November 20, 2017

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:00 p.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Ms. Glenn entered the meeting at 6:03 p.m. Mr. Judd was absent.

EXECUTIVE
SESSION

At 7:10 p.m. Mr. Mallery moved and Mrs. Baker seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

I. Hires

A. Kylie Scherf – High School freshmen girls' basketball coach

II. Retirements

A. Nancy Berger retirement at the end of 2017-2018 school year.

III. General discussion regarding staffing.

IV. Mr. Gibson requested that the board members who attended the Triple I Conference write a brief synopsis about the sessions they attended at the Conference.

RETURN TO
OPEN SESSION

At 7:50 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,

Megan Goetz, Board secretary

BOARD PRESIDENT:

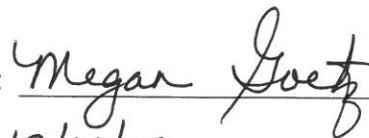
DATE:

BOARD SECRETARY:

DATE:



12/18/17



12/18/17

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
December 18, 2017

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:30 p.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, Mr. Copeland, Mr. Gibson, Ms. Glenn, Mr. Mallery and Mrs. Shore. Mr. Judd was absent.

EXECUTIVE
SESSION

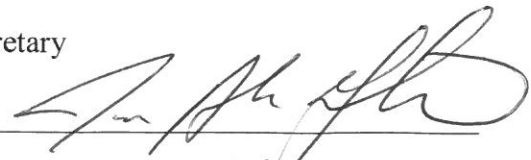
At 6:58 p.m. Mr. Mallery moved and Mr. Copeland seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

- I. Resignations:
 - a. Mary Collie, Paraprofessional at the Primary Building
- II. Hires:
 - a. Cassie Copeland, 6th grade VB
 - b. Melissa Faletti, Paraprofessional internal transfer from Elementary to Primary Building
- III. Superintendent goals – Mid-year review
 - a. General goal discussion and update on where Mr. Carlson is on the goals.
- IV. General staff discussion.
 - a. Analysis of staffing needs for Special Education
 - b. Negotiations looking at possible start at the end of February
 - c. Other staff concerns
- V. Board Retreat
 - a. Looking to schedule retreat on a Saturday.

At 7:55 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,
Megan Goetz, Board secretary

BOARD PRESIDENT: 

DATE: Jan 16, 2018

BOARD SECRETARY: Megan Goetz

DATE: Jan. 16, 2018

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
January 16, 2018

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:30 p.m.

ROLL CALL

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

EXECUTIVE
SESSION

At 7:04 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

- A. Resignation – Ray Bolin
- B. Maternity leave request: Amy Bell
- C. Hires – Paraprofessional, Jessica Dove
- E. Other Items – Discussion was held on picking a date for the Board Retreat. Looking at a Saturday in February. Mr. Carlson will follow up with Laura Martinez from IASB.
There was also discussion that communication needs to be better.

AJOURNMENT

At 7:27 p.m. Mr. Copeland moved and Mrs. Baker seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.


Respectfully submitted,
Megan Goetz, Board secretary

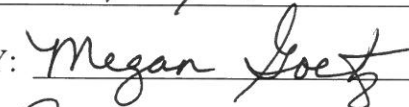
BOARD PRESIDENT:

DATE:

BOARD SECRETARY:

DATE:


2/21/18


Jan. 29, 2018

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
February 20, 2018

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:30 p.m.

ROLL CALL

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

EXECUTIVE
SESSION

At 7:31 p.m. Ms. Glenn moved and Mr. Mallery seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

- A. Resignations – Samantha Casey PCHS Cheer Sponsor; Brooke Veronda PCHS Pantera Sponsor
- B. Paternity leave request: Clay Theisinger and Tyler Ellena
- C. Hires – Long Term Sub – Larry Blevins
- D. Special Education Director Position – discussed the need of reestablishing this position and posting the position.
- E. Reminder that the Board Retreat will be held Saturday, March 3, 2018 from 8:00 – 12:00 at the Primary Building.

