

PUTNAM COUNTY CUSD #535  
BOARD OF EDUCATION MEETING AGENDA  
PUTNAM COUNTY PRIMARY SCHOOL - MEDIA CENTER  
May 20, 2019  
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. Retiree Recognition	
1. Janice Ossola and David Myers	
B. Student Liaisons	
C. 3rd Grade Geography Fair	
VI. CORRESPONDENCE	
VII. CONSENT AGENDA	
A. Approve regular and executive session minutes of April 15, 2019, special meeting of April 18, 2019, and special meeting of April 24, 2019	3
B. Approve District Bills	14
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2. State funding	119
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4. Committee reports	
a. Parent Advisory Committee	

IX. OLD BUSINESS	
A. FOIA requests - None	
B. Elect New Board President (action)	
X. NEW BUSINESS	
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XI. EXECUTIVE SESSION FOR THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE DISTRICT, SCHOOL SAFETY CONCERNS AND UPDATES.	
A. Hires	324
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A. Hires	
B. Resignations	
XIII. ADJOURNMENT	

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

Board of Education  
Regular Meeting  
6:30 p.m., April 15, 2019  
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. Recognition of Board Members not returning to the board. Under Old Business – Possible Graduation date change for the HS. ADJUSTMENTS TO THE AGENDA

Mr. Gibson congratulated Mike Borri and Emily Chiado on their election wins for the Board of Education. Mr. Jason Judd and Ms. Laurie Glenn were recognized and thanked for their service on the board. AUDIENCE PARTICIPATION/  
HEARING OF DELEGATIONS

Student Liaisons: Joseph Mecagni reported that all is going well at the high school. He did not mention any specifics in his report.

Grace Ebel reported that all spring sports are under way and seem to be going well.

Judy Patton addressed the board regarding the conflict between the boys' sectional track meet and graduation on May 17<sup>th</sup>. She expressed that it was not fair for the boys to have to choose representing their school at the sectional, with the possibility of qualifying for the state meet, and walking with their class in graduation. She requested that the board change the high school graduation from Friday, May 17, 2019 at 7:00 pm to Sunday, May 19, 2019 at 1:00 pm. 3 senior members of the track team also addressed the board. Kaleb Wright, Michael Dzierzynski, and Joseph Mecagni. Each of them asked the board to not make them have to choose between competing at the sectional or attending graduation. All three young men told the board of their desire of wanting to being able to participate in both the sectional and graduation. The board responded that it would be discussed later during the meeting.

There were 2 thank you notes. CORRESPONDENCE

Ms. Glenn moved and Mrs. Baker seconded the motion to approve the Consent Agenda: Regular and Executive session minutes, and Expulsion Hearing minutes of March 18, 2019; minutes from the Board Retreat of March 15, 2019; Treasurer's Report for the month of March, Financial Reports for the month of March; bills for April 2019; and IESA registration for 2019-2020. On roll call the members voted as follows: Ms. Glenn, aye; Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, 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

PUTNAM COUNTY BOARD OF EDUCATION

April 15, 2019

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Transportation report: Communication continues to be very good. Mr. Carlson reported that Irene informed him that Johannes was able to hire 3 new drivers recently. The Administration team met with Irene on April 10, 2019. Discussion was held to make sure all end of year items such as field trips, spring activities, shadow days, etc. were covered and that no surprise routes or requests pop up out of the ordinary.

SUPERINTENDENT  
REPORT

Investment update: There was no investment update this month.

State Funding: The state owes the district in the following categories: Special Education, \$54,668; Transportation, \$263,653; Early Childhood, \$196,022; Ag Grant, \$16,335; and Driver's Ed, \$3,229 for a total of \$533,907. This amount is higher than it has been in several months.

PAC – The summer activities program will be held at PCHS on Tuesday, April 23, 2019 from 5:30-7:00. There will be over 20 groups with tables.

COMMITTEE  
REPORTS

FOIA Request – None

OLD BUSINESS

Press Plus Issue 100 – Second Reading. Ms. Glenn moved and Mr. Mallery seconded the motion to approve Press Plus 100 as presented. All ayes; motion carried.

Possible High School Graduation Date Change – The board held discussion regarding changing this date. Mr. Judd suggested that a special meeting be held as soon as possible. Ms. Glenn felt that the graduation date should be changed. After further discussion, Mr. Judd moved and Mr. Copeland seconded a motion to change the High School graduation date to Sunday, May 19, 2019 at 2:00 p.m. On roll call, the members voted as follows: Mr., Judd, aye; Mr. Copeland, aye; Mr. Gibson, aye; Ms. Glenn, aye; Mr. Mallery, aye; Mrs. Shore, aye; and Mrs. Baker, aye. Motion carried.

NEW BUSINESS

Mrs. Shore moved and Mr. Judd seconded a motion to approve the renewal of the contract with Hillmann Pediatric Therapy, PC. On roll call members voted as follows: Mrs. Shore, aye; Mr. Judd, aye; Mr. Mallery, aye; Mrs. Baker, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Ms. Glenn, aye. Motion carried.

HILLMANN  
CONTRACT  
RENEWAL

Mr. Copeland moved and Mr. Mallery seconded a motion to approve renewing the 3-year lease with Midwest Transit Equipment, Inc. for 2 new 2019 Chevy/Collins 14 passenger Activity Buses at a cost of \$9,744 per bus per year. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mr. Gibson, aye; Ms. Glenn, aye; and Mr. Judd, aye. Motion carried.

ACTIVITY BUS  
LEASE RENEWAL

At 7:03 p.m. Mrs. Baker 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, school safety concerns and updates. All ayes, motion carried.

EXECUTIVE  
SESSION

PUTNAM COUNTY BOARD OF EDUCATION

April 15, 2019

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At 8:51 p.m. Mr. Copeland moved and Mr. Mallery seconded a motion to return to Open Session. All ayes; motion carried.

EXECUTIVE  
SESSION CONT'D.

Mr. Mallery moved and Mrs. Shore seconded the motion to approve the resignations, with regret, of Anne Downey, Kindergarten teacher, Betsy Kuehn, Primary Special Ed teacher, and Christian Harris, 7<sup>th</sup> Grade boys' basketball coach. All ayes; motion carried.

PERSONNEL

Mr. Copeland moved and Mr. Mallery seconded the motion to approve the hiring of Jamie Taylor, Primary and Elementary Social Worker. On roll call the members voted as follows: Mr. Copeland, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mrs. Baker, aye; Mr. Gibson, aye; Ms. Glenn, aye; and Mr. Judd, aye. Motion carried.

Mrs. Baker moved and Mr. Judd seconded the motion to approve the Paternity Leave for Josh Curry. On roll call, the members voted as follows: Mrs. Baker, aye; Mr. Judd, aye; Mr. Mallery, aye; Mrs. Shore, aye; Mr. Copeland, aye; Mr. Gibson, aye; and Ms. Glenn, aye. Motion carried.

Ms. Glenn moved and Mr. Copeland seconded a motion to approve raises for Administration and Non-Union personnel. On roll call, the members voted as follows: Ms. Glenn, aye; Mr. Copeland, aye; Mr. Gibson, aye; Mr. Judd, aye; Mr. Mallery, aye; and Mrs. Shore, aye. Motion carried.

At 8:55 p.m. Ms. Glenn moved and Mr. Judd seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully, submitted,

Megan Goetz, Board Secretary

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
BOARD PRESIDENT

\_\_\_\_\_  
BOARD SECRETARY DATE \_\_\_\_\_

Putnam County Community Unit School District No. 535  
Granville, Illinois 61326  
EXECUTIVE SESSION MINUTES  
April 15, 2019

**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 7:03 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, and school safety concerns and updates. The members voted as follows: All ayes; motion carried.

**STUDENT DISCIPLINE STUDENT 18192** At 7:13 p.m. Student 18192, student's parent and a friend of the family (supporter) entered executive session. The parent had requested to come before the board for due process.  
The due process steps are as follows: Administration will address the board, the student, parent and/or designee will address the board. The board members will then be allowed to ask questions of both sides after which a decision will be rendered.  
Mr. Newsome addressed the board regarding the events of the day of the incident. A vaping device was confiscated from the student during study hall in the Media Center by Mr. Heiser. The surveillance system was reviewed and students were interviewed. Mr. Theisinger added that the parent followed proper chain of command by contacting Mr. Newsome first, then Mr. Theisinger and then Mr. Carlson. Mr. Carlson also watched the video and interviewed students. Through the interviews with the students, they stated that the device was student 18192's.  
The vaping device that was confiscated was actually called a jewel. Jewel devices resemble USBs (thumb-drives).  
The parent addressed the board. Student stated to the parent that the device was not the student's, that is was on the table. The parent was not aware of the Extra-Curricular handbook. The parent did watch the video and stated that a student was at student 18192's Chromebook. The parent did state that another student informed her of the incident before the school had a chance to. The student told her at her place of employment. Parent said that she did not see anything on the video that shows student 18192 had the vaping device.  
The family friend (designee) spoke on behalf of student 18192. The designee had also viewed the video. The designee requested that the board watch the video. This is student 18192's second offense. The discipline action is a 365-day suspension from athletic participation. The family designee feels there needs to be beyond a reasonable doubt for the severity of the consequences. The family is asking that the disciplinary action be reversed. The parent feels that the other students will not defend student 18192 because of possible repercussions.

Student 18192 spoke to the board. The student realizes that the first offense was a huge mistake knowing what the consequences would be for a second

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offense.

Ms. Glenn asked what period study hall took place? Study Hall was 5<sup>th</sup> period. Mr. Copeland asked how long was student 18192 away from the Chromebook? Student was not sure.

Mr. Mallery wanted it clarified if the vaping device was on the table or on the Chromebook? There is conflicting information about where the device was. Student stated it was on the table but Mr. Heiser found it in the crease of the Chromebook. Mr. Mallery emphasized that discipline was not meant to ruin a student's life but to help quit the addiction.

Mr., Judd asked the student what was in the vaping device? Student answered he did not know.

Mr. Newsome was asked why a drug test was not implemented. Mr. Newsome was following the Extra-Curricular handbook regarding possession.

Ms. Glenn stated that the teacher, Mr. Heiser, could smell the smoke.

Parent feels that student 18192 is being set up by another student.

Mr. Carlson stepped out the meeting at 7:45 and returned at 7:48. The board then watched the video. Discussion continued after the video had been viewed.

Ms. Glenn addressed the student regarding being an athlete. Both Ms. Glenn and Mr. Mallery stated that there have been a number of students that have been through this discipline.

The Extra-Curricular policy is enforced year round. Student 18192, parent and family designee left Executive Session at 8:25 p.m.

RECESS

The board then took a 5 minute recess at 8:25 and resumed at 8:30 p.m.

ITEMS  
DISCUSSED

A. Resignations

- Anne Downey, Kindergarten Teacher – took a position at Henry

- Betsy Kuehn, Primary Special Ed Teacher – took a position at

Fieldcrest

- Christian Harris, 7<sup>th</sup> Grade Boys Basketball Coach – going to a 4-year university next year

B. Hirings

- Jamie Taylor, Primary & Elementary Social Worker – comes from BEST with 14-years of experience.

C. Paternity Leave

- Josh Curry – the baby was 3-weeks early. He has already taken the days and will be back at the end of Spring Break.

D. Administration and Non-Union Personnel Raises

- requesting a 2.4% raise which is in line with the Collective Bargaining agreement. Additionally, requesting a \$2000 bump to the base pay for Mrs. Balestri and Mr. Olson for coverage of the extra-curricular activities held in their respective buildings. If raises are approved Mr. Carlson stated that contracts from Atty. Dennis Weedman would be at the May meeting. The

contracts will be changed to a specified number of days instead of a start date of August 1 through a specified date. That will allow more flexibility during the summer months.

E. Other

- Mrs. Baker brought up concerns regarding the Special Ed Director. Mr. Judd also had concerns brought to him also. Mr. Mallery stated that this could not be discussed because it was not an item on the agenda. All discussion items must be put on the agenda.

RETURN TO  
OPEN SESSION

At 8:50 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: \_\_\_\_\_

\_\_\_\_\_

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

Board of Education

Special Meeting

April 18, 2019

6:30 p.m.- PUTNAM COUNTY HIGH SCHOOL - AUDITORIUM

Vice President Mr. Copeland called the meeting to order at 6:31 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; Ms. Glenn, aye; Mr. Judd, aye; and Mrs. Shore, aye. Mr. Gibson and Mr. Mallery were absent.

ROLL CALL

The vote that was taken on April 15, 2019, at the regular monthly meeting, is null and void. There had not been 48 hours' notice given that action would be possibly taken on changing the High School graduation date.

EXPLANATION OF MEETING PURPOSE

Mr. Carlson welcomed all parents, students and supporters. The reason for this meeting was to discuss and set the date and time for high school graduation. Mr. Carlson explained that it was late March when the IHSA set the date for the boys' sectional track meet. He further explained that the host school has the choice to select Wednesday, Thursday, Friday or Saturday of that week to hold the meet. Orion, the host school chose Friday, May 17<sup>th</sup>. This date conflicts with the high school graduation. Mr. Copeland then explained the ground rules. Everyone would be allowed 2 minutes to speak. He asked that everyone be respectful to others opinions, and if the discussion got to the point of redundancy the floor would be closed for further comments and discussion.

AUDIENCE PARTICIPATION/ HEARING OF DELEGATIONS

Mr. Roger Nutter, father of Miranda Nutter, stated that they have family flying in from Hawaii and changing the date of graduation would cause a huge expense for the family. He stated "What do we do as a district to fix the situation moving forward"?

Mrs. Stacy Doyle, mother of Skylar Grevenoed, had prepared statement that was handed out to the board. She brought up the fact that the graduation date has never been changed in the past for conflicts with Extra Curricular activities. Mrs. Doyle spoke that is not the first year that this conflict has been a problem. She feels that is important for all students be able to walk with their class but sometimes as people reach adulthood, difficult decisions and choices have to be made. Mrs. Doyle placed blame on present and past boards for putting the students and the families in the difficult situation of possibly having to choose between competing in the track sectional or walking in graduation. Kaleb Wright, graduating senior and track athlete, pleaded to the board and community to find a way for him and his fellow athletes and classmates to not have to choose between participating at sectionals or walking in graduation.

Mrs. Angie Halbleib, mother of Evan Halbleib, stated that they leave on a family vacation on Saturday, May 18<sup>th</sup>. Moving graduation would cause tremendous cost for a vacation that has been planned for quite a while. She is against changing the date.

Michael Dzierzynski, graduating senior and track athlete, asked that the date or time be changed of graduation.

Mrs. Debra Ely, mother of Emily Ely, is against the change because families have family members traveling to come for graduation and cannot make changes.

Joseph Mecagni, graduating senior and track athlete, also asked the board to change the

PUTNAM COUNTY BOARD OF EDUCATION

April 18, 2019

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AUDIENCE  
PARTICIPATION/  
HEARING OF  
DELEGATIONS  
CONT'D.

date or time of graduation.

Isabel Lyons, graduating senior, her father is in the military stationed in Germany. He is flying in for her graduation. Her finance is also in the military and has had to make special arrangements to be here for graduation. Mrs. Judy Patton, grandmother of Michael Dzierzynski, addressed the board and audience stressing that it is important that the track athletes be able to participate in both.

Vince, Hall HS senior track member, was here to support his fellow PC athletes. He stated that Hall had changed the date of their graduation to Sunday.

Mr. Brian Edens, Joseph Mecagni's stepdad, blames the board. There needs to be a compromise to change the time of graduation and not the date.

Ms. Shannon Jenkins, mother of Madison Solomon, asked what are the options? Everybody deserves to walk in graduation.

Discussion was held of the possibility of moving graduation to 12:30 p.m. on Friday, May 17<sup>th</sup>. There would be a lot of logistic dilemmas that would have to be worked through. Several parents had the concern that many family members would not be able to attend graduation if it was held at that time. It was suggested that maybe Marquis Energy would fly the boys back with their helicopter.

Mr. Mark Wright, father of Kaleb Wright, reiterated that students should not have to choose between sports and graduation.

Becky Ramey, graduating senior, suggested that Orion be contacted about adjusting the sectional meet schedule.

One of the parents stated that Orion HS is not willing to change the schedule. Hall HS had already inquired.

Mr. Judd addressed the audience.

Ms. Glenn read a statement. She assured the audience that after working 8 years with the board members, the decisions of the board are based on what the board feels are best for all the students. She went on to state that she felt that at Monday, April 15, after hearing from 3 of the athletes, "the board may have acted too hastily given the scope of all conflicting parameters". Furthermore, it was her opinion that the date not be moved from the current date of May 17, 2019 and that every step possible be taken to get the athletes back for their graduation. She finished by expressing that her hope is that the future board and Administration work to move graduation from this Friday so that this situation does not happen again.

Mr. Copeland addressed the audience and told them that this is a huge decision and that he has lost much sleep over this matter. He also stated that he feels that in the future that graduation will possibly be moved to a Sunday afternoon.

Further discussion was held with the suggestion of moving graduation to 8:00 p.m. on Friday. The response was that that might not still be enough time to get the athletes back to school. It was suggested maybe 8:30? People were still not sure that would work.

Mr. Carlson mentioned 9:00 p.m. on Friday, May 17, 2019. The audience response was very positive. Discussion was then closed so that the board could take a vote on setting a time and date for graduation.

Mr. Judd moved and Mrs. Shore seconded a motion to hold high school graduation on Friday, May 17, 2019 at 9:00 p.m. On roll call the members voted as follows: Mr. Judd, aye; Mrs. Shore, aye; Mrs. Baker, aye; Ms. Glenn, aye; and Mr. Copeland, aye. Motion carried.

NEW BUSINESS

PUTNAM COUNTY BOARD OF EDUCATION

April 18, 2019

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At 7:37 p.m. Mrs. Baker moved and Mrs. Shore seconded the motion to adjourn. All ayes, motion carried.

ADJOURN

Respectfully submitted,

Megan Goetz, Board Secretary

APPROVED \_\_\_\_\_  
BOARD PRESIDENT DATE

\_\_\_\_\_  
BOARD SECRETARY DATE

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

Board of Education  
Special Meeting  
6:00 p.m., April 24, 2019  
Media Center Putnam County Primary School

Vice President Mr. Copeland called the meeting to order at 6:04 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. Judd, aye; and Mrs. Shore, aye. Mr. Gibson, Ms. Glenn, and Mr. Mallery were absent. Mr. Mallery entered the meeting at 6:16 p.m.

ROLL CALL

The board reviewed the Abstract of votes provided to the board by the Putnam County Clerk, Dan Kuhn.

ABSTRACT OF VOTES

Newly elected board members Mrs. Chiado, Mr. Borri and Mrs. Shore along with the other members of the board took the oath of office. The new board members were welcomed to the board.

OATH OF OFFICE

Mrs. Shore moved and Mr. Borri seconded the motion to appoint Mr. Copeland as President Pro Tem. All ayes, motion carried.

PRESIDENT PRO TEM

Mrs. Baker nominated Owen Mallery and Mr. Copeland nominated Jim Gibson for the position of President. On roll call, the members voted as followed: Nominee Mr. Mallery: Mrs. Baker, aye; Mr. Copeland, No; Mrs. Chiado, aye; Mr. Borri, No; Mr. Mallery, aye; and Mrs. Shore, No. Nominee Mr. Gibson: Mrs. Baker, No; Mr. Copeland, aye; Mrs. Chiado, No; Mr. Borri, aye; Mr. Mallery, No; and Mrs. Shore, aye. A second vote was taken and members voted as follows: Nominee Mr. Mallery: Mrs. Baker, aye; Mr. Copeland, No; Mrs. Chiado, aye; Mr. Borri, No; Mr. Mallery, aye; and Mrs. Shore, No. Nominee Mr. Gibson: Mrs. Baker, No; Mr. Copeland, aye; Mrs. Chiado, No; Mr. Borri, aye; Mr. Mallery, No; and Mrs. Shore, aye. After 2 rounds of voting with the same exact results, the vote was tied at 3-3 for both candidates. The vote has been table until the May 20<sup>th</sup> regular meeting.

PRESIDENT

Mrs. Shore moved and Mr. Borri seconded the motion to nominate Mr. Copeland as Vice President. All ayes; motion carried. Rollie Copeland is the Vice President.

VICE PRESIDENT

Mrs. Baker moved and Mr. Mallery seconded the motion to appoint Megan Goetz as Board Secretary and Dan Wujek as Treasurer. All ayes, motion carried.

APPOINT SECRETARY & TREASURER

Building & Grounds: Mrs. Chiado, Mr. Copeland, Mr. Glenn

Finance: Mrs. Baker, Mr. Borri, Mr. Mallery

Insurance: Mr. Gibson, Mr. Copeland, Mrs. Baker

Personnel: Mr. Gibson, Mr. Mallery

Parent Advisory: Mrs. Shore

Policy: Mrs. Baker, Mrs. Shore

Negotiations: Mr. Borri, Mr. Gibson, Mrs. Shore (substitute: Mr. Copeland)

COMMITTEE APPOINTMENTS

PUTNAM COUNTY BOARD OF EDUCATION

April 24, 2019

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School Safety Committee: Mrs. Chiado, Mr. Copeland, Mr. Gibson, and Mrs. Shore  
Mrs. Baker moved and Mr. Mallery seconded the motion to approve the committee  
appointments. All ayes, motion carried.

COMMITTEE  
APPOINTMENTS  
CONT'D.

PCEF Designee: Mrs. Baker

APPOINTMENTS

LEASE Rep: Tabled to May 20, 2019

IASB Conference Delegate: Mrs. Shore

IASB Governing Board Representative: Tabled to May 20, 2019

Board Liaison w/ Athletic Boosters: Tabled to May 20, 2019

Mrs. Chiado asked what is the term of committee assignments. It was explained that  
committees are reassigned every 2 years.

Mr. Mallery moved and Mrs. Shore seconded a motion to approve the appointments. All  
ayes; motion carried.

Mr. Copeland, and Mrs. Baker will hand out diplomas at the Junior High graduation; Mr.  
Borri, Mr. Copeland, and Mr. Mallery will hand out diplomas at the High School  
graduation.

GRADUATIONS

Mrs. Shore moved and Mrs. Baker seconded the motion to approve the Board meeting  
dates-third Monday of each month, except January and February will be the Tuesday  
following the third Monday. All ayes; motion carried.

BOARD MEETING  
DATES

At 6:55 p.m. Mr. Mallery moved and Mrs. Baker seconded the motion to adjourn. All  
ayes, motion carried.

ADJOURN

Respectfully submitted,

Megan Goetz, Board Secretary

APPROVED \_\_\_\_\_

BOARD PRESIDENT

DATE

\_\_\_\_\_  
BOARD SECRETARY

\_\_\_\_\_  
DATE

# Bills Payable List

Printed: 5/15/2019 3:27 PM  
 PUTNAM COUNTY CUSD #535  
 Expense on Date: 5/1/2019 to 5/31/2019

Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
<b>AFLAC</b>						
		AFLAC-PRE TAX		96	102.57	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
		AFLAC-PRE TAX		96	102.57	10-481
		AFLAC-AFTER		96	11.71	10-481
		AFLAC-PRE TAX		96	10.79	20-481
					\$250.14	
<b>AMAZON/SYNCB</b>						
		LEASE FD TECH SUPPLY		520	111.98	10-1112-410-1
		LEASE FD TECH SUPPLY		520	147.99	10-1112-410-1
		PFA INST SUP 1-6		520	24.93	10-1125-410-1
		PRIMARY-SUPPLIES		520	51.09	10-1111-410-5
53339		PFA COMM SUPP		520	120.03	10-1125-412-1
		PFA INST SUP 1-6		520	102.09	10-1125-410-1
		LEASE FD TECH SUPPLY		520	460.47	10-1112-410-1
					\$1,018.58	
<b>AMEREN ILLINOIS</b>						
		ELEMENTARY-NATURAL GAS		520	545.23	20-2542-465-4
		ELEMENTARY-ELECTRIC SERVI		520	1,109.37	20-2542-466-4
		H S- ELECTRIC SERVICE		520	5,148.15	20-2542-466-2
		H S-NATURAL GAS SERVICE		520	1,267.21	20-2542-465-2
		PRIMARY NATURAL GAS		520	545.26	20-2542-465-5
		JR HI-NATURAL GAS		520	592.54	20-2542-465-3
		PRIMARY-ELECTRIC SERVIC		520	2,653.97	20-2542-466-5
		JR HI-ELECTRICAL SERVICE		520	2,153.89	20-2542-466-3
		JR HI-ELECTRICAL SERVICE		520	99.28	20-2542-466-3
		H S- ELECTRIC SERVICE		520	57.46	20-2542-466-2
		JR HI-ELECTRICAL SERVICE		520	28.66	20-2542-466-3
					\$14,201.02	
<b>AMERICAN CENTRAL INSURANCE S</b>						
		BOARD DUES/FEES		520	75.00	10-2310-640-6
		DEP DAYCARE EXP FLEX PLAN		96	416.67	10-481
		HEALTH CARE EXP FLEX PLAN		96	1,032.34	10-481
		BOARD DUES/FEES		520	75.00	10-2310-640-6
		DEP DAYCARE EXP FLEX PLAN		96	416.67	10-481
		HEALTH CARE EXP FLEX PLAN		96	1,199.01	10-481
					\$3,214.69	
<b>APLINGTON, KAUFMAN, MCCLINTO</b>						
		COURT ORDER H		97	249.88	10-481
		COURT ORDER H		97	249.88	10-481
					\$499.76	
<b>ARAMARK</b>						
		ALL SCHOOL SERVICES		520	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		520	61.48	20-2542-321-1
		ALL SCHOOL SERVICES		520	178.67	20-2542-321-1
		ALL SCHOOL SERVICES		520	76.82	20-2542-321-1

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		ALL SCHOOL SERVICES		520	133.81	20-2542-321-1
		ALL SCHOOL SERVICES		520	55.88	20-2542-321-1
		ALL SCHOOL SERVICES		520	76.82	20-2542-321-1
		ALL SCHOOL SERVICES		520	178.67	20-2542-321-1
					<u>\$895.96</u>	
<b>AVERY ENTERPRISES, INC</b>						
		JH SCHOLASTIC BOWL		520	210.00	10-1540-410-3
					<u>\$210.00</u>	
<b>BABY FOLD, THE</b>						
		LIGHTEDWAY/PEORIA		520	6,882.40	10-1912-670-1
					<u>\$6,882.40</u>	
<b>BADGER, ANNE</b>						
		MUSIC TRAVEL STARK COUNTY		520	60.00	10-1115-332-1
		EXTRA CURR-PROF SVCS PIANIST		520	195.00	10-1540-310-1
					<u>\$255.00</u>	
<b>BAELE, BRANDY</b>						
		SW-SUPPLIES		520	44.05	10-2110-410-1
		SW-SUPPLIES		520	245.80	10-2110-410-1
		SW-SUPPLIES		520	465.16	10-2110-410-1
					<u>\$755.01</u>	
<b>BECKER'S SCHOOL SUPPLIES</b>						
	53370	PRIMARY-SUPPLIES		520	143.50	10-1111-410-5
					<u>\$143.50</u>	
<b>BELL, AMY</b>						
		TITLE I 7-5		520	233.80	10-1250-332-36-430000
		PRIMARY-TRAVEL		520	52.63	10-1111-332-5
					<u>\$286.43</u>	
<b>BERNARDONI, PATRICIA</b>						
		CROSS CAT-TRAVEL		520	29.00	10-1220-332-1
					<u>\$29.00</u>	
<b>BUSH, ASHLEY</b>						
		PRIMARY-TRAVEL		520	58.31	10-1111-332-5
					<u>\$58.31</u>	
<b>CARLSON, CARL</b>						
		SUPT OFFICE-TRAVEL		520	1,133.32	10-2320-332-1
					<u>\$1,133.32</u>	
<b>CARLSON, MELISSA</b>						
		HS-SUPPLIES		520	14.26	10-1113-410-2
		HS-SUPPLIES		520	16.95	10-1113-410-2
					<u>\$31.21</u>	
<b>CAROLINA BIOLOGICAL SUPPLY</b>						
	27722	HS-SUPPLIES		520	413.14	10-1113-410-2
					<u>\$413.14</u>	
<b>CDW GOVT INC.</b>						
		LEASE FD TECH SUPPLY		520	4,305.10	10-1112-410-1
		LEASE FD TECH SUPPLY		520	763.81	10-1112-410-1

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		TITLE I 1-6 RTQ9258		520	2,152.96	10-1250-410-36-430000
					<u>\$7,221.87</u>	
<b>CES</b>						
		PRIMARY REPAIR/MAI		520	445.00	20-2542-323-5
		PRIMARY REPAIR/MAI QS-1 PARTS/LABOR		520	3,725.00	20-2542-323-5
					<u>\$4,170.00</u>	
<b>CIONI FORD, AL</b>						
		TRUCK REPAIR/MAINT		520	52.50	20-2542-320-3
		EX CURRICULAR VAN		520	44.50	40-2550-324-1
		EX CURRICULAR VAN		520	50.00	40-2550-324-1
					<u>\$147.00</u>	
<b>COMTECH HOLDINGS INC</b>						
		PRIMARY REPAIR/MAI PUMP		520	644.19	20-2542-323-5
					<u>\$644.19</u>	
<b>COSGROVE DISTRIBUTORS</b>						
		PRIMARY CAFE FOOD		520	75.98	10-2560-410-5-421000
					<u>\$75.98</u>	
<b>CROSS, RONDA</b>						
		PRIMARY OFFICE - SUPPLIES		520	28.45	10-2410-410-5
					<u>\$28.45</u>	
<b>CULLIGAN TRI CO SALES</b>						
		ALL SCHOOL SERVICES		520	110.00	20-2542-321-1
					<u>\$110.00</u>	
<b>CURRY, JOSHUA</b>						
		H S TRAVEL		520	57.42	10-1113-332-2
		JR HI-TRAVEL		520	57.42	10-1112-332-3
					<u>\$114.84</u>	
<b>DAVIS CONCRETE CORRECTIONS</b>						
		PRIMARY-GROUNDS CAP OUT 190318152852		520	3,570.00	20-2543-540-5
					<u>\$3,570.00</u>	
<b>DAVIS, ANNETTE E</b>						
		ED FOUNDATIONS SUPPLIES RCB GRANT		520	70.19	10-2310-411-6
		MEDIA PROG-TRAVEL		520	207.30	10-2220-332-1
		HEARING IMP-TRAVEL		520	67.28	10-1207-332-1
		ED FOUNDATIONS SUPPLIES RCB GRANT		520	31.61	10-2310-411-6
					<u>\$376.38</u>	
<b>DE LAGE LANDEN PUBLIC FINANCE</b>						
		JH R/M/COPIER		520	563.61	10-1112-323-3
		HS R/M / COPIER		520	563.61	10-1113-323-2
		PRIMARY R/M /COPIER		520	563.61	10-1111-323-5
		SUP COPY MACHINE		520	563.61	10-2320-323-1
		HEN R/M/COPIERS		520	563.61	10-1110-323-4
					<u>\$2,818.05</u>	
<b>DEMCO INC.</b>						
	43721	HEN MEDIA-SUPPLIES		520	267.99	10-2220-410-4
	53359	PRIMARY MEDIA SUPP		520	156.89	10-2220-410-5

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					<u>\$424.88</u>	
<b>DEMILIO'S</b>		BOARD SUPPLIES TEACH APPREC		520	412.09	10-2310-410-6
					<u>\$412.09</u>	
<b>ENGLAND, KIMBERLY</b>		CO OP TRAVEL		520	174.58	10-1459-332-2
					<u>\$174.58</u>	
<b>ERICKSON, KRISTIN</b>		MEDICAID		520	118.90	10-1220-411-11-499100
					<u>\$118.90</u>	
<b>ERICKSON, MICHELLE</b>		IDEA BLOCK GRANT TRAVEL		520	58.00	10-1110-332-38-462000
		EPIC-TUITION REIMB		520	1,020.00	10-2210-320-1
					<u>\$1,078.00</u>	
<b>FICEK ELECTRIC &amp; COMM</b>		ELEMENTARY-BLDG REPAIR		520	255.00	20-2542-323-4
		H S-BUILDING REPAIRS/MAI CONF PHONES		520	773.26	20-2542-323-2
		TORT CAP OUTLAY/MAI KEY FAB SYSTEM HS		520	1,629.00	80-2365-540-7
		TORT CAP OUTLAY/MAI CARD READER		520	12,814.00	80-2365-540-7
					<u>\$15,471.26</u>	
<b>FREE SPIRIT PUBLISHING</b>		HENN OFFICE - SUPPLIES		520	9.99	10-2410-410-4
					<u>\$9.99</u>	
<b>FRONTIER</b>		PRIMARY-TELEPHONE SERV		520	96.44	20-2542-340-5
		H S - TELEPHONE SERVICE		520	206.81	20-2542-340-2
		ELEM-TELEPHONE		520	143.87	20-2542-340-4
					<u>\$447.12</u>	
<b>GRAINCO FS INC</b>		H S-GROUNDS SUPPLIES		520	1,729.16	20-2543-410-2
					<u>\$1,729.16</u>	
<b>GRAPHIC ELECTRONICS</b>		BOARD SUPPLIES		520	24.00	10-2310-410-6
		H S ATHLETIC-AWARDS		520	516.00	10-1501-487-2
		HS OFFICE - SUPPLIES HR PLAQUES		520	324.00	10-2410-410-2
					<u>\$864.00</u>	
<b>GRASSERS</b>		JR HI BLDG. REP/ MAINT FREEZER		520	273.74	20-2542-323-3
					<u>\$273.74</u>	
<b>GUILFORD PUBLISHING INC</b>	53332	MEDICAID		520	60.00	10-1220-411-11-499100
					<u>\$60.00</u>	
<b>GUISTI ELECTRIC LLC</b>		H S- GROUNDS REPAIR/MAIN HS CONCESSION		520	1,547.00	20-2543-323-2
					<u>\$1,547.00</u>	
<b>HEALTH CARE SERVICE CORPORAT</b>						

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		HLTH NC S		96	321.00	20-481
		HLTH BP NC S		96	1,326.50	20-481
		HLTH E + C		96	2,579.30	10-481
		HLTH BP E + C		96	3,486.30	10-481
		HLTH CRT S		96	2,439.60	10-481
		HLTH BP CRT S		96	10,081.40	10-481
		HLTH NC S		96	1,219.80	10-481
		HLTH BP NC S		96	5,040.70	10-481
		HLTH E + C		96	257.93	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH ADM BP F		96	4,094.21	10-481
		HLTH BP ADM S		96	659.00	10-481
		HLTH CRT F		96	3,371.71	10-481
		HLTH BP CRT F		96	2,837.04	10-481
		HLTH NC E+S		96	369.18	10-481
		HLTH BP NC E+S		96	390.30	10-481
		HLTH NC F		96	562.89	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH CRT E + S		96	738.36	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH CRT F		96	5.63	80-481
		HLTH BP CRT F		96	4.74	80-481
		HLTH ADM BP F		96	51.83	80-481
		HLTH NC S		96	321.00	20-481
		HLTH BP NC S		96	1,326.50	20-481
		HLTH E + C		96	2,579.30	10-481
		HLTH BP E + C		96	3,486.30	10-481
		HLTH CRT S		96	2,432.57	10-481
		HLTH BP CRT S		96	10,052.36	10-481
		HLTH NC S		96	1,219.80	10-481
		HLTH BP NC S		96	5,040.70	10-481
		HLTH E + C		96	257.93	20-481
		HLTH BP EMP+C		96	348.63	20-481
		HLTH ADM BP F		96	4,071.51	10-481
		HLTH BP ADM S		96	659.00	10-481
		HLTH CRT F		96	3,371.71	10-481
		HLTH BP CRT F		96	2,837.04	10-481
		HLTH NC E+S		96	369.18	10-481
		HLTH BP NC E+S		96	390.30	10-481
		HLTH CRT S		96	7.03	40-481
		HLTH BP CRT S		96	29.04	40-481
		HLTH NC F		96	562.89	10-481
		HLTH BP NC F		96	473.63	10-481
		HLTH CRT E + S		96	738.36	10-481
		HLTH BP CRTE+S		96	780.60	10-481
		HLTH ADM BP F		96	22.70	40-481
		HLTH CRT F		96	5.63	80-481
		HLTH BP CRT F		96	4.74	80-481

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		HLTH ADM BP F		96	51.83	80-481
					\$82,880.56	
<b>HEARTLAND BANK AND TRUST COI</b>						
		BOND INTEREST		520	5,225.00	30-5200-610-1
					\$5,225.00	
<b>HEGGEN, JOHN</b>						
		TRANSP - YB SUPPLY GAS		520	63.43	40-2550-411-1
					\$63.43	
<b>HENNEPIN BLDG IMPREST</b>						
		EPIC TRAVEL ROE WORKSHOP		520	70.00	10-2210-332-1
					\$70.00	
<b>HENNEPIN FOOD MART</b>						
		ELEMENTARY-BLDG SUPPLIES		520	3.28	20-2542-410-4
		HENN-CAFE FOOD		520	18.75	10-2560-410-4-421000
		HENN-CAFE FOOD		520	16.18	10-2560-410-4-421000
		HENN-CAFE FOOD		520	17.87	10-2560-410-4-421000
		HS-SUPPLIES		520	19.75	10-1113-410-2
		HS-SUPPLIES		520	4.00	10-1113-410-2
					\$79.83	
<b>HENNEPIN WATER DISTRICT</b>						
		ELEM-WATER		520	267.23	20-2542-322-4
		ELEM-WATER		520	99.46	20-2542-322-4
					\$366.69	
<b>HENRICKSEN</b>						
		PRIMARY BLDG SUPPLY		520	2,630.54	20-2542-410-5
					\$2,630.54	
<b>HIGH SCHOOL IMPREST</b>						
		HS ATHL OFFICIALS		520	1,864.00	10-1501-319-2
		HS ATH DUES/FEES		520	450.00	10-1501-640-2
		MUSIC TRAVEL		520	540.00	10-1115-332-1
					\$2,854.00	
<b>HILLMANN PEDIATRIC THERAPY</b>						
		PHYS IMP-CONTRACT SERVIC		520	7,459.20	10-1204-319-1
					\$7,459.20	
<b>HIMELICK, MORGAN</b>						
		PRIMARY-TRAVEL		520	58.54	10-1111-332-5
					\$58.54	
<b>HINCKLEY SPRING WATER CO</b>						
		BOARD SUPPLIES		520	12.75	10-2310-410-6
					\$12.75	
<b>HOUGHTON MIFFLIN HARCOURT PL</b>						
43765		PSYCH-SUPPLIES		520	395.14	10-2140-410-1
					\$395.14	
<b>IAASE</b>						
		CROSS CAT SUPPLY - DIRECTOR		520	175.00	10-1220-410-1

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					<u>\$175.00</u>	
<b>IDEAL ENVIROMENTAL</b>						
		INSPECTIONS		520	1,417.50	80-2367-319-7
					<u>\$1,417.50</u>	
<b>IESA</b>						
		JH ATHL DUES/FEES		520	800.00	10-1501-640-3
					<u>\$800.00</u>	
<b>IL ASSO OF SCHOOL BOARDS</b>						
		BOARD DUES/FEES		520	4,645.00	10-2310-640-6
					<u>\$4,645.00</u>	
<b>IL VALLEY CELLULAR</b>						
		ALL SCHOOL SERVICES		520	258.69	20-2542-321-1
		ALL SCHOOL SERVICES		520	238.49	20-2542-321-1
					<u>\$497.18</u>	
<b>INSTRUMENTALIST AWARDS, LLC</b>						
		MUSIC AWARDS		520	242.00	10-1115-487-1
					<u>\$242.00</u>	
<b>JALARAM TRADING COMPANY</b>						
		VOC AG SUPPLIES		520	26.49	10-1401-410-2
		JR HI SUPPLIES		520	12.76	10-1112-410-3
		VOC AG SUPPLIES		520	30.83	10-1401-410-2
		MEDICAID JH LIFE SKILLS		520	49.94	10-1220-411-11-499100
		BOARD SUPPLIES		520	3.70	10-2310-410-6
		F/C SCIENCE SUPPLY		520	209.61	10-1113-412-2
		MEDICAID JH LIFE SKILLS		520	11.32	10-1220-411-11-499100
		JR HI-CAFE FOOD		520	22.88	10-2560-410-3-421000
		JR HI-CAFE FOOD		520	26.35	10-2560-410-3-421000
		HIGH SCHOOL- FOOD		520	10.72	10-2560-410-2-421000
		MEDICAID JH LIFE SKILLS		520	101.10	10-1220-411-11-499100
		PRIMARY CAFE FOOD		520	25.81	10-2560-410-5-421000
					<u>\$531.51</u>	
<b>JOHANNES BUS SERVICE INC.</b>						
		CONTRACT SERVICE-SP ED R		520	25,169.92	40-2550-326-1
		CONTRACT ECE ROUTES		520	10,250.24	40-2550-331-1
		CONTRACT-EX CURRIC		520	8,077.27	40-2550-328-1
		CONTRACT SERVICE-AV		520	1,608.16	40-2550-327-1
		CONTRACT REG		520	40,685.64	40-2550-325-1
					<u>\$85,791.23</u>	
<b>JOHN DEERE FINANCIAL</b>						
		HIGH SCHOOL-BLDG SUPPLIE		520	107.88	20-2542-410-2
					<u>\$107.88</u>	
<b>JOHNS SERVICE AND SALES, INC.</b>						
		H S-BUILDING REPAIRS/MAI BACKFLOW TESTING		520	119.68	20-2542-323-2
		PRIMARY REPAIR/MAI BACKFLOW TESTING		520	239.32	20-2542-323-5
					<u>\$359.00</u>	
<b>JONES SCHOOL SUPPLY COMPANY</b>						

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34199	JR HI SUPPLIES		520	30.14	10-1112-410-3
34249	ED FOUNDATIONS SUPPLIES		520	61.20	10-2310-411-6
				<u>\$91.34</u>	
<b>JOSTENS INC</b>					
	JR HI SUPPLIES		520	293.88	10-1112-410-3
				<u>\$293.88</u>	
<b>JUNIOR HIGH IMPREST</b>					
	JH ATHL OFFICIALS		520	125.00	10-1501-319-3
	JH ATHL DUES/FEES		520	143.67	10-1501-640-3
				<u>\$268.67</u>	
<b>KELLY SAUDER RUIPE</b>					
	ELEMENTARY-GROUNDS REPAIR MOWER		520	1,381.90	20-2543-323-4
	JR HI-GROUNDS REP/MAIN MOWER		520	490.00	20-2543-323-3
	JR HI-GROUNDS REP/MAIN		520	816.77	20-2543-323-3
				<u>\$2,688.67</u>	
<b>KINETIC LEASING INC.</b>					
	LEASE FD TECH SUPPLY		520	4,026.00	10-1112-410-1
				<u>\$4,026.00</u>	
<b>KOHL WHOLESALE</b>					
	PFA FOOD SUPP		520	716.50	10-1125-411-1
	PRIMARY BREAKFAST		520	222.53	10-2560-410-1-5-422000
	PRIMARY MISC SUPPLY		520	13.70	10-2560-490-5-421000
	HS BREAKFAST		520	554.49	10-2560-410-1-2-422000
	HIGH SCHOOL- FOOD		520	3,481.12	10-2560-410-2-421000
	H S-CAFE MISC SUPPLIES		520	186.08	10-2560-490-2-421000
	JH BREAKFAST		520	549.74	10-2560-410-422000
	JR HI-CAFE FOOD		520	2,595.92	10-2560-410-3-421000
	JR HI-CAFE MISC SUPPLIES		520	24.98	10-2560-490-3-421000
	HEN BREAKFAST		520	683.82	10-2560-410-1-4-422000
	HENN-CAFE FOOD		520	2,129.60	10-2560-410-4-421000
	PRIMARY CAFE FOOD		520	1,702.65	10-2560-410-5-421000
				<u>\$12,861.13</u>	
<b>KS STATE BANK</b>					
	TORT SUPPLIES		520	3,320.00	80-2365-410-7
				<u>\$3,320.00</u>	
<b>KUTA SOFTWARE LLC</b>					
27688	HS-SUPPLIES		520	138.00	10-1113-410-2
				<u>\$138.00</u>	
<b>LASIK, JENNIFER</b>					
	EPIC-TUITION REIMB		520	510.00	10-2210-320-1
				<u>\$510.00</u>	
<b>LEARNING WITHOUT TEARS</b>					
53366	PRE-K SUPPLIES		520	110.00	10-1225-410-26
				<u>\$110.00</u>	
<b>LEASE</b>					
	EPIC TRAVEL		520	30.00	10-2210-332-1

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		IDEA BLOCK GRANT TRAVEL		520	230.00	10-1110-332-38-462000
					<u>\$260.00</u>	
<b>LENDY, PAULA J.</b>		LOSS PREV/REDUC SERVICES		520	160.00	80-1360-310-1
					<u>\$160.00</u>	
<b>LIGHTED WAY ASSOCIATION I</b>		LIGHTEDWAY/PEORIA		520	4,726.85	10-1912-670-1
					<u>\$4,726.85</u>	
<b>MARK KARLOSKY CONSULTING</b>		LEASE FD TECH SOFTWARE		520	1,885.20	10-1113-470-1
					<u>\$1,885.20</u>	
<b>MCNABB TELEPHONE COMPANY</b>		PRIMARY-TELEPHONE SERV		520	294.34	20-2542-340-5
		ELEM-TELEPHONE		520	294.35	20-2542-340-4
		JR HI-TELEPHONE SERVICE		520	294.35	20-2542-340-3
		H S - TELEPHONE SERVICE		520	294.35	20-2542-340-2
		SUPT-TELEPHONE		520	294.35	20-2542-340-1
					<u>\$1,471.74</u>	
<b>MEDIACOM</b>		LEASE FD-NBS/MEDIACOM		520	264.90	10-2190-323-1
		LEASE FD-NBS/MEDIACOM		520	346.90	10-2190-323-1
					<u>\$611.80</u>	
<b>MENARDS PERU</b>		VOC AG SUPPLIES		520	130.55	10-1401-410-2
		H S ATHLETIC-SUPPLIES		520	19.96	10-1501-410-2
		VOC AG SUPPLIES		520	17.95	10-1401-410-2
		HIGH SCHOOL-BLDG SUPPLIE		520	24.27	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	24.27	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	24.27	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	24.27	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	167.97	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	167.97	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	167.97	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	167.97	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	52.16	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	52.15	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	52.15	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	52.15	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	76.32	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	76.32	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	76.31	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	76.31	20-2542-410-5
		VOC AG SUPPLIES		520	3.99	10-1401-410-2
		VOC AG SUPPLIES		520	26.32	10-1401-410-2
		HIGH SCHOOL-BLDG SUPPLIE		520	29.17	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	29.17	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	29.16	20-2542-410-4

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		PRIMARY BLDG SUPPLY		520	29.16	20-2542-410-5
					<u>\$1,598.26</u>	
<b>MUSIC SHOPPE, INC.</b>		MUSIC SUPPLY-JH		520	13.09	10-1115-410-3
					<u>\$13.09</u>	
<b>NCPERS GROUP LIFE INS.</b>		NCPERS INSURANCE		96	56.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
		NCPERS INSURANCE		96	72.00	10-481
		NCPERS INSURANCE		96	8.00	20-481
					<u>\$144.00</u>	
<b>NETWORK BUSINESS SYSTEMS INC</b>		LEASE FD-NBS/MEDIACOM		520	200.00	10-2190-323-1
					<u>\$200.00</u>	
<b>NEWS TRIBUNE</b>		INFO SERV-ADVERTISING		520	515.00	10-2630-350-1
					<u>\$515.00</u>	
<b>NORTH CENTRAL BANK</b>		LEASE FD TECH SUPPLY		520	947.47	10-1112-410-1
		JR HI SUPPLIES		520	255.66	10-1112-410-3
		HIGH SCHOOL-BLDG SUPPLIE		520	15.00	20-2542-410-2
		HS-SUPPLIES		520	4.00	10-1113-410-2
		HIGH SCHOOL-BLDG SUPPLIE		520	59.76	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	59.76	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	59.76	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	59.76	20-2542-410-5
		DONATIONS IVS TUITION		520	87.98	10-2310-412-6
		SUPT OFFICE-SUPPLIES PAES GIFT CARDS		520	160.00	10-2320-410-1
		PRINC OFFICE-TRAVEL		520	285.00	10-2410-332-1
		HIGH SCHOOL-BLDG SUPPLIE		520	21.00	20-2542-410-2
		MUSIC AWARDS		520	119.82	10-1115-487-1
		SUP-PURCH SERVICES CC FEES		520	65.14	10-2320-319-1
					<u>\$2,200.11</u>	
<b>NORTHERN ILLINOIS ACADEMY</b>		LIGHTEDWAY/PEORIA		520	13,593.56	10-1912-670-1
					<u>\$13,593.56</u>	
<b>OLSON, LYNETTE</b>		JR HI-TRAVEL		520	217.80	10-1112-332-3
					<u>\$217.80</u>	
<b>ORIENTAL TRADING CO</b>	50669	SUPT OFFICE-SUPPLIES		520	41.15	10-2320-410-1
	53360	SUPT OFFICE-SUPPLIES		520	73.81	10-2320-410-1
					<u>\$114.96</u>	
<b>ORKIN EXTERMINATING CO IN</b>		ALL SCHOOL SERVICES		520	81.26	20-2542-321-1
		ALL SCHOOL SERVICES		520	70.22	20-2542-321-1

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		ALL SCHOOL SERVICES		520	84.59	20-2542-321-1
		ALL SCHOOL SERVICES		520	83.33	20-2542-321-1
					<u>\$319.40</u>	
<b>PCCU (NEC)</b>						
		NEC 24/20		99	1,049.29	10-481
		NEC 24/20		99	0.30	80-481
		NEC-ADMIN/10 MONTH		99	147.72	10-481
		NEC-ADMIN/10 MONTH		99	1.06	80-481
		NEC 24/20		99	1,234.63	10-481
		NEC 24/20		99	0.30	80-481
		NEC-ADMIN/10 MONTH		99	147.64	10-481
		DED NEC		99	20.86	10-481
		NEC 24/20		99	2.55	40-481
		NEC-ADMIN/10 MONTH		99	0.43	40-481
		NEC-ADMIN/10 MONTH		99	1.06	80-481
					<u>\$2,605.84</u>	
<b>PENSERV PLAN SERVICES INC</b>						
		PENSERV PLAN SERVICES		97	2,979.50	10-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	12.50	80-481
		PENSERV PLAN SERVICES		97	3,166.38	10-481
		PENSERV PLAN SERVICES		97	13.12	40-481
		PENSERV PLAN SERVICES		97	50.00	20-481
		PENSERV PLAN SERVICES		97	12.50	80-481
					<u>\$6,284.00</u>	
<b>PERMA- BOUND</b>						
		PRIMARY MEDIA SOFTWARE		520	13.99	10-2220-470-5
		PRIM MEDIA BOOKS		520	9.13	10-2220-411-5
		LIBRARY GRANT		520	34.66	10-2220-410-32
27715		HS MEDIA-AV		520	240.35	10-2220-430-2
50671		SUPT OFFICE-SUPPLIES SUMMER READING		520	93.30	10-2320-410-1
		PRIMARY MEDIA-AV		520	121.72	10-2220-430-5
27677		HS MEDIA BOOKS		520	501.40	10-2220-411-2
34179		ED FOUNDATIONS SUPPLIES		520	492.24	10-2310-411-6
					<u>\$1,506.79</u>	
<b>PERRY MEMORIAL HOSPITAL</b>						
		STUDENT TESTING		520	3,246.00	10-2310-390-6
					<u>\$3,246.00</u>	
<b>POMPS TIRE SERVICE INC</b>						
		H S-BUILDING REPAIRS/MAI		520	19.44	20-2542-323-2
		JR HI BLDG. REP/ MAINT		520	19.44	20-2542-323-3
		ELEMENTARY-BLDG REPAIR		520	19.43	20-2542-323-4
		PRIMARY REPAIR/MAI		520	19.43	20-2542-323-5
					<u>\$77.74</u>	
<b>PRAIRIE FARMS PEORIA DIVISION</b>						
		PRIMARY CAFE FOOD MILK		520	934.00	10-2560-410-5-421000
		HENN-CAFE FOOD MILK		520	819.00	10-2560-410-4-421000

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		JR HI-CAFE FOOD		520	845.00	10-2560-410-3-421000
		HIGH SCHOOL- FOOD MILK		520	1,017.00	10-2560-410-2-421000
		PFA FOOD SUPP MILK		520	16.70	10-1125-411-1
					<u>\$3,631.70</u>	
<b>PRIMARY IMPREST</b>						
		PRIMARY OFFICE - SUPPLIES		520	44.25	10-2410-410-5
					<u>\$44.25</u>	
<b>PUT CO PCEA/IEA DUES</b>						
		NON-CERT DUES		96	77.56	20-481
		IEA CERT DUES		96	2,484.48	10-481
		IEA CERT DUES		96	0.70	80-481
		NON-CERT DUES		96	483.69	10-481
		NON-CERT DUES		96	77.56	20-481
		IEA CERT DUES		96	2,481.30	10-481
		IEA CERT DUES		96	0.69	80-481
		NON-CERT DUES		96	475.97	10-481
		NON-CERT DUES		96	7.72	40-481
		IEA CERT DUES		96	3.19	40-481
					<u>\$6,092.86</u>	
<b>PUT CO SCHOOL (FED TRS)</b>						
		TITLE I FED TRS		520	998.24	10-1250-210-36-430000
					<u>\$998.24</u>	
<b>PUT CO SCHOOL (TRS HEALTH)</b>						
		THIS P24/T20		99	3,907.64	10-481
		THIS P24/T20		99	1.13	80-481
		THIS ADMIN/10 MONTH		99	550.14	10-481
		THIS ADMIN/10 MONTH		99	3.95	80-481
		THIS P24/T20		99	4,597.90	10-481
		THIS P24/T20		99	1.13	80-481
		THIS ADMIN/10 MONTH		99	549.84	10-481
		DED THIS		99	77.72	10-481
		THIS P24/T20		99	9.52	40-481
		THIS ADMIN/10 MONTH		99	1.60	40-481
		THIS ADMIN/10 MONTH		99	3.95	80-481
					<u>\$9,704.52</u>	
<b>PUT CO SCHOOL (TRS)</b>						
		TRS P24/T20		99	17,892.35	10-481
		TRS P24/T20		99	5.16	80-481
		TRS ADMI/10 MONTH		99	2,519.00	10-481
		TRS ADMI/10 MONTH		99	18.08	80-481
		TRS P24/T20		99	21,052.64	10-481
		TRS P24/T20		99	5.16	80-481
		TRS ADMI/10 MONTH		99	2,517.59	10-481
		DED TRS		99	355.87	10-481
		TRS P24/T20		99	43.64	40-481
		TRS ADMI/10 MONTH		99	7.33	40-481
		TRS ADMI/10 MONTH		99	18.08	80-481

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					<u>\$44,434.90</u>	
<b>PUT CO SCHOOLS (IMRF)</b>						
		IM IMRF		98	588.79	20-481
		IMRFBRD SHARE		98	1,400.00	50-481
		IM IMRF		98	1,861.50	10-481
		IMRFBRD SHARE		98	4,513.47	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IM IMRF		98	36.70	10-481
		IMRF VOL CONTRIBUTIONS		98	155.48	20-481
		IM IMRF		98	591.23	20-481
		IMRFBRD SHARE		98	1,405.79	50-481
		IM IMRF		98	2,106.47	10-481
		IMRFBRD SHARE		98	5,095.92	50-481
		IM IMRF		98	159.60	40-481
		IMRFBRD SHARE		98	379.50	50-481
		IMRF VOL CONTRIBUTIONS		98	74.59	10-481
		IM IMRF		98	36.70	10-481
		IMRF VOL CONTRIBUTIONS		98	155.48	20-481
					<u>\$18,635.81</u>	
<b>PUTNAM CO COMM UNIT (IL)</b>						
		IL State Tax		99	565.72	20-481
		IL State Tax		99	9,659.66	10-481
		IL State Tax		99	10.27	80-481
		IL State Tax		99	666.70	20-481
		IL State Tax		99	11,735.73	10-481
		IL State Tax		99	10.27	80-481
		IL State Tax		99	188.00	40-481
					<u>\$22,836.35</u>	
<b>PUTNAM CO SD FIT</b>						
		Federal Tax 2019		99	1,176.96	20-481
		Federal Tax 2019		99	18,113.06	10-481
		Federal Tax 2019		99	30.00	80-481
		Federal Tax 2019		99	1,327.47	20-481
		Federal Tax 2019		99	23,917.19	10-481
		Federal Tax 2019		99	30.04	80-481
		Federal Tax 2019		99	284.18	40-481
					<u>\$44,878.90</u>	
<b>PUTNAM CO SD MEDICARE</b>						
		MEDICARE (CERT)		99	2,391.90	10-481
		MEDICARE (BRD PD)		99	2,391.90	50-481
		MEDICARE (CERT)		99	3.18	80-481
		MEDICARE (BRD PD)		99	3.18	50-481
		MEDICARE (CERT)		99	2,906.22	10-481
		MEDICARE (BRD PD)		99	2,906.22	50-481
		MEDICARE (CERT)		99	3.18	80-481
		MEDICARE (BRD PD)		99	3.18	50-481
		MEDICARE (CERT)		99	6.29	40-481
		MEDICARE (BRD PD)		99	6.29	50-481

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					<u>\$10,621.54</u>	
<b>PUTNAM COUNTY COLLECTOR</b>						
		R/E TAXES FARM LAND		520	43.50	20-2543-690-1
					<u>\$43.50</u>	
<b>PUTNAM COUNTY SD FICA</b>						
		FICA 2019		99	950.26	20-481
		MATCHING FICA		99	950.26	50-481
		FICA 2019		99	3,029.73	10-481
		MATCHING FICA		99	3,029.73	50-481
		FICA 2019		99	1,106.50	20-481
		MATCHING FICA		99	1,106.50	50-481
		FICA 2019		99	3,765.95	10-481
		MATCHING FICA		99	3,765.95	50-481
		FICA 2019		99	271.32	40-481
		MATCHING FICA		99	271.32	50-481
					<u>\$18,247.52</u>	
<b>QUILL</b>						
		SUPT OFFICE-SUPPLIES		520	46.34	10-2320-410-1
					<u>\$46.34</u>	
<b>REALLY GOOD STUFF</b>						
		HEN MEDIA-SUPPLIES		520	66.82	10-2220-410-4
					<u>\$66.82</u>	
<b>REGIONAL OFFICE OF EDUCATION</b>						
		EPIC TRAVEL		520	30.00	10-2210-332-1
					<u>\$30.00</u>	
<b>ROYAL PUBLISHING</b>						
		INFO SERV-ADVERTISING		520	215.00	10-2630-350-1
					<u>\$215.00</u>	
<b>S&amp;S WORLDWIDE INC</b>						
	53367	PRIMARY-SUPPLIES		520	87.94	10-1111-410-5
					<u>\$87.94</u>	
<b>SCHOOL SPECIALTY</b>						
	34223	JR HI OFFICE-SUPPLIES		520	98.65	10-2410-410-3
	43737	HENN ELEM-SUPPLIES		520	134.88	10-1110-410-4
					<u>\$233.53</u>	
<b>SHERWIN-WILLIAMS</b>						
		H S ATHLETIC-SUPPLIES		520	132.43	10-1501-410-2
					<u>\$132.43</u>	
<b>SISLER ICE</b>						
		H S ATHLETIC-SUPPLIES		520	38.00	10-1501-410-2
					<u>\$38.00</u>	
<b>SMITH, JENNIFER</b>						
		TITLE I 7-5 CONFERENCE		520	142.38	10-1250-332-36-430000
		PRIMARY-TRAVEL		520	47.60	10-1111-332-5
					<u>\$189.98</u>	
<b>SPECIALIZED DATA SYSTEMS</b>						

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		DATA PROCESS SOFTWARE AND HOSTING SERV		520	9,495.00	10-2660-470-1
		DATA PROCESSING-SUPPLIES CHECKS		520	335.00	10-2660-410-1
					<u>\$9,830.00</u>	
<b>SPECIALTY CLOSURES INC</b>						
		ELEMENTARY-BLDG REPAIR BB BOARDS		520	4,658.00	20-2542-323-4
					<u>\$4,658.00</u>	
<b>STAPLES CREDIT PLAN</b>						
		SUPT OFFICE-SUPPLIES		520	49.99	10-2320-410-1
		TITLE I 1-6 IPADS		520	2,990.00	10-1250-410-36-430000
					<u>\$3,039.99</u>	
<b>STATE DISBURSEMENT UNIT</b>						
		CHILD SUPPORT		97	451.83	10-481
		CHILD SUPPORT		97	451.83	10-481
					<u>\$903.66</u>	
<b>STEWART, ALISA</b>						
		HS-SUPPLIES		520	163.47	10-1113-410-2
					<u>\$163.47</u>	
<b>SUMMIT FINANCIAL RESOURCES</b>						
		HENN-CAFE FOOD		520	16.67	10-2560-410-4-421000
		JR HI-CAFE FOOD		520	16.67	10-2560-410-3-421000
		HIGH SCHOOL- FOOD		520	16.68	10-2560-410-2-421000
		PRIMARY CAFE FOOD		520	16.67	10-2560-410-5-421000
					<u>\$66.69</u>	
<b>SUN LIFE FINANCIAL EMPLOYEE BE</b>						
		DENT NC SINGLE		96	28.40	20-481
		DENT NC BP S		96	52.90	20-481
		DENTAL CERT S+		96	109.40	10-481
		DENT BP CRT S+		96	232.14	10-481
		DENTAL CRT F		96	243.30	10-481
		DENTAL BP CRT F		96	451.92	10-481
		DENT NC SINGLE		96	62.48	10-481
		DENT NC BP S		96	116.38	10-481
		DENT NC S+ 1		96	21.88	20-481
		DENT BP NC S+ 1		96	40.64	20-481
		DENTAL CERT S		96	176.08	10-481
		DENTAL BP CRT S		96	327.98	10-481
		DENT ADM BP F		96	160.56	10-481
		DENT ADM BP S		96	16.26	10-481
		DENT NC S+ 1		96	63.24	10-481
		DENT BP NC S+ 1		96	52.06	10-481
		DENT NC FAMILY		96	61.67	10-481
		DENT NC BP FAM		96	45.37	10-481
		DENTAL CRT F		96	0.19	80-481
		DENTAL BP CRT F		96	0.35	80-481
		DENT ADMIN E+S		96	29.70	10-481
		DENT ADMIN E+S		96	1.56	80-481
		DENT NC SINGLE		96	28.40	20-481

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		DENT NC BP S		96	52.90	20-481
		DENTAL CERT S+		96	109.40	10-481
		DENT BP CRT S+		96	232.14	10-481
		DENTAL CRT F		96	243.30	10-481
		DENTAL BP CRT F		96	451.92	10-481
		DENT NC SINGLE		96	62.48	10-481
		DENT NC BP S		96	116.38	10-481
		DENT NC S+ 1		96	21.88	20-481
		DENT BP NC S+ 1		96	40.64	20-481
		DENTAL CERT S		96	175.52	10-481
		DENTAL BP CRT S		96	326.95	10-481
		DENT ADM BP F		96	159.39	10-481
		DENT ADM BP S		96	16.26	10-481
		DENT NC S+ 1		96	63.24	10-481
		DENT BP NC S+ 1		96	52.06	10-481
		DENTAL CERT S		96	0.56	40-481
		DENTAL BP CRT S		96	1.03	40-481
		DENT NC FAMILY		96	61.67	10-481
		DENT NC BP FAM		96	45.37	10-481
		DENT ADM BP F		96	1.17	40-481
		DENTAL CRT F		96	0.19	80-481
		DENTAL BP CRT F		96	0.35	80-481
		DENT ADMIN E+S		96	29.70	10-481
		DENT ADMIN E+S		96	1.56	80-481
					<u>\$4,588.92</u>	
<b>SUN LIFE FINANCIAL EMPLOYEE BE</b>						
		LIFE NC		96	4.21	20-481
		LIFE NC BP		96	7.89	20-481
		LIFE CERT		96	86.84	10-481
		LIFE CERT BP		96	159.74	10-481
		LIFE ADM BP		96	21.25	10-481
		LIFE NC		96	20.24	10-481
		LIFE NC BP		96	37.98	10-481
		LIFE CERT		96	0.01	80-481
		LIFE CERT BP		96	0.03	80-481
		LIFE NC		96	4.21	20-481
		LIFE NC BP		96	7.89	20-481
		LIFE CERT		96	89.68	10-481
		LIFE CERT BP		96	165.03	10-481
		LIFE ADM BP		96	21.16	10-481
		LIFE NC		96	19.95	10-481
		LIFE NC BP		96	37.43	10-481
		LIFE NC		96	0.29	40-481
		LIFE NC BP		96	0.55	40-481
		LIFE CERT		96	0.13	40-481
		LIFE CERT BP		96	0.24	40-481
		LIFE ADM BP		96	0.09	40-481
		LIFE CERT		96	0.01	80-481

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		LIFE CERT BP		96	0.03	80-481
					<u>\$684.88</u>	
<b>SUN LIFE FINANCIAL EMPLOYEE BE</b>						
		VISION E+S		96	77.69	10-481
		VISION EMP		96	182.28	10-481
		VISION E+C		96	9.55	20-481
		VISION FAMILY		96	166.54	10-481
		VISION E+C		96	38.20	10-481
		VISION EMP		96	13.02	20-481
		VISION FAMILY		96	0.14	80-481
		VISION E+S		96	0.43	80-481
		VISION E+S		96	77.58	10-481
		VISION EMP		96	181.86	10-481
		VISION E+C		96	9.55	20-481
		VISION FAMILY		96	166.24	10-481
		VISION E+C		96	38.20	10-481
		VISION EMP		96	0.42	40-481
		VISION EMP		96	13.02	20-481
		VISION FAMILY		96	0.30	40-481
		VISION FAMILY		96	0.14	80-481
		VISION E+S		96	0.11	40-481
		VISION E+S		96	0.43	80-481
					<u>\$975.70</u>	
<b>SUN LIFE FINANCIAL EMPLOYEE BE</b>						
		LIFE VOL		96	98.02	10-481
		LIFE VOL		96	174.71	10-481
		LIFE VOL		96	0.01	40-481
					<u>\$272.74</u>	
<b>SUPERINTENDENT IMPREST</b>						
		SUPT OFFICE-POSTAGE		520	7.40	10-2320-341-1
		BOARD DUES/FEES		520	260.00	10-2310-640-6
		BOARD SUPPLIES		520	29.70	10-2310-410-6
					<u>\$297.10</u>	
<b>SUPPLYWORKS</b>						
		PRIMARY BLDG SUPPLY		520	199.96	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	8.91	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	8.90	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	8.90	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	8.90	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	31.80	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	31.80	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	31.80	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	31.80	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	19.44	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	19.44	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	19.44	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	19.44	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	6.03	20-2542-410-2

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		JR HI-BUILDING SUPPLIES		520	6.03	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	6.03	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	6.02	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	25.32	20-2542-410-2
		HIGH SCHOOL-BLDG SUPPLIE		520	222.87	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	222.86	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	222.86	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	222.86	20-2542-410-5
		HIGH SCHOOL-BLDG SUPPLIE		520	116.69	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	116.68	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	116.68	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	116.68	20-2542-410-5
		PRIMARY BLDG SUPPLY		520	101.10	20-2542-410-5
		ELEMENTARY-BLDG SUPPLIES		520	201.75	20-2542-410-4
		HIGH SCHOOL-BLDG SUPPLIE		520	119.93	20-2542-410-2
		JR HI-BUILDING SUPPLIES		520	119.93	20-2542-410-3
		ELEMENTARY-BLDG SUPPLIES		520	119.92	20-2542-410-4
		PRIMARY BLDG SUPPLY		520	119.92	20-2542-410-5
		PRIMARY BLDG SUPPLY		520	54.66	20-2542-410-5
					<u>\$2,685.35</u>	
<b>TEACHER DIRECT</b>						
	53363	PRE-K SUPPLIES		520	108.18	10-1225-410-26
					<u>\$108.18</u>	
<b>THEISINGER, CLAYTON</b>						
		PRINC OFFICE-TRAVEL		520	83.52	10-2410-332-1
					<u>\$83.52</u>	
<b>THERAPRO, INC</b>						
	50623	PRIMARY-SUPPLIES		520	165.00	10-1111-410-5
					<u>\$165.00</u>	
<b>THRESHOLD</b>						
		HS OFFICE - SUPPLIES		520	180.00	10-2410-410-2
					<u>\$180.00</u>	
<b>THRUSH SANITATION</b>						
		H S ATHLETIC-SUPPLIES		520	95.00	10-1501-410-2
					<u>\$95.00</u>	
<b>TOEDTER OIL COMPANY</b>						
		TRANSP - YB SUPPLY		520	733.99	40-2550-411-1
		EX CURRICULAR VAN		520	917.49	40-2550-324-1
		DRIVERS ED SUPPLIES		520	101.94	10-1700-410-2
		TRUCK REPAIR/MAINT		520	285.44	20-2542-320-3
		TRUCK REPAIR/MAINT		520	114.66	20-2542-320-3
		DRIVERS ED SUPPLIES		520	57.33	10-1700-410-2
		JR HI-GROUNDS SUPPLIES		520	25.80	20-2543-410-3
		ELEMENTARY-GROUNDS SUPPLY		520	25.80	20-2543-410-4
		H S-GROUNDS SUPPLIES		520	25.80	20-2543-410-2
		PRIMARY-GROUNDS SUPPLIE		520	25.80	20-2543-410-5
		EX CURRICULAR VAN		520	458.64	40-2550-324-1

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
		TRANSP - YB SUPPLY		520	412.77	40-2550-411-1
					<u>\$3,185.46</u>	
<b>TONIS FLOWER AND GIFT SHOP</b>						
		BOARD SUPPLIES		520	25.00	10-2310-410-6
					<u>\$25.00</u>	
<b>TRINITY CATHOLIC SCHOOL</b>						
		HIGH SCHOOL- FOOD		520	44.00	10-2560-410-2-421000
					<u>\$44.00</u>	
<b>URNIKIS, DAVE</b>						
		JR HI-TRAVEL		520	19.72	10-1112-332-3
					<u>\$19.72</u>	
<b>URNIKIS, MARY</b>						
		PRIMARY CAFE FOOD		520	19.45	10-2560-410-5-421000
					<u>\$19.45</u>	
<b>USI EDUCATION AND GOVERNMENT</b>						
	27637	HS MEDIA SUPPLIES		520	293.00	10-2220-410-2
					<u>\$293.00</u>	
<b>VAR RESOURCES LLC</b>						
		LEASE FD TECH SUPPLY		520	1,501.15	10-1112-410-1
		LEASE FD TECH SUPPLY		520	(144.50)	10-1112-410-1
					<u>\$1,356.65</u>	
<b>VIG SOLUTIONS</b>						
		LEASE FD TECH SUPPLY		520	1,491.00	10-1112-410-1
					<u>\$1,491.00</u>	
<b>VILLAGE OF GRANVILLE</b>						
		HS- WATER		520	917.25	20-2542-322-2
		PRIMARY- WATER		520	329.75	20-2542-322-5
					<u>\$1,247.00</u>	
<b>WASHINGTON NATIONAL INS CO</b>						
		WASHINGTON NATL INS.		96	806.84	10-481
		WASHINGTON NATL INS.		96	125.05	20-481
		WASHINGTON NATL INS.		96	0.31	80-481
		WASHINGTON NATL INS.		96	824.73	10-481
		WASHINGTON NATL INS.		96	27.91	40-481
		WASHINGTON NATL INS.		96	125.05	20-481
		WASHINGTON NATL INS.		96	0.31	80-481
					<u>\$1,910.20</u>	
<b>WASTE MANAGEMENT</b>						
		ALL SCHOOL SERVICES		520	224.58	20-2542-321-1
		ALL SCHOOL SERVICES		520	333.58	20-2542-321-1
		ALL SCHOOL SERVICES		520	190.90	20-2542-321-1
		ALL SCHOOL SERVICES		520	320.74	20-2542-321-1
					<u>\$1,069.80</u>	
<b>WEINZIERL, HANNAH</b>						
		VOC AG SUPPLIES		520	126.72	10-1401-410-2
		VOC AG SUPPLIES		520	35.90	10-1401-410-2

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Vendor Name	P.O. Number	Description	Override	Batch #	Amount	State Account Number
					<u>\$162.62</u>	
<b>WEST MUSIC CATALOG</b>						
	43768	MUSIC SUPPLY-ELEM		520	480.22	10-1115-410-4
					<u>\$480.22</u>	
				<b>Report Total</b>	<u><u>\$556,199.21</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
<b>Instruction</b>								
<b>Junior High</b>								
		FIRST PRIOR YEAR LEVY	0.00	3,475,989.96	3,617,938.00	141,948.04	96.08	10-1112
1112	Junior High		0.00	3,475,989.96	3,617,938.00	141,948.04	96.08	** Function
<b>Middle-Junior High</b>								
		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	10-1122
1120	Middle-Junior High		0.00	0.00	0.00	0.00	0.00	** Function
<b>High School</b>								
		FIRST PRIOR YR LEASE	0.00	63,885.24	66,517.00	2,631.76	96.04	10-1130
1130	High School		0.00	63,885.24	66,517.00	2,631.76	96.04	** Function
<b>Accelerated Reading Program</b>								
		SP ED PRIOR YEAR LEVY	0.00	51,112.21	53,208.00	2,095.79	96.06	10-1141
1140	Accelerated Reading Program		0.00	51,112.21	53,208.00	2,095.79	96.06	** Function
<b>Speech &amp; Lang. Impaired</b>								
		MOBILE HOME PRIVILEGE TA	0.00	0.00	0.00	0.00	0.00	10-1210
1210	Speech & Lang. Impaired		0.00	0.00	0.00	0.00	0.00	** Function
<b>Special Education Programs Pre-K</b>								
		CORP PERS PROP REPLC TAX	592,119.97	1,980,976.39	2,069,168.00	88,191.61	95.74	10-1230
1225	Special Education Programs Pre-K		592,119.97	1,980,976.39	2,069,168.00	88,191.61	95.74	** Function
<b>Remedial and Supplemental Programs Pre-K</b>								
		WETLANDS	0.00	0.00	0.00	0.00	0.00	10-1290
1275	Remedial and Supplemental Programs Pre-K		0.00	0.00	0.00	0.00	0.00	** Function
<b>Adult Education</b>								
		PUPIL TUITION OTHER LEA	0.00	261,611.88	327,350.00	65,738.12	79.92	10-1312
			0.00	0.00	0.00	0.00	0.00	10-1313
1310	Adult Education		0.00	261,611.88	327,350.00	65,738.12	79.92	** Function
<b>Upgrdg In Current Occupn</b>								
		PUPIL TUI-SP ED OTHER LEA	0.00	36,458.55	36,459.00	0.45	100.00	10-1342
1340	Upgrdg In Current Occupn		0.00	36,458.55	36,459.00	0.45	100.00	** Function
<b>Music</b>								
		TAX INTEREST	0.00	0.00	0.00	0.00	0.00	10-1510
		ED-INT ON INVESTMENTS	6,124.98	32,638.72	19,000.00	(13,638.72)	171.78	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	% of Budget	State Account Number	
<b>1502 Music</b>	6,124.98	32,638.72	19,100.00	(13,538.72)	170.88	** Function	
<b>Summer School</b>							
STUDENT LUNCH	6,715.67	102,099.52	116,000.00	13,900.48	88.02	10-1611	
STUDENT BREAKFAST	1,474.21	4,372.92	16,000.00	11,627.08	27.33	10-1612	
MILK SALES (OTHER)	412.41	3,270.01	4,000.00	729.99	81.75	10-1614	
ADULT LUNCHES/BREAKFAST	345.00	3,661.05	5,000.00	1,338.95	73.22	10-1620	
<b>1600 Summer School</b>	8,947.29	113,403.50	141,000.00	27,596.50	80.43	** Function	
<b>Gifted Programs</b>							
HEAD START LUNCHES	0.00	0.00	0.00	0.00	0.00	10-1690	
<b>1650 Gifted Programs</b>	0.00	0.00	0.00	0.00	0.00	** Function	
<b>Vocational Ed Handicapped</b>							
H S ATHLETIC ADMISSIONS	0.00	14,731.00	15,000.00	269.00	98.21	10-1711-2	
JR HI-ATHLETIC ADMISSION	0.00	3,723.00	5,000.00	1,277.00	74.46	10-1711-4	
H S / JR HI TOURNEY REV	0.00	0.00	3,000.00	3,000.00	0.00	10-1714	
ADMISSION - OTHERS	0.00	3,698.00	11,000.00	7,302.00	33.62	10-1719	
<b>1710 Vocational Ed Handicapped</b>	0.00	22,152.00	34,000.00	11,848.00	65.15	** Function	
<b>Vctnl Ed Lmt Eng Profcncy</b>							
ACTIVITY FEES HS	470.00	10,015.00	18,000.00	7,985.00	55.64	10-1720	
ACTIVITY FEES JR H	0.00	4,265.00	4,500.00	235.00	94.78	10-1720	
<b>1720 Vctnl Ed Lmt Eng Profcncy</b>	470.00	14,280.00	22,500.00	8,220.00	63.47	** Function	
<b>Vctnl Ed Acd /Econ Disadv</b>							
OTHER DISTRICT REVENUE	0.00	200.00	1,000.00	800.00	20.00	10-1790	
JH PE RESALE	0.00	3,208.00	5,500.00	2,292.00	58.33	10-1790-1-3	
H S PE RESALE	0.00	2,062.50	4,000.00	1,937.50	51.56	10-1790-2	
	0.00	0.00	0.00	0.00	0.00	10-1791	
MUSIC RESALE	0.00	0.00	200.00	200.00	0.00	10-1792	
<b>1730 Vctnl Ed Acd /Econ Disadv</b>	0.00	5,470.50	10,700.00	5,229.50	51.13	** Function	
<b>Bilingual Programs</b>							
PRIM-TEXTBOOK RENTAL	0.00	5,775.00	7,000.00	1,225.00	82.50	10-1811	
H S- TEXTBOOK RENTAL	0.00	17,828.68	22,500.00	4,671.32	79.24	10-1811	
JR HI-TEXTBOOK RENTAL	0.00	8,580.00	8,500.00	(80.00)	100.94	10-1811	
ELEM-TEXTBOOK RENTAL	0.00	4,950.00	7,000.00	2,050.00	70.71	10-1811-4	
INSTRUMENT RENTAL	0.00	0.00	0.00	0.00	0.00	10-1819	
<b>1800 Bilingual Programs</b>	0.00	37,133.68	45,000.00	7,866.32	82.52	** Function	
<b>Gifted Programs - Private Tuition</b>							
DONATIONS	0.00	18,621.29	25,000.00	6,378.71	74.49	10-1920	

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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-NCF	0.00	0.00	0.00	0.00	10-1920
<b>1920</b>	<b>Gifted Programs - Private Tuition</b>		0.00	18,621.29	25,000.00	6,378.71	74.49 ** Function
<b>Truants Alternative/Optional Education Programs</b>							
		PSY LEA ASSESSEMENT	0.00	0.00	0.00	0.00	10-1940
		SW LEA ASSESSEMENT	0.00	0.00	0.00	0.00	10-1941
		SPEECH LEA ASSESS	0.00	0.00	2,100.00	2,100.00	0.00 10-1941
			0.00	0.00	0.00	0.00	10-1942
		REFUND EXPENSES	0.00	1,672.45	0.00	(1,672.45)	0.00 10-1950
		DRIVERS ED FEE	0.00	2,650.00	3,000.00	350.00	88.33 10-1970
		OTHER LOCAL REVENUE	5,236.51	35,313.41	110,000.00	74,686.59	32.10 10-1999
		INSURANCE/PLAY EQUIPMENT	0.00	0.00	0.00	0.00	0.00 10-1999
		INTERNET REVENUE	0.00	0.00	0.00	0.00	0.00 10-1999-1
<b>1922</b>	<b>Truants Alternative/Optional Education Programs</b>		5,236.51	39,635.86	115,100.00	75,464.14	34.44 ** Function
<b>1000</b>	<b>Instruction</b>		612,898.75	6,153,369.78	6,583,040.00	429,670.22	93.47 * Function
<b>Support Services</b>							
<b>Comp Arts</b>							
		POVERTY GRANT	0.00	0.00	0.00	0.00	10-2200
<b>2196</b>	<b>Comp Arts</b>		0.00	0.00	0.00	0.00	0.00 ** Function
<b>Assessment/Testing</b>							
		ROE FLOW THRU	0.00	0.00	0.00	0.00	10-2230
<b>2230</b>	<b>Assessment/Testing</b>		0.00	0.00	0.00	0.00	0.00 ** Function
<b>2000</b>	<b>Support Services</b>		0.00	0.00	0.00	0.00	0.00 * Function
<b>Community Services</b>							
<b>Other Support Services</b>							
		GENERAL STATE AID	80,019.26	720,173.34	880,212.00	160,038.66	81.82 10-3001
		HOLD HARMLESS GSA	0.00	0.00	0.00	0.00	0.00 10-3002
<b>2900</b>	<b>Other Support Services</b>		80,019.26	720,173.34	880,212.00	160,038.66	81.82 ** Function
<b>Direction Of Community Sv</b>							
		SP ED PRIV FAC TUITION	27,333.90	77,299.35	115,000.00	37,700.65	67.22 10-3100
		SP ED EXTRA ORDINARY	0.00	0.00	54,000.00	54,000.00	0.00 10-3105
		SP ED PERSONNEL	0.00	0.00	115,000.00	115,000.00	0.00 10-3110
		SP ED ORPHANAGE	0.00	0.00	31,207.00	31,207.00	0.00 10-3120
		SP ED SUMMER SCHOOL	0.00	0.00	960.00	960.00	0.00 10-3145
<b>3100</b>	<b>Direction Of Community Sv</b>		27,333.90	77,299.35	316,167.00	238,867.65	24.45 ** Function
<b>Community Recreation Srv</b>							
		CTEI GRANT-SRAVTE	0.00	20,950.00	19,688.00	(1,262.00)	106.41 10-3200

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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	% of Budget	State Account Number		
				Revenue				
		VOC AG STATE GRTS	0.00	0.00	12,000.00	12,000.00	0.00	10-3215
		VOC AG SUPPLEMENTAL	2,547.00	12,341.00	2,489.00	(9,852.00)	495.82	10-3235
		FCAE GRANT	0.00	0.00	0.00	0.00	0.00	10-3299
<b>3200</b>	<b>Community Recreation Srv</b>		<b>2,547.00</b>	<b>33,291.00</b>	<b>34,177.00</b>	<b>886.00</b>	<b>97.41</b>	<b>** Function</b>
<b><u>Civic Services</u></b>								
		TPI/TBE BILINGUAL ED	0.00	0.00	0.00	0.00	0.00	10-3305
		IL FREE LUNCH/BRKFST AIDE	466.08	2,528.27	3,500.00	971.73	72.24	10-3360
		IL BREAKFAST INITIATIVE	0.00	0.00	0.00	0.00	0.00	10-3360
		DRIVERS ED REIMBURSEMENT	0.00	9,564.04	15,000.00	5,435.96	63.76	10-3370-1
<b>3300</b>	<b>Civic Services</b>		<b>466.08</b>	<b>12,092.31</b>	<b>18,500.00</b>	<b>6,407.69</b>	<b>65.36</b>	<b>** Function</b>
<b><u>Welfare Activities Serv</u></b>								
		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
<b>3600</b>	<b>Welfare Activities Serv</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>** Function</b>
<b><u>Nonpublic School Pupils</u></b>								
		PRESCHOOL FOR ALL GRANT	174,242.00	234,242.00	261,362.00	27,120.00	89.62	10-3705
		READING IMPROVEMENT GRAN	0.00	0.00	0.00	0.00	0.00	10-3715
			79.82	79.82	0.00	(79.82)	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
<b>3700</b>	<b>Nonpublic School Pupils</b>		<b>174,321.82</b>	<b>234,321.82</b>	<b>261,362.00</b>	<b>27,040.18</b>	<b>89.65</b>	<b>** Function</b>
<b><u>Home/School Services</u></b>								
			0.00	0.00	0.00	0.00	0.00	10-3800
<b>3800</b>	<b>Home/School Services</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>** Function</b>
<b><u>Other Community Services</u></b>								
		LIBRARY GRNT/OTHER STATE REV	0.00	1,442.00	5,000.00	3,558.00	28.84	10-3999
		RESPRO GRANT	0.00	0.00	0.00	0.00	0.00	10-3999
<b>3900</b>	<b>Other Community Services</b>		<b>0.00</b>	<b>1,442.00</b>	<b>5,000.00</b>	<b>3,558.00</b>	<b>28.84</b>	<b>** Function</b>
<b>3000</b>	<b>Community Services</b>		<b>284,688.06</b>	<b>1,078,619.82</b>	<b>1,515,418.00</b>	<b>436,798.18</b>	<b>71.18</b>	<b>* Function</b>
<b><u>Nonprogrammed Charges</u></b>								
<b><u>Other Community Services</u></b>								

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# 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 Revenue	State Account Number	
4430	Payments Other Govt Units Out of State Transfers	10,818.74	269,561.15	299,716.00	30,154.85	89.94	** Function
4000	Nonprogrammed Charges	65,832.66	518,285.24	623,204.00	104,918.76	83.16	* Function
<b>Provision For Contingences</b>							
<b>Provision For Contingences</b>							
	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
<b>Perm Trnf from W/C</b>							
	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	963,419.47	7,750,274.84	8,721,662.00	971,387.16	88.86	Fund

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# Revenue Ledger

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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
<b>Instruction</b>								
<b>Junior High</b>								
		FIRST PRIOR YEAR LEVY	0.00	638,877.37	665,061.00	26,183.63	96.06	20-1112
1112	Junior High		0.00	638,877.37	665,061.00	26,183.63	96.06	** Function
<b>Middle-Junior High</b>								
		TORT IMMUNITY-1ST PRIOR	0.00	0.00	0.00	0.00	0.00	20-1122
1120	Middle-Junior High		0.00	0.00	0.00	0.00	0.00	** Function
<b>Special Education Programs Pre-K</b>								
		CORP PERS PROP REPL TAX	0.00	200,000.00	200,000.00	0.00	100.00	20-1230
1225	Special Education Programs Pre-K		0.00	200,000.00	200,000.00	0.00	100.00	** Function
<b>Music</b>								
		BLD-INT	386.63	1,892.46	5,000.00	3,107.54	37.85	20-1511
		INTEREST - TREE FUND	0.00	0.00	50.00	50.00	0.00	20-1515
1502	Music		386.63	1,892.46	5,050.00	3,157.54	37.47	** Function
<b>Pre-K Programs - Private Tuition</b>								
		HOUSE RENT	0.00	0.00	0.00	0.00	0.00	20-1910
1910	Pre-K Programs - Private Tuition		0.00	0.00	0.00	0.00	0.00	** Function
<b>Regular K-12 Programs - Private Tuition</b>								
		FACILITY/GROUND RENT	0.00	0.00	1,000.00	1,000.00	0.00	20-1911
1911	Regular K-12 Programs - Private Tuition		0.00	0.00	1,000.00	1,000.00	0.00	** Function
<b>Gifted Programs - Private Tuition</b>								
		DONATIONS	0.00	0.00	500.00	500.00	0.00	20-1920
1920	Gifted Programs - Private Tuition		0.00	0.00	500.00	500.00	0.00	** Function
<b>Truants Alternative/Optional Education Programs</b>								
		REFUND PR YR EXP-BLDG	0.00	0.00	1,000.00	1,000.00	0.00	20-1950
		TORNADO INS/FEM/DON	0.00	0.00	0.00	0.00	0.00	20-1950
		OTHER LOCAL REVENUE	0.00	9,182.52	18,000.00	8,817.48	51.01	20-1999
1922	Truants Alternative/Optional Education Programs		0.00	9,182.52	19,000.00	9,817.48	48.33	** Function
1000	Instruction		386.63	849,952.35	890,611.00	40,658.65	95.43	* Function
<b>Support Services</b>								
<b>Truants Alternative/Optional Education Programs</b>								
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	20-2100
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services		0.00	0.00	0.00	0.00	0.00	* Function

# Revenue Ledger

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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
<b>Community Services</b>							
<b>Other Community Services</b>							
		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
<b>3900</b>	<b>Other Community Services</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
<b>3000</b>	<b>Community Services</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
<b>Nonprogrammed Charges</b>							
<b>Payments Other Govt Units Out of State Transfers</b>							
			0.00	0.00	0.00	0.00	20-4900
			0.00	0.00	0.00	0.00	20-4980
<b>4430</b>	<b>Payments Other Govt Units Out of State Transfers</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
<b>4000</b>	<b>Nonprogrammed Charges</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	* Function
<b>Provision For Contingences</b>							
<b>Provision For Contingences</b>							
		TRANSFER WC	0.00	0.00	168,458.00	168,458.00	0.00 20-7110
<b>6000</b>	<b>Provision For Contingences</b>		<u>0.00</u>	<u>0.00</u>	<u>168,458.00</u>	<u>168,458.00</u>	0.00 ** Function
<b>Perm Trnf from W/C</b>							
		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
<b>7120</b>	<b>Perm Trnf from W/C</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	** Function
<b>6000</b>	<b>Provision For Contingences</b>		<u>0.00</u>	<u>0.00</u>	<u>168,458.00</u>	<u>168,458.00</u>	0.00 * Function
<b>20</b>	<b>Oper, Build, &amp; Maint Fund</b>		<u>386.63</u>	<u>849,952.35</u>	<u>1,059,069.00</u>	<u>209,116.65</u>	<u>80.25</u> 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
<b>Instruction</b>								
<b>Junior High</b>								
		FIRST PRIOR YEAR LEVY	0.00	2,805.61	2,807.00	1.39	99.95	30-1112
1112	Junior High		0.00	2,805.61	2,807.00	1.39	99.95	** Function
<b>Music</b>								
		B/I-INT INVESTMENTS	79.82	3,328.49	1,000.00	(2,328.49)	332.85	30-1511
1502	Music		79.82	3,328.49	1,000.00	(2,328.49)	332.85	** Function
1000	Instruction		79.82	6,134.10	3,807.00	(2,327.10)	161.13	* Function
<b>Provision For Contingences</b>								
<b>Provision For Contingences</b>								
		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
<b>Perm Trnf from W/C</b>								
		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		79.82	6,134.10	3,807.00	(2,327.10)	161.13	Fund

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# Revenue Ledger

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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
<b>Instruction</b>								
<b>Junior High</b>								
		FIRST PRIOR YR LEVY TRAN	0.00	255,550.91	266,027.00	10,476.09	96.06	40-1112
1112	Junior High		0.00	255,550.91	266,027.00	10,476.09	96.06	** Function
<b>Middle-Junior High</b>								
		1ST PRIOR YR LEVY-TORT	0.00	0.00	0.00	0.00	0.00	40-1122
1120	Middle-Junior High		0.00	0.00	0.00	0.00	0.00	** Function
<b>Special Education Programs Pre-K</b>								
		CORP REPLACEMNT PROP TAX	0.00	0.00	0.00	0.00	0.00	40-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00	** Function
<b>Home Ec Occupations</b>								
		ORPHANAGE TRANS REIMB	0.00	0.00	0.00	0.00	0.00	40-1441
1421	Home Ec Occupations		0.00	0.00	0.00	0.00	0.00	** Function
<b>Music</b>								
		TRANSP-INT	770.79	3,969.28	2,000.00	(1,969.28)	198.46	40-1511
1502	Music		770.79	3,969.28	2,000.00	(1,969.28)	198.46	** Function
<b>Truants Alternative/Optional Education Programs</b>								
		REFUND TRANSP	0.00	0.00	0.00	0.00	0.00	40-1950
		OTHER LOCAL REVENUE	236.67	3,807.14	48,000.00	44,192.86	7.93	40-1999
1922	Truants Alternative/Optional Education Programs		236.67	3,807.14	48,000.00	44,192.86	7.93	** Function
1000	Instruction		1,007.46	263,327.33	316,027.00	52,699.67	83.32	* Function
<b>Community Services</b>								
<b>Custody/Child Care Serv</b>								
		REG TRANSPORTATION AID	79,077.74	255,314.30	384,238.00	128,923.70	66.45	40-3500
		VOC TRANSPORTATION AID	0.00	45,062.42	17,351.00	(27,711.42)	259.71	40-3505
		SP ED TRANSPORTATION AID	52,748.88	107,059.75	248,054.00	140,994.25	43.16	40-3510
		OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	40-3511
3500	Custody/Child Care Serv		131,826.62	407,436.47	649,643.00	242,206.53	62.72	** Function
<b>Nonpublic School Pupils</b>								
		ECE TRANSPORTATION	0.00	0.00	75,000.00	75,000.00	0.00	40-3705
3700	Nonpublic School Pupils		0.00	0.00	75,000.00	75,000.00	0.00	** Function
3000	Community Services		131,826.62	407,436.47	724,643.00	317,206.53	56.23	* Function
<b>Nonprogrammed Charges</b>								
<b>Payments Other Govt Units Out of State Transfers</b>								

# Revenue Ledger

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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 Revenue	State Account Number		
		IDEA ARRA	0.00	0.00	0.00	0.00	0.00	40-4857
<b>4430</b>		<b>Payments Other Govt Units Out of State Transfers</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>4000</b>		<b>Nonprogrammed Charges</b>	0.00	0.00	0.00	0.00	0.00	* Function
<b>Provision For Contingences</b>								
<u>Provision For Contingences</u>								
		PERM TRANSFER W/C	0.00	0.00	0.00	0.00	0.00	40-7110-1
<b>6000</b>		<b>Provision For Contingences</b>	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
<b>7120</b>		<b>Perm Trnf from W/C</b>	0.00	0.00	0.00	0.00	0.00	** Function
<b>6000</b>		<b>Provision For Contingences</b>	0.00	0.00	0.00	0.00	0.00	* Function
<b>40</b>		<b>Transportation Fund</b>	132,834.08	670,763.80	1,040,670.00	369,906.20	64.45	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	
<b>Instruction</b>							
<b>Junior High</b>							
		FIRST PRIOR YR LEVY-IMRF	0.00	90,640.64	94,297.00	3,656.36	96.12 50-1112
		FIRST PRIOR YR-SS	0.00	137,938.89	143,497.00	5,558.11	96.13 50-1112
1112	Junior High		0.00	228,579.53	237,794.00	9,214.47	96.13 ** Function
<b>MUSIC</b>							
		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
<b>Accelerated Reading Program</b>							
		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
<b>Special Education Programs Pre-K</b>							
		CORP PERS PROP REPL TAX	0.00	0.00	0.00	0.00	0.00 50-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00 ** Function
<b>Music</b>							
		IMRF-INT	369.18	1,617.53	1,000.00	(617.53)	161.75 50-1511
1502	Music		369.18	1,617.53	1,000.00	(617.53)	161.75 ** Function
<b>Truants Alternative/Optional Education Programs</b>							
		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		369.18	230,197.06	238,794.00	8,596.94	96.40 * Function
50	I.M.R.F./Soc. Sec. Fund		369.18	230,197.06	238,794.00	8,596.94	96.40 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
<b>Instruction</b>								
<b>Junior High</b>								
		FIRST PRIOR CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1112
1112	Junior High		0.00	0.00	0.00	0.00	0.00	** Function
<b>Music</b>								
		INTEREST-CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1511
1502	Music		0.00	0.00	0.00	0.00	0.00	** Function
<b>Truants Alternative/Optional Education Programs</b>								
		REFUND PRIOR YR EXP	0.00	0.00	0.00	0.00	0.00	60-1950
		OTHER LOCAL REV CAP PROJ	0.00	0.00	0.00	0.00	0.00	60-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction		0.00	0.00	0.00	0.00	0.00	* Function
<b>Community Services</b>								
<b>Other Community Services</b>								
96		INFRA IMPROVE-PLAN/CONST	0.00	0.00	0.00	0.00	0.00	60-3920
3900	Other Community Services		0.00	0.00	0.00	0.00	0.00	** Function
3000	Community Services		0.00	0.00	0.00	0.00	0.00	* Function
<b>Provision For Contingencs</b>								
<b>Perm Trnf from W/C</b>								
		IEMA/CDB TRANSFER	0.00	0.00	0.00	0.00	0.00	60-7800
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingencs		0.00	0.00	0.00	0.00	0.00	* Function
60	Capital Projects Fund or Fund Group		0.00	0.00	0.00	0.00	0.00	Fund

# Revenue Ledger

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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
<b>Instruction</b>								
<b>Junior High</b>								
		FIRST PRIOR YR WRKG CASH	0.00	63,885.24	66,517.00	2,631.76	96.04	70-1112
1112	Junior High		0.00	63,885.24	66,517.00	2,631.76	96.04	** Function
<b>Music</b>								
		WC-INT	2,941.27	16,016.43	10,000.00	(6,016.43)	160.16	70-1511
1502	Music		2,941.27	16,016.43	10,000.00	(6,016.43)	160.16	** Function
1000	Instruction		2,941.27	79,901.67	76,517.00	(3,384.67)	104.42	* Function
<b>Provision For Contingences</b>								
<b>Perm Trnf from W/C</b>								
		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		2,941.27	79,901.67	76,517.00	(3,384.67)	104.42	Fund

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# Revenue Ledger

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PUTNAM COUNTY CUSD #535

**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
<b>Instruction</b>							
<b>Junior High</b>							
	FIRST PRIOR YEAR LEVY	0.00	295,558.08	307,485.00	11,926.92	96.12	80-1112
1112	Junior High	0.00	295,558.08	307,485.00	11,926.92	96.12	** Function
<b>Special Education Programs Pre-K</b>							
	CORP PERS PROP REPLCMT 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
<b>Music</b>							
	TORT-INTEREST	96.03	483.50	800.00	316.50	60.44	80-1511
1502	Music	96.03	483.50	800.00	316.50	60.44	** Function
<b>Truants Alternative/Optional Education Programs</b>							
	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	96.03	296,041.58	308,285.00	12,243.42	96.03	* Function
80	Tort Immunity and Judgment Fund	96.03	296,041.58	308,285.00	12,243.42	96.03	Fund

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# Revenue Ledger

Printed: 5/2/2019 8:54 AM  
PUTNAM COUNTY CUSD #535

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
<b>Instruction</b>								
<b>Junior High</b>								
		FIRST PRIOR YEAR LEVY L/	0.00	63,885.24	66,517.00	2,631.76	96.04	90-1112
1112	Junior High		0.00	63,885.24	66,517.00	2,631.76	96.04	** Function
<b>Special Education Programs Pre-K</b>								
		L/S CORP REPL TAX	0.00	0.00	0.00	0.00	0.00	90-1230
1225	Special Education Programs Pre-K		0.00	0.00	0.00	0.00	0.00	** Function
<b>Music</b>								
		LS-INT ON INVESTMENTS	225.75	1,042.79	500.00	(542.79)	208.56	90-1511
1502	Music		225.75	1,042.79	500.00	(542.79)	208.56	** Function
<b>Truants Alternative/Optional Education Programs</b>								
		OTHER REVENUE	0.00	0.00	0.00	0.00	0.00	90-1999
1922	Truants Alternative/Optional Education Programs		0.00	0.00	0.00	0.00	0.00	** Function
1000	Instruction		225.75	64,928.03	67,017.00	2,088.97	96.88	* Function
<b>Provision For Contingences</b>								
<b>Perm Trnf from W/C</b>								
		TRANSFER FROM W/C	0.00	0.00	0.00	0.00	0.00	90-7120
		SALE OF BONDS	0.00	0.00	0.00	0.00	0.00	90-7210
7120	Perm Trnf from W/C		0.00	0.00	0.00	0.00	0.00	** Function
6000	Provision For Contingences		0.00	0.00	0.00	0.00	0.00	* Function
90	Fire Prevention/Life Safety		225.75	64,928.03	67,017.00	2,088.97	96.88	Fund
<b>Report Total:</b>			<b>1,100,352.23</b>	<b>9,948,193.43</b>	<b>11,515,821.00</b>	<b>1,567,627.57</b>	<b>86.39</b>	

# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

## Education Fund 10

Function 1000 Instruction  
Function 1110 Elementary  
Object 100 Salaries

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	50,069.83	489,123.68	24,090.41	636,650.00	123,435.91	80.61	
200	Employee Benefits	11,990.60	119,499.43	6,001.36	134,000.00	8,499.21	93.66	
300	Purchased Services	832.61	29,990.27	563.61	62,429.00	31,875.12	48.94	
400	Supplies And Materials	330.93	9,419.55	138.54	32,300.00	22,741.91	29.59	
500	Capital Outlay	0.00	6,400.00	0.00	49,500.00	43,100.00	12.93	
1110	Elementary	63,223.97	654,432.93	30,793.92	914,879.00	229,652.15	74.90	** Function
100	Salaries	36,975.23	356,371.16	17,420.69	475,000.00	101,208.15	78.69	
200	Employee Benefits	8,911.82	90,715.84	4,464.31	119,000.00	23,819.85	79.98	
300	Purchased Services	623.10	8,731.26	780.69	16,000.00	6,488.05	59.45	
400	Supplies And Materials	304.76	6,906.14	1,056.20	32,300.00	24,337.66	24.65	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
1111	Primary	46,814.91	462,724.40	23,721.89	643,800.00	157,353.71	75.56	** Function
100	Salaries	51,544.23	494,645.60	24,612.16	667,000.00	147,742.24	77.85	
200	Employee Benefits	14,541.60	137,448.66	7,231.21	177,000.00	32,320.13	81.74	
300	Purchased Services	854.06	9,608.62	563.61	16,500.00	6,327.77	61.65	
400	Supplies And Materials	7,392.53	101,214.22	21,071.17	203,600.00	81,314.61	60.06	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	120.00	575.00	0.00	1,000.00	425.00	57.50	
1112	Junior High	74,452.42	743,492.10	53,478.15	1,066,600.00	269,629.75	74.72	** Function
100	Salaries	65,358.37	637,548.75	31,870.43	821,137.00	151,717.82	81.52	
200	Employee Benefits	18,117.46	172,033.38	9,123.38	222,000.00	40,843.24	81.60	
300	Purchased Services	1,606.44	12,745.46	563.61	17,500.00	4,190.93	76.05	
400	Supplies And Materials	5,427.16	75,172.02	806.65	111,850.00	35,871.33	67.93	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,000.00	1,000.00	0.00	
1113	High School	90,509.43	897,499.61	42,364.07	1,174,987.00	235,123.32	79.99	** 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	6,945.74	68,614.70	3,427.88	85,000.00	12,957.42	84.76	
200	Employee Benefits	1,592.28	14,013.73	798.18	18,500.00	3,688.09	80.06	
300	Purchased Services	100.00	1,028.71	60.00	2,750.00	1,661.29	39.59	
400	Supplies And Materials	0.00	2,391.80	942.61	5,620.00	2,285.59	59.33	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	344.00	718.00	0.00	800.00	82.00	89.75	

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# Expenditure Report

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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	8,982.02	86,766.94	5,228.67	112,670.00	20,674.39	81.65	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1116	Accel Reader	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	11,761.06	111,082.82	5,486.02	137,500.00	20,931.16	84.78	
200	Employee Benefits	2,279.16	20,450.23	1,142.62	32,000.00	10,407.15	67.48	
300	Purchased Services	0.00	658.49	0.00	1,300.00	641.51	50.65	
400	Supplies And Materials	1,354.05	5,484.34	1,307.02	9,450.00	2,658.64	71.87	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1125	Pre-K Programs	15,394.27	137,675.88	7,935.66	180,250.00	34,638.46	80.78	** Function
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1203	Emh Handicapped lighted way	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	750.00	0.00	5,000.00	4,250.00	15.00	
200	Employee Benefits	0.00	171.00	0.00	500.00	329.00	34.20	
300	Purchased Services	19,140.48	69,895.52	0.00	78,000.00	8,104.48	89.61	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1204	Physically Hndcap Homebound	19,140.48	70,816.52	0.00	83,500.00	12,683.48	84.81	** Function
300	Purchased Services	0.00	9,387.13	0.00	800.00	(8,587.13)	1,173.39	
1206	Visually Impaired (Vi)	0.00	9,387.13	0.00	800.00	(8,587.13)	1,173.39	** Function
300	Purchased Services	0.00	7,411.87	0.00	8,800.00	1,388.13	84.23	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1207	Hard Of Hearing (Hh)	0.00	7,411.87	0.00	8,800.00	1,388.13	84.23	** Function
100	Salaries	4,424.73	46,574.85	2,212.37	54,000.00	5,212.78	90.35	
200	Employee Benefits	1,227.90	11,323.62	613.95	14,200.00	2,262.43	84.07	
300	Purchased Services	0.00	76,973.44	0.00	78,300.00	1,326.56	98.31	
400	Supplies And Materials	0.00	0.00	0.00	650.00	650.00	0.00	
1210	Speech & Lang.Impaired	5,652.63	134,871.91	2,826.32	147,150.00	9,451.77	93.58	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
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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# Expenditure Report

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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	
<b>1219</b>	<b>Pre Kind EARLY CHILDHOOD</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
100	Salaries	69,152.35	675,541.92	33,393.61	997,000.00	288,064.47	71.11	
200	Employee Benefits	16,576.42	159,495.72	8,339.52	195,000.00	27,164.76	86.07	
300	Purchased Services	15.00	3,185.35	0.00	4,500.00	1,314.65	70.79	
400	Supplies And Materials	721.22	20,166.77	351.34	29,200.00	8,681.89	70.27	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1220</b>	<b>Cross-Categorical (Cc)</b>	<b>86,464.99</b>	<b>858,389.76</b>	<b>42,084.47</b>	<b>1,225,700.00</b>	<b>325,225.77</b>	<b>73.47</b>	** 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	
<b>1222</b>	<b>MI</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
100	Salaries	5,785.86	60,422.64	2,960.91	73,500.00	10,116.45	86.24	
200	Employee Benefits	1,717.38	15,937.43	860.10	20,000.00	3,202.47	83.99	
300	Purchased Services	0.00	26.95	0.00	500.00	473.05	5.39	
400	Supplies And Materials	0.00	157.81	218.18	800.00	424.01	47.00	
<b>1225</b>	<b>Special Education Programs Pre-K</b>	<b>7,503.24</b>	<b>76,544.83</b>	<b>4,039.19</b>	<b>94,800.00</b>	<b>14,215.98</b>	<b>85.00</b>	** Function
100	Salaries	7,636.67	66,264.80	3,458.34	86,430.00	16,706.86	80.67	
200	Employee Benefits	2,790.00	23,034.84	1,894.12	27,974.00	3,045.04	89.11	
300	Purchased Services	1,585.92	7,595.00	376.18	7,595.00	(376.18)	104.95	
400	Supplies And Materials	0.00	12,967.18	5,142.96	26,787.00	8,676.86	67.61	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
<b>1250</b>	<b>Remedial and Supplemental Programs K-12</b>	<b>12,012.59</b>	<b>109,861.82</b>	<b>10,871.60</b>	<b>148,786.00</b>	<b>28,052.58</b>	<b>81.15</b>	** Function
100	Salaries	7,318.39	72,509.68	6,712.20	97,000.00	17,778.12	81.67	
200	Employee Benefits	2,182.62	19,931.52	1,574.62	25,700.00	4,193.86	83.68	
300	Purchased Services	0.00	539.67	0.00	3,500.00	2,960.33	15.42	
400	Supplies And Materials	258.45	2,791.80	1,150.56	8,889.00	4,946.64	44.35	
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	
<b>1401</b>	<b>VOCATIONAL AG</b>	<b>9,759.46</b>	<b>95,772.67</b>	<b>9,437.38</b>	<b>135,589.00</b>	<b>30,378.95</b>	<b>77.59</b>	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	

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# Expenditure Report

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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	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,436.74	24,222.58	1,218.37	29,700.00	4,259.05	85.66	
200	Employee Benefits	926.62	8,547.11	463.31	10,600.00	1,589.58	85.00	
300	Purchased Services	0.00	0.00	0.00	600.00	600.00	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	
1407	BUSINESS ED	3,363.36	32,769.69	1,681.68	40,900.00	6,448.63	84.23	** Function
100	Salaries	1,795.50	17,925.84	897.75	24,000.00	5,176.41	78.43	
200	Employee Benefits	272.12	2,116.79	136.06	2,900.00	647.15	77.68	
300	Purchased Services	0.00	326.15	0.00	1,000.00	673.85	32.62	
400	Supplies And Materials	0.00	0.00	0.00	300.00	300.00	0.00	
1459	CO-OP PROGRAM	2,067.62	20,368.78	1,033.81	28,200.00	6,797.41	75.90	** Function
100	Salaries	5,024.83	100,904.65	2,452.42	129,000.00	25,642.93	80.12	
200	Employee Benefits	555.70	7,929.96	266.50	6,000.00	(2,196.46)	136.61	
300	Purchased Services	1,879.92	21,321.14	0.00	36,900.00	15,578.86	57.78	
400	Supplies And Materials	6,364.71	20,386.16	19.96	17,700.00	(2,706.12)	115.29	
500	Capital Outlay	75.75	8,077.99	0.00	9,100.00	1,022.01	88.77	
600	Other Objects	0.00	11,822.00	800.00	13,000.00	378.00	97.09	
1501	ATHLETICS	13,900.91	170,441.90	3,538.88	211,700.00	37,719.22	82.18	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
1502	Music	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	2,534.77	24,164.72	1,267.50	32,000.00	6,567.78	79.48	
200	Employee Benefits	374.89	2,249.38	187.48	3,000.00	563.14	81.23	
300	Purchased Services	0.00	0.00	195.00	500.00	305.00	39.00	
400	Supplies And Materials	632.22	4,085.18	2,015.00	6,300.00	199.82	96.83	
600	Other Objects	0.00	27.00	0.00	300.00	273.00	9.00	

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# Expenditure Report

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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	3,541.88	30,526.28	3,664.98	42,100.00	7,908.74	81.21	** Function
100	Salaries	0.00	6,750.00	0.00	18,000.00	11,250.00	37.50	
200	Employee Benefits	0.00	0.00	0.00	3,200.00	3,200.00	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	7.50	0.00	250.00	242.50	3.00	
1600	Summer School	0.00	6,757.50	0.00	21,450.00	14,692.50	31.50	** Function
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	1,690.00	15,425.68	845.00	25,500.00	9,229.32	63.81	
200	Employee Benefits	258.92	2,322.29	129.46	3,300.00	848.25	74.30	
300	Purchased Services	32.00	4,493.10	0.00	7,000.00	2,506.90	64.19	
400	Supplies And Materials	92.18	687.47	101.94	2,000.00	1,210.59	39.47	
1700	Drivers Education Program	2,073.10	22,928.54	1,076.40	37,800.00	13,795.06	63.51	** Function
100	Salaries	0.00	500.00	0.00	0.00	(500.00)	0.00	
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
400	Supplies And Materials	0.00	0.00	0.00	0.00	0.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
1800	Bilingual Programs	0.00	500.00	0.00	0.00	(500.00)	0.00	** Function
600	Other Objects	19,458.43	292,568.34	0.00	400,000.00	107,431.66	73.14	
1912	Special Education Programs K-12 - Private Tuition	19,458.43	292,568.34	0.00	400,000.00	107,431.66	73.14	** Function
1000	Instruction	484,315.71	4,922,509.40	243,777.07	6,720,461.00	1,554,174.53	76.87	* Function
100	Salaries	9,646.06	96,037.86	4,823.03	117,000.00	16,139.11	86.21	
200	Employee Benefits	2,940.79	26,802.95	1,483.32	35,500.00	7,213.73	79.68	
300	Purchased Services	66.12	393.60	0.00	800.00	406.40	49.20	
400	Supplies And Materials	0.00	871.49	97.24	1,170.00	201.27	82.80	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	0.00	0.00	400.00	400.00	0.00	
2110	Attendance/Soc Wrk Serv	12,652.97	124,105.90	6,403.59	154,870.00	24,360.51	84.27	** Function
100	Salaries	3,718.47	36,978.28	1,859.24	49,000.00	10,162.48	79.26	
200	Employee Benefits	1,116.51	10,101.21	560.43	12,900.00	2,238.36	82.65	
300	Purchased Services	0.00	86.95	0.00	1,650.00	1,563.05	5.27	
400	Supplies And Materials	0.00	371.63	0.00	450.00	78.37	82.58	
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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# Expenditure Report

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PUTNAM COUNTY CUSD #535

## Education Fund 10

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	4,834.98	47,538.07	2,419.67	64,100.00	14,142.26	77.94	** Function
100	Salaries	3,604.35	36,443.54	1,802.18	48,000.00	9,754.28	79.68	
200	Employee Benefits	535.80	5,358.00	267.90	6,500.00	874.10	86.55	
300	Purchased Services	60.00	530.83	0.00	1,700.00	1,169.17	31.23	
400	Supplies And Materials	0.00	935.39	0.00	1,350.00	414.61	69.29	
2134	Nurse Services	4,200.15	43,267.76	2,070.08	57,550.00	12,212.16	78.78	** Function
100	Salaries	1,372.93	13,694.41	686.47	17,000.00	2,619.12	84.59	
200	Employee Benefits	400.69	3,806.51	206.01	6,000.00	1,987.48	66.88	
300	Purchased Services	0.00	6,698.26	0.00	1,650.00	(5,048.26)	405.96	
400	Supplies And Materials	0.00	379.94	506.97	1,500.00	613.09	59.13	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	0.00	410.00	0.00	0.00	(410.00)	0.00	
2140	Psychological Services	1,773.62	24,989.12	1,399.45	26,150.00	(238.57)	100.91	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	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	
2149	Other Psychological Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	648.10	7,795.73	464.90	9,500.00	1,239.37	86.95	
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	648.10	7,795.73	464.90	9,500.00	1,239.37	86.95	** 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	2,025.70	22,564.14	383.35	40,000.00	17,052.51	57.37	

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

## 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	429.80	5,122.21	56.48	5,800.00	621.31	89.29	
300	Purchased Services	2,028.42	30,595.77	30.00	31,500.00	874.23	97.22	
400	Supplies And Materials	0.00	4,626.57	0.00	10,000.00	5,373.43	46.27	
2210	EPIC	4,483.92	62,908.69	469.83	87,300.00	23,921.48	72.60	** 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	
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	11,444.24	113,266.23	5,695.12	139,000.00	20,038.65	85.58	
200	Employee Benefits	1,938.40	17,703.59	969.20	23,200.00	4,527.21	80.49	
300	Purchased Services	0.00	469.67	0.00	1,900.00	1,430.33	24.72	
400	Supplies And Materials	2,854.54	10,829.33	1,789.18	14,765.00	2,146.49	85.46	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2220	MEDIA PROGRAM	16,237.18	142,268.82	8,453.50	178,865.00	28,142.68	84.27	** Function
100	Salaries	6,907.91	71,379.15	3,453.96	81,000.00	6,166.89	92.39	
200	Employee Benefits	2.78	624.41	1.39	4,950.00	4,324.20	12.64	
300	Purchased Services	0.00	1,987.12	0.00	8,500.00	6,512.88	23.38	
400	Supplies And Materials	0.00	0.00	0.00	2,700.00	2,700.00	0.00	
2226	TECHNOLOGY	6,910.69	73,990.68	3,455.35	97,150.00	19,703.97	79.72	** 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	263.10	2,367.90	131.55	6,700.00	4,200.55	37.31	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	2,674.00	28,951.31	0.00	47,295.00	18,343.69	61.21	

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

## 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	351.36	20,675.76	2,314.41	49,000.00	26,009.83	46.92	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
600	Other Objects	134.82	20,415.95	75.00	20,000.00	(490.95)	102.45	
<b>2310</b>	<b>Brd Ed Services</b>	<b>3,423.28</b>	<b>72,410.92</b>	<b>2,520.96</b>	<b>122,995.00</b>	<b>48,063.12</b>	<b>60.92</b>	** Function
100	Salaries	7,951.10	78,414.32	3,975.55	100,000.00	17,610.13	82.39	
200	Employee Benefits	3,192.74	32,446.44	1,596.37	40,000.00	5,957.19	85.11	
300	Purchased Services	746.61	13,766.87	563.61	18,500.00	4,169.52	77.46	
400	Supplies And Materials	340.48	3,689.43	258.25	0.00	(3,947.68)	0.00	
500	Capital Outlay	0.00	4,000.00	0.00	0.00	(4,000.00)	0.00	
600	Other Objects	0.00	6,218.48	0.00	0.00	(6,218.48)	0.00	
<b>2320</b>	<b>Executive Adm. Serv</b>	<b>12,230.93</b>	<b>138,535.54</b>	<b>6,393.78</b>	<b>158,500.00</b>	<b>13,570.68</b>	<b>91.44</b>	** Function
100	Salaries	43,147.95	433,684.93	21,331.16	548,000.00	92,983.91	83.03	
200	Employee Benefits	12,739.01	130,821.00	6,390.92	162,000.00	24,788.08	84.70	
300	Purchased Services	136.24	3,842.78	0.00	7,000.00	3,157.22	54.90	
400	Supplies And Materials	1,587.11	9,633.17	345.76	12,420.00	2,441.07	80.35	
500	Capital Outlay	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
600	Other Objects	0.00	1,259.00	0.00	3,000.00	1,741.00	41.97	
<b>2410</b>	<b>Office Of Principal Serv</b>	<b>57,610.31</b>	<b>579,240.88</b>	<b>28,067.84</b>	<b>733,920.00</b>	<b>126,611.28</b>	<b>82.75</b>	** 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	
<b>2510</b>	<b>Dirctn Business Suppt Ser</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	** Function
100	Salaries	9,825.15	97,308.38	2,125.99	118,000.00	18,565.63	84.27	
200	Employee Benefits	10.89	108.84	2.77	150.00	38.39	74.41	
300	Purchased Services	0.00	173.34	0.00	1,000.00	826.66	17.33	
400	Supplies And Materials	0.00	0.00	0.00	7,000.00	7,000.00	0.00	
500	Capital Outlay	0.00	0.00	0.00	10,000.00	10,000.00	0.00	
600	Other Objects	0.00	0.00	0.00	1,500.00	1,500.00	0.00	
<b>2520</b>	<b>Fiscal Services</b>	<b>9,836.04</b>	<b>97,590.56</b>	<b>2,128.76</b>	<b>137,650.00</b>	<b>37,930.68</b>	<b>72.44</b>	** Function
100	Salaries	14,149.01	143,410.66	6,698.90	177,900.00	27,790.44	84.38	
200	Employee Benefits	2,774.14	23,893.04	1,386.98	28,325.00	3,044.98	89.25	
300	Purchased Services	0.00	0.00	0.00	2,800.00	2,800.00	0.00	

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# Expenditure Report

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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	20,758.47	155,596.31	2,005.57	226,500.00	68,898.12	69.58	
500	Capital Outlay	0.00	0.00	0.00	6,000.00	6,000.00	0.00	
600	Other Objects	0.00	178.00	0.00	1,100.00	922.00	16.18	
2560	Food Services	37,681.62	323,078.01	10,091.45	442,625.00	109,455.54	75.27	** Function
300	Purchased Services	117.50	2,107.15	0.00	7,000.00	4,892.85	30.10	
2630	Information Services	117.50	2,107.15	0.00	7,000.00	4,892.85	30.10	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2640	Function 2640	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	5,000.00	5,000.00	0.00	
400	Supplies And Materials	0.00	2,675.00	9,830.00	14,600.00	2,095.00	85.65	
2660	DATA PROCESSING	0.00	2,675.00	9,830.00	19,600.00	7,095.00	63.80	** Function
2000	Support Services	172,641.29	1,742,502.83	84,169.16	2,298,775.00	472,103.01	79.46	* Function
600	Other Objects	0.00	48,697.78	0.00	55,000.00	6,302.22	88.54	
4120	Payments Sp Ed Programs	0.00	48,697.78	0.00	55,000.00	6,302.22	88.54	** 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	181.77	181.77	0.00	5,000.00	4,818.23	3.64	
4190	Other Pymnts Gov In State	181.77	181.77	0.00	5,000.00	4,818.23	3.64	** Function
600	Other Objects	2,458.08	11,904.88	0.00	45,000.00	33,095.12	26.46	
4210	Payments for Regular Programs - Tuition	2,458.08	11,904.88	0.00	45,000.00	33,095.12	26.46	** Function
600	Other Objects	0.00	39,277.00	0.00	20,000.00	(19,277.00)	196.39	
4220	Payments for Special Education Programs - Tuition	0.00	39,277.00	0.00	20,000.00	(19,277.00)	196.39	** Function
600	Other Objects	0.00	38,250.00	0.00	57,000.00	18,750.00	67.11	
4240	Payments for CTE Programs - Tuition	0.00	38,250.00	0.00	57,000.00	18,750.00	67.11	** Function
4000	Nonprogrammed Charges	2,639.85	138,311.43	0.00	182,000.00	43,688.57	76.00	* 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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# Expenditure Report

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PUTNAM COUNTY CUSD #535

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	659,596.85	6,803,323.66	327,946.23	9,211,236.00	2,079,966.11	77.42	Fund

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

## Oper, Build, & Maint Fund 20

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2530	Function 2530	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	24,191.12	265,614.95	10,277.89	395,900.00	120,007.16	69.69	
200	Employee Benefits	3,528.10	36,336.56	1,776.56	44,700.00	6,586.88	85.26	
300	Purchased Services	14,546.95	184,400.85	11,485.44	273,600.00	77,713.71	71.60	
400	Supplies And Materials	29,937.88	245,069.11	15,582.43	339,200.00	78,548.46	76.84	
500	Capital Outlay	0.00	44,671.91	0.00	96,000.00	51,328.09	46.53	
2542	Care & Upkeep Bldg Serv	72,204.05	776,093.38	39,122.32	1,149,400.00	334,184.30	70.93	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	3,703.05	11,982.26	2,688.67	51,000.00	36,329.07	28.77	
400	Supplies And Materials	2,144.30	5,122.14	1,729.16	12,500.00	5,648.70	54.81	
500	Capital Outlay	0.00	28,381.00	3,570.00	49,000.00	17,049.00	65.21	
600	Other Objects	0.00	0.00	43.50	50.00	6.50	87.00	
2543	Care Upkeep Grnds Serv	5,847.35	45,485.40	8,031.33	112,550.00	59,033.27	47.55	** Function
2000	Support Services	78,051.40	821,578.78	47,153.65	1,261,950.00	393,217.57	68.84	* 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	78,051.40	821,578.78	47,153.65	1,261,950.00	393,217.57	68.84	Fund

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

## Debt Service Fund or Fund Group 30

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
600	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	
5140	State Aid Anticipation Certificates	0.00	0.00	0.00	0.00	0.00	0.00	** Function
600	Other Objects	0.00	7,350.00	5,225.00	12,575.00	0.00	100.00	
5200	Debt Service - Interest on Long-Term Debt	0.00	7,350.00	5,225.00	12,575.00	0.00	100.00	** Function
600	Other Objects	0.00	100,000.00	0.00	100,000.00	0.00	100.00	
5320	General Obligation Bonds	0.00	100,000.00	0.00	100,000.00	0.00	100.00	** Function
600	Other Objects	0.00	500.00	0.00	500.00	0.00	100.00	
5400	Debt Service Other - Short Term Debt Principal	0.00	500.00	0.00	500.00	0.00	100.00	** Function
5000	Debt Services	0.00	107,850.00	5,225.00	113,075.00	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	0.00	107,850.00	5,225.00	113,075.00	0.00	100.00	Fund

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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

## Transportation Fund 40

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
100	Salaries	3,461.14	32,731.54	365.57	42,000.00	8,902.89	78.80	
200	Employee Benefits	188.52	2,301.73	46.18	1,500.00	(847.91)	156.53	
300	Purchased Services	105,659.93	719,530.72	917.49	971,268.00	250,819.79	74.18	
400	Supplies And Materials	700.13	42,871.49	733.99	5,000.00	(38,605.48)	872.11	
500	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	
2550	Pupil Transportation Ser	110,009.72	797,435.48	2,063.23	1,019,768.00	220,269.29	78.40	** Function
2000	Support Services	110,009.72	797,435.48	2,063.23	1,019,768.00	220,269.29	78.40	* 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	110,009.72	797,435.48	2,063.23	1,019,768.00	220,269.29	78.40	Fund

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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

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

Function 1000 Instruction  
Function 1110 Elementary  
Object 200 Employee Benefits

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	1,602.18	13,367.64	785.47	21,550.00	7,396.89	65.68	
1110	Elementary	1,602.18	13,367.64	785.47	21,550.00	7,396.89	65.68	** Function
200	Employee Benefits	515.40	5,007.23	238.75	6,300.00	1,054.02	83.27	
1111	Primary	515.40	5,007.23	238.75	6,300.00	1,054.02	83.27	** Function
200	Employee Benefits	736.16	6,926.88	324.48	9,300.00	2,048.64	77.97	
1112	Junior High	736.16	6,926.88	324.48	9,300.00	2,048.64	77.97	** Function
200	Employee Benefits	1,278.75	13,073.55	618.52	18,000.00	4,307.93	76.07	
1113	High School	1,278.75	13,073.55	618.52	18,000.00	4,307.93	76.07	** 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	98.54	1,008.05	48.61	1,500.00	443.34	70.44	
1115	MUSIC	98.54	1,008.05	48.61	1,500.00	443.34	70.44	** 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	751.99	7,515.13	363.75	9,900.00	2,021.12	79.58	
1125	Pre-K Programs	751.99	7,515.13	363.75	9,900.00	2,021.12	79.58	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1130	High School	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	10.32	0.00	75.00	64.68	13.76	
1204	Physically Hndcap Homebound	0.00	10.32	0.00	75.00	64.68	13.76	** 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	62.04	656.63	31.02	950.00	262.35	72.38	
1210	Speech & Lang.Impaired	62.04	656.63	31.02	950.00	262.35	72.38	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1214	PRESCHOOL	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1219	Pre Kind EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	4,635.62	51,632.84	2,289.96	77,200.00	23,277.20	69.85	
1220	Cross-Categorical (Cc)	4,635.62	51,632.84	2,289.96	77,200.00	23,277.20	69.85	** 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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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
200	Employee Benefits	341.91	4,066.38	195.64	5,375.00	1,112.98	79.29	
1225	Special Education Programs Pre-K	341.91	4,066.38	195.64	5,375.00	1,112.98	79.29	** Function
200	Employee Benefits	105.60	976.71	46.33	1,650.00	626.96	62.00	
1250	Remedial and Supplemental Programs K-12	105.60	976.71	46.33	1,650.00	626.96	62.00	** Function
200	Employee Benefits	102.21	1,067.28	95.26	1,600.00	437.46	72.66	
1401	VOCATIONAL AG	102.21	1,067.28	95.26	1,600.00	437.46	72.66	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1402	INDUSTRIAL ARTS	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	32.82	381.02	16.41	475.00	77.57	83.67	
1407	BUSINESS ED	32.82	381.02	16.41	475.00	77.57	83.67	** 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	24.18	195.55	12.09	300.00	92.36	69.21	
1459	CO-OP PROGRAM	24.18	195.55	12.09	300.00	92.36	69.21	** Function
200	Employee Benefits	289.97	3,596.01	138.17	5,250.00	1,515.82	71.13	
1501	ATHLETICS	289.97	3,596.01	138.17	5,250.00	1,515.82	71.13	** 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	44.90	280.94	22.50	150.00	(153.44)	202.29	
1540	EXTRA CURRICULAR	44.90	280.94	22.50	150.00	(153.44)	202.29	** Function
200	Employee Benefits	0.00	0.00	0.00	450.00	450.00	0.00	
1600	Summer School	0.00	0.00	0.00	450.00	450.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
1650	Gifted Programs	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	24.50	219.97	12.25	150.00	(82.22)	154.81	
1700	Drivers Education Program	24.50	219.97	12.25	150.00	(82.22)	154.81	** 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	10,646.77	109,982.13	5,239.21	160,175.00	44,953.66	71.93	* Function
200	Employee Benefits	331.89	3,508.13	165.51	4,700.00	1,026.36	78.16	
2110	Attendance/Soc Wrk Serv	331.89	3,508.13	165.51	4,700.00	1,026.36	78.16	** Function
200	Employee Benefits	51.95	518.53	25.97	775.00	230.50	70.26	

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

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

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

Account	Description	M.T.D. Activity	Y.T.D. Activity	Open Encumb.	Current Budget	Budget Balance	% of Budget	State Account Number
2120	Guidance Services	51.95	518.53	25.97	775.00	230.50	70.26	** Function
200	Employee Benefits	641.52	6,655.96	320.76	8,500.00	1,523.28	82.08	
2134	Nurse Services	641.52	6,655.96	320.76	8,500.00	1,523.28	82.08	** Function
200	Employee Benefits	223.43	2,430.09	111.36	3,500.00	958.55	72.61	
2140	Psychological Services	223.43	2,430.09	111.36	3,500.00	958.55	72.61	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2149	Other Psychological Ser	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	27.58	390.59	5.28	1,600.00	1,204.13	24.74	
2210	EPIC	27.58	390.59	5.28	1,600.00	1,204.13	24.74	** 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	1,117.05	11,557.10	557.90	14,300.00	2,185.00	84.72	
2220	MEDIA PROGRAM	1,117.05	11,557.10	557.90	14,300.00	2,185.00	84.72	** Function
200	Employee Benefits	1,267.58	12,764.84	633.79	15,700.00	2,301.37	85.34	
2226	TECHNOLOGY	1,267.58	12,764.84	633.79	15,700.00	2,301.37	85.34	** 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	42.80	313.08	21.33	1,425.00	1,090.59	23.47	
2310	Brd Ed Services	42.80	313.08	21.33	1,425.00	1,090.59	23.47	** Function
200	Employee Benefits	114.96	1,218.24	57.48	1,900.00	624.28	67.14	
2320	Executive Adm. Serv	114.96	1,218.24	57.48	1,900.00	624.28	67.14	** Function
200	Employee Benefits	1,213.96	9,327.56	606.40	8,000.00	(1,933.96)	124.17	
2365	Risk Management and Claims Services Payments	1,213.96	9,327.56	606.40	8,000.00	(1,933.96)	124.17	** Function
200	Employee Benefits	2,272.99	23,963.90	1,119.43	32,700.00	7,616.67	76.71	
2410	Office Of Principal Serv	2,272.99	23,963.90	1,119.43	32,700.00	7,616.67	76.71	** 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	1,720.37	17,855.99	372.29	23,600.00	5,371.72	77.24	
2520	Fiscal Services	1,720.37	17,855.99	372.29	23,600.00	5,371.72	77.24	** Function
200	Employee Benefits	4,088.26	48,429.11	1,846.50	64,500.00	14,224.39	77.95	

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# Expenditure Report

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PUTNAM COUNTY CUSD #535

**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	4,088.26	48,429.11	1,846.50	64,500.00	14,224.39	77.95	** 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	454.94	4,400.16	5.28	5,000.00	594.56	88.11	
2550	Pupil Transportation Ser	454.94	4,400.16	5.28	5,000.00	594.56	88.11	** Function
200	Employee Benefits	2,475.11	26,514.46	1,200.05	33,800.00	6,085.49	82.00	
2560	Food Services	2,475.11	26,514.46	1,200.05	33,800.00	6,085.49	82.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2640	Function 2640	0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services	16,044.39	169,847.74	7,049.33	220,000.00	43,102.93	80.41	* 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	26,691.16	279,829.87	12,288.54	380,175.00	88,056.59	76.84	Fund

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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

**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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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

## 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	168,458.00	168,458.00	0.00	
8110	Permnt Trns Wrk Csh Abol	0.00	0.00	0.00	168,458.00	168,458.00	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	168,458.00	168,458.00	0.00	* Function
70	Working Cash Fund	0.00	0.00	0.00	168,458.00	168,458.00	0.00	Fund

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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
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	515.00	0.00	0.00	(515.00)	0.00	
1360	Special Interest	0.00	515.00	0.00	0.00	(515.00)	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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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

**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	515.00	0.00	0.00	(515.00)	0.00	* Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
2134	Nurse Services	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2320	Executive Adm. Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	0.00	38,626.00	0.00	26,000.00	(12,626.00)	148.56	
2362	Workers Comp/Workers Occ Disease Acts Payments	0.00	38,626.00	0.00	26,000.00	(12,626.00)	148.56	** Function
200	Employee Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
300	Purchased Services	144.70	578.80	0.00	10,000.00	9,421.20	5.79	
2363	Unemployment Insurance Act Payments	144.70	578.80	0.00	10,000.00	9,421.20	5.79	** Function
300	Purchased Services	0.00	57,744.00	0.00	57,645.00	(99.00)	100.17	
2364	Insurance Payments (regular or self-insurance)	0.00	57,744.00	0.00	57,645.00	(99.00)	100.17	** Function
100	Salaries	11,903.08	123,810.78	5,951.55	172,000.00	42,237.67	75.44	
200	Employee Benefits	905.95	6,119.48	452.96	0.00	(6,572.44)	0.00	
400	Supplies And Materials	3,320.00	26,977.80	3,320.00	35,000.00	4,702.20	86.57	
500	Capital Outlay	0.00	43,752.75	0.00	65,000.00	21,247.25	67.31	
2365	Risk Management and Claims Services Payments	16,129.03	200,660.81	9,724.51	272,000.00	61,614.68	77.35	** Function
300	Purchased Services	0.00	12,283.96	1,417.50	15,000.00	1,298.54	91.34	
2367	Educational, Inspectional, Sup Serv due to loss	0.00	12,283.96	1,417.50	15,000.00	1,298.54	91.34	** Function
300	Purchased Services	6,661.25	25,791.38	0.00	45,000.00	19,208.62	57.31	
2369	Legal Services	6,661.25	25,791.38	0.00	45,000.00	19,208.62	57.31	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2410	Office Of Principal Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function
300	Purchased Services	0.00	0.00	0.00	0.00	0.00	0.00	
2540	Function 2540	0.00	0.00	0.00	0.00	0.00	0.00	** Function
100	Salaries	0.00	0.00	0.00	0.00	0.00	0.00	
2542	Care & Upkeep Bldg Serv	0.00	0.00	0.00	0.00	0.00	0.00	** Function

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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

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
100	Salaries		0.00	0.00	0.00	0.00	0.00	0.00	
2560	Food Services		0.00	0.00	0.00	0.00	0.00	0.00	** Function
2000	Support Services		22,934.98	335,684.95	11,142.01	425,645.00	78,818.04	81.48	* Function
80	Tort Immunity and Judgment Fund		22,934.98	336,199.95	11,142.01	425,645.00	78,303.04	81.60	Fund

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# Expenditure Report

Printed: 5/2/2019 8:55 AM  
PUTNAM COUNTY CUSD #535

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	
<b>Report Total:</b>		<b>897,284.11</b>	<b>9,146,217.74</b>	<b>405,818.66</b>	<b>12,580,307.00</b>	<b>3,028,270.60</b>	<b>75.93</b>		

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# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 10</b>				
AP-Accrual-10	AP-Accrual for Fund 10	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
10-110-1	CASH IN BANKS	467,887.10	(83,829.63)	384,057.47
10-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
10-111-1	IMPREST FUND	13,800.00	0.00	13,800.00
10-121-1	REGULAR INVESTMENT ED	4,049,563.43	387,796.03	4,437,359.46
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
	<b>Total</b>	<b>\$4,531,250.53</b>	<b>\$303,966.40</b>	<b>\$4,835,216.93</b>
10-457-1	Delete This Account	0.00	0.00	0.00
10-498-1	TEACHER RET 2.2	0.00	0.00	0.00
10-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
10-496-1	LOHMANS CAFE. PLAN	0.00	0.00	0.00
10-495-1	LIFE INS PAYABLE	0.00	0.00	0.00
10-493-1	MEDICARE INS. PAYABLE	0.00	0.00	0.00
10-490-1	Delete This Account	0.00	0.00	0.00
10-481-1	TEACHER RET. PAYABLE	0.00	0.00	0.00
10-460-1	DISABILITY INS. PAYABLE	0.00	0.00	0.00
10-458-1	Delete This Account	0.00	0.00	0.00
10-456-1	Delete This Account	0.00	0.00	0.00
10-455-1	Delete This Account	0.00	0.00	0.00
10-459-1	Delete This Account	0.00	0.00	0.00
10-454-1	Delete This Account	0.00	0.00	0.00
10-452-1	Delete This Account	0.00	0.00	0.00
10-411-1	LOAN TO LIFE SAFETY	0.00	0.00	0.00
10-431-1	ACCOUNTS PAYABLE	588.39	(143.78)	444.61
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
	<b>Total</b>	<b>\$588.39</b>	<b>(\$143.78)</b>	<b>\$444.61</b>
10-706-1	NET PROFIT/LOSS	(643,128.56)	(303,822.62)	(946,951.18)
10-730-1	FUND BALANCE	(3,888,710.36)	0.00	(3,888,710.36)
	<b>Total</b>	<b>(\$4,531,838.92)</b>	<b>(\$303,822.62)</b>	<b>(\$4,835,661.54)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 20</b>				
AP-Accrual-20	AP-Accrual for Fund 20	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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	3,639.86	0.00	3,639.86
20-131	PAYROLL CASH	0.00	0.00	0.00
20-110-1	CASH IN BANKS	102,359.77	121,948.60	224,308.37
20-121-1	REGULAR INVESTMENT O/M	202,912.59	(199,613.37)	3,299.22
	<b>Total</b>	<b>\$308,912.22</b>	<b>(\$77,664.77)</b>	<b>\$231,247.45</b>
20-454-1	Delete This Account	0.00	0.00	0.00
20-456-1	Delete This Account	0.00	0.00	0.00
20-457-1	Delete This Account	0.00	0.00	0.00
20-458-1	Delete This Account	0.00	0.00	0.00
20-459-1	Delete This Account	0.00	0.00	0.00
20-497-1	SUPPORT PERS. DUES	0.00	0.00	0.00
20-453-1	Delete This Account	0.00	0.00	0.00
20-481-1	ANNUITIES PAYABLE	6.79	0.00	6.79
20-451	Delete This Account	0.00	0.00	0.00
20-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
20-452-1	Delete This Account	0.00	0.00	0.00
	<b>Total</b>	<b>\$6.79</b>	<b>\$0.00</b>	<b>\$6.79</b>
20-730-1	FUND BALANCE	(202,880.67)	0.00	(202,880.67)
20-706-1	NET PROFIT/LOSS	(106,038.34)	77,664.77	(28,373.57)
	<b>Total</b>	<b>(\$308,919.01)</b>	<b>\$77,664.77</b>	<b>(\$231,254.24)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 30</b>				
AP-Accrual-30	AP-Accrual for Fund 30	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
30-110-1	CASH IN BANKS	97,280.55	0.00	97,280.55
30-121-1	REGULAR INVESTMENT B/I	27,937.97	79.82	28,017.79
	<b>Total</b>	<b>\$125,218.52</b>	<b>\$79.82</b>	<b>\$125,298.34</b>
30-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
30-730-1	FUND BALANCE	(227,014.24)	0.00	(227,014.24)
30-706-1	NET PROFIT/LOSS	101,795.72	(79.82)	101,715.90
	<b>Total</b>	<b>(\$125,218.52)</b>	<b>(\$79.82)</b>	<b>(\$125,298.34)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 40</b>				
AP-Accrual-40	AP-Accrual for Fund 40	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
40-110-1	CASH IN BANKS	12,753.39	40,226.98	52,980.37
40-121-1	REGULAR INVESTMENT TRANS	520,602.88	(17,402.59)	503,200.29
40-131	PAYROLL CASH	0.00	0.00	0.00
40-185-1	LONG TERM INVESTMENTS	0.00	0.00	0.00
	<b>Total</b>	<b>\$533,356.27</b>	<b>\$22,824.39</b>	<b>\$556,180.66</b>
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	(0.01)	(0.03)	(0.04)
	<b>Total</b>	<b>(\$0.01)</b>	<b>(\$0.03)</b>	<b>(\$0.04)</b>
40-706-1	NET PROFIT/LOSS	149,496.04	(22,824.36)	126,671.68
40-730-1	FUND BALANCE	(682,852.30)	0.00	(682,852.30)
	<b>Total</b>	<b>(\$533,356.26)</b>	<b>(\$22,824.36)</b>	<b>(\$556,180.62)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 50</b>				
AP-Accrual-50	AP-Accrual for Fund 50	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
50-110-1	CASH IN BANKS	144,805.38	(26,691.16)	118,114.22
50-121-1	REGULAR INVESTMENT IMRF	236,537.48	369.18	236,906.66
50-185-1	IMRF-LONG TERM INVESTMEN	0.00	0.00	0.00
	<b>Total</b>	<b>\$381,342.86</b>	<b>(\$26,321.98)</b>	<b>\$355,020.88</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
50-730-1	FUND BALANCE	(404,653.69)	0.00	(404,653.69)
50-706-1	NET PROFIT/LOSS	23,310.83	26,321.98	49,632.81
	<b>Total</b>	<b>(\$381,342.86)</b>	<b>\$26,321.98</b>	<b>(\$355,020.88)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 60</b>				
AP-Accrual-60	AP-Accrual for Fund 60	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
60-730-1	FUND BALANCE	0.00	0.00	0.00
60-706-1	NET PROFIT/LOSS	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 70</b>				
AP-Accrual-70	AP-Accrual for Fund 70	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
70-121-1	REGULAR INVESTMENT WC	1,195,063.79	1,758.68	1,196,822.47
70-185-1	INVESTMENT LONG TERM WC	1,286,397.28	1,182.59	1,287,579.87
70-141-1	W/C INTERFUND LOANS	0.00	0.00	0.00
70-110-1	CASH IN BANKS	62,380.55	0.00	62,380.55
	<b>Total</b>	<b>\$2,543,841.62</b>	<b>\$2,941.27</b>	<b>\$2,546,782.89</b>
70-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
70-411-1	LOANS TO LIFE SAFETY	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
70-730-1	FUND BALANCE	(2,466,881.22)	0.00	(2,466,881.22)
70-706-1	NET PROFIT/LOSS	(76,960.40)	(2,941.27)	(79,901.67)
	<b>Total</b>	<b>(\$2,543,841.62)</b>	<b>(\$2,941.27)</b>	<b>(\$2,546,782.89)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 80</b>				
AP-Accrual-80	AP-Accrual for Fund 80	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
80-131	PAYROLL CASH	0.00	0.00	0.00
80-121-1	TORT-REG INVESTMENT	22,972.36	96.03	23,068.39
80-110-1	TORT-CASH IN BANKS	184,188.32	(22,934.98)	161,253.34
	<b>Total</b>	<b>\$207,160.68</b>	<b>(\$22,838.95)</b>	<b>\$184,321.73</b>
80-481	NON-CERT DUES	0.00	0.00	0.00
80-431-1	ACCOUNTS PAYABLE	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
80-730-1	FUND BALANCE	(224,480.10)	0.00	(224,480.10)
80-706-1	NET PROFIT/LOSS	17,319.42	22,838.95	40,158.37
	<b>Total</b>	<b>(\$207,160.68)</b>	<b>\$22,838.95</b>	<b>(\$184,321.73)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Balance Sheet (by fund)

Printed: 5/2/2019 8:53 AM  
 PUTNAM COUNTY CUSD #535

Account Number	Account Description	Balance Forward	Current Month	Current Balance
<b>Fund: 90</b>				
AP-Accrual-90	AP-Accrual for Fund 90	0.00	0.00	0.00
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-185-1	LONG TERM L/S	0.00	0.00	0.00
90-121-1	REGULAR INVESTMENT L/S	117,343.03	225.75	117,568.78
90-110-1	CASH IN BANK-LIFE SAFETY	62,380.55	0.00	62,380.55
	<b>Total</b>	<b>\$179,723.58</b>	<b>\$225.75</b>	<b>\$179,949.33</b>
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
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
90-706-1	NET PROFIT/LOSS	(64,702.28)	(225.75)	(64,928.03)
90-730-1	FUND BALANCE	(115,021.30)	0.00	(115,021.30)
	<b>Total</b>	<b>(\$179,723.58)</b>	<b>(\$225.75)</b>	<b>(\$179,949.33)</b>
	<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

# Fund Balance Report

Printed: 5/2/2019 8:53 AM

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	659,596.85	963,419.47	6,803,323.66	7,750,274.84	946,951.18	3,888,710.36	4,835,661.54
20	Oper, Build, & Maint Fund	78,051.40	386.63	821,578.78	849,952.35	28,373.57	202,880.67	231,254.24
30	Debt Service Fund or Fund Group	0.00	79.82	107,850.00	6,134.10	(101,715.90)	227,014.24	125,298.34
40	Transportation Fund	110,009.72	132,834.08	797,435.48	670,763.80	(126,671.68)	682,852.30	556,180.62
50	I.M.R.F./Soc. Sec. Fund	26,691.16	369.18	279,829.87	230,197.06	(49,632.81)	404,653.69	355,020.88
70	Working Cash Fund	0.00	2,941.27	0.00	79,901.67	79,901.67	2,466,881.22	2,546,782.89
80	Tort Immunity and Judgment Fund	22,934.98	96.03	336,199.95	296,041.58	(40,158.37)	224,480.10	184,321.73
90	Fire Prevention/Life Safety	0.00	225.75	0.00	64,928.03	64,928.03	115,021.30	179,949.33
		<u>\$897,284.11</u>	<u>\$1,100,352.23</u>	<u>\$9,146,217.74</u>	<u>\$9,948,193.43</u>	<u>\$801,975.69</u>	<u>\$8,212,493.88</u>	<u>\$9,014,469.57</u>

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**PCPS Activity Fund April**

Beginning Balance	\$9270.62
Deposits	\$105.00
Expenditures	\$103.57
Ending Balance	\$9272.05

**Deposits**

4/26/19	Yearbook	\$105.00
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**Expenditures**

CK#			
1007	4/12/19	North Central Bank	\$6.75
		D.G.-Donut's with Daddy	
1008	4/12/19	Hinckley Springs	\$96.82
		Water	

**PCPS Imprest Fund April**

Beginning Balance	\$1044.16
Deposits	\$455.84
Expenditures	\$44.25
Ending Balance	\$1455.75

**Deposits**

4/26/19	\$455.84
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**Expenditures**

<u>CK#</u>	<u>ACCT#</u>		
681	10-2410-410-5	Kaddywampus PreK Screen Lunch	\$44.25

<i>Total request for reimbursement</i>	\$44.25
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## PCES Activity Fund April 2019

Beginning Balance April 01, 2019	\$21230.33
Deposits April 2019	\$145.30
Expenditures April 2019	\$258.12
Ending Balance April 30, 2019	\$21117.51

### Deposits

4/9/19	Soda	\$145.30
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### Expenditure

4/4/19– Check #1409	Jimmy Johns	\$68.19
	Supper for ELA Committee	
4/11/19 – Check#1410	Pepsi	\$189.93
	Soda for Lounge	

Total Expenditures	\$258.12
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## PCES Imprest Fund Report April 2019

Beginning Balance April 01, 2019	\$1500.00
Balance April 30, 2019	\$1430.00
Request for reimbursement	\$70.00
Attain Maximum Balance	\$1,500.00

### Deposits

### Expenditures

4/5/19 – Check#3265	ROE Workshop – Title II Amy Schultz & Val Peterson	\$70.00
Total Expenditures		\$70.00
Request for reimbursement		\$70.00

Putnam County Junior High School  
 Imprest Fund  
 April, 2019  
 Account #010-146

Beginning Balance	\$ 2,169.30
Replenishment Request	<u>630.70</u>
Attain Maximum Balance	\$ 2,800.00
Less Expenditures	<u>268.67</u>
Balance	\$ 2,531.33
Replenishment Request	<u>\$ 268.67</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>
6145	04/04	Leo Vandervlugt	10-1501-319-3	tracker starter	125.00
6146	04/04	Woodland CUSD 5	10-1501-640-3	VB tourney	143.67

expenditures	268.67
Replenishment request	268.67

Michael Olson, Principal

Sandra A. Troglio, Secretary

Putnam County Junior High School  
PCJH Cheerleading  
April, 2019  
Account #138-258

Beginning Balance	\$	309.23
Transfers In		<u>00.00</u>
Subtotal		309.23
Less Expenditures		<u>00.00</u>
Balance		309.23

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

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Sandra A. Troglio, Secretary

Putnam County Junior High School  
 PCJH Girls Athletic Fund  
 April, 2019  
 Account #010-707

Beginning Balance	\$ 16,806.54
Transfers In	<u>00.00</u>
Subtotal	16,806.54
Less Expenditures	<u>1,267.25</u>
Balance	15,539.29

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
754	04/22	Renaissance		1,267.25

\_\_\_\_\_  
 Michael Olson, Principal

\_\_\_\_\_  
 Sandra A. Troglia, Secretary

Putnam County Junior High School  
Puma Crew  
April 2019  
Account #010-561

Beginning Balance	\$2093.56
Transfers In	<u>0</u>
Subtotal	\$2093.56
Less Expenditures	<u>0</u>
Balance	\$ 2093.56

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
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Emily Whitney, Advisor

Putnam County Junior High School  
 PCJH Staff Soda  
 April, 2019  
 Account #010-650

Beginning Balance	\$ 7,449.75
Transfers In	1,690.00
Subtotal	9,139.75
Less Expenditures	1,225.90
Balance	7,913.85

<u>Check #</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1581	04/01	Water Store	Water	22.34
1582	04/24	Caseys	pizza	79.92
1583	04/24	Grandma Rosies	Shirts	791.00
1584	04/25	Caseys	pizza	116.63
1585	04/26	Super Bowl	Sp.ed. bowling	58.50
1586	04/29	N/C Bank	Sp. Ed. Bowling	143.54
1587	04/29	Water Store	water	13.97

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Michael Olson, Principal

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Sandra A. Troglio, Secretary

Putnam