AJOURNMENT

At 9:05 p.m. Mr. Mallery moved and Mr. Copeland seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

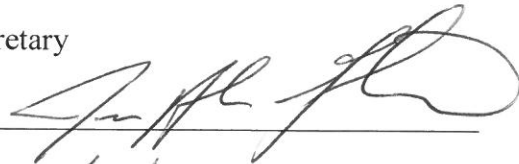
Respectfully submitted,
Megan Goetz, Board secretary

BOARD PRESIDENT:

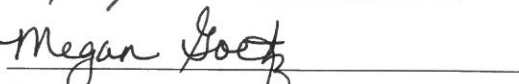
DATE:

BOARD SECRETARY:

DATE:



3/19/18



February 26, 2018

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
March 3, 2018

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 8:30 a.m.

ROLL CALL

The following members were present to answer roll call: Mrs. Baker, Mr. Copeland, Mr. Gibson, Ms. Glenn, Mr. Judd, Mr. Mallery and Mrs. Shore.

EXECUTIVE
SESSION

At 9:03 a.m. Mr. Mallery moved and Ms. Glenn seconded the motion to adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee of the district and board self-evaluation. All ayes; motion carried.

During the Board Self-Evaluation process short breaks were taken at 10:00 a.m., and was back in session at 10:09 a.m. Another break was taken at 12:30 p.m and was back in session at 12:44 p.m.

ITEMS
DISCUSSED

Mr. Copeland left the meeting at 12:04 p.m. due to work.

1. Board Self-Evaluation led by Laura Mendez from the IASB
2. Hiring an additional Special Education teacher

RETURN TO
OPEN MEETING

At 1:18 p.m. Mr. Mallery moved and Ms. Glenn seconded the motion to return to open session. All ayes; motion carried.

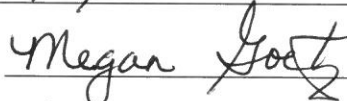
BOARD PRESIDENT:



DATE:

3/19/18

BOARD SECRETARY:



DATE:

3/6/18

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
March 23, 2018

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 9:35 a.m.

ROLL CALL

The following members were present to answer roll call: Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Mrs. Baker was absent

EXECUTIVE
SESSION

At 9:36 a.m. Ms. Glenn moved and Mr. Mallery seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

The board discussed the rehiring and granting tenure to 2 full time teachers: Matt Gimbal and Alisa Stewart. Mr. Gimbal, accompanied by Mr. Heiser, Union President, entered the executive session at 9:45 a.m. to address the board. They exited at 9:48 a.m. Mrs. Stewart, accompanied by Mr. Heiser, Union President, entered the executive session at 9:49 a.m. to address the board. They exited at 10:01. Mr Theisinger and Mr. Newsome entered executive session at 10:02 a.m. and addressed the board. They exited at 10:25 a.m.

RETURN TO
OPEN SESSION

At 10:38 a.m. Mr. Mallery moved and Ms. Glenn seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Repectfully submitted,

Megan Goetz, Board secretary

BOARD PRESIDENT: _____

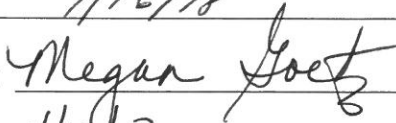
DATE: _____

BOARD SECRETARY: _____

DATE: _____



4/16/18



4/16/18

Putnam County Community Unit School District No. 535
Granville, Illinois 61326
EXECUTIVE SESSION MINUTES
March 19, 2018

CALL TO
ORDER

President Mr. Gibson called the meeting to order at 6:56 p.m.

ROLL CALL

The following members were present to answer roll call: Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Mrs. Baker was absent.

EXECUTIVE
SESSION

At 7:36 p.m. Mrs. Shore moved and Mr. Copeland seconded the motion to adjourn to executive session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district. The members voted as follows: all ayes; motion carried.

ITEMS
DISCUSSED

- A. Retirement awards
-Chris Walker 2020-2021
- B. Maternity Leave
- Maricille Ellena
- C. Rehire Probationary teachers returning as Probationary; Non-Probationary teachers; administrators and non-union personnel.
- D. Resignations
- Amy Ashbaker, JH and elementary music teacher
- E. Long Term Sub
- Dan McMullen, fill maternity leave
- F. Superintendent contract
- 1 year extension of Superintendent Carlson's contract, commencing July 1, 2018 and ending June 30, 2021.

RETURN TO OPEN
SESSION

At 10:02 p.m. Mr. Copeland moved and Ms. Glenn seconded the motion to return to open session. The members voted as follows: all ayes; motion carried.

Respectfully submitted,
Megan Goetz, Board secretary

BOARD PRESIDENT: _____

DATE: _____

BOARD SECRETARY: _____

DATE: _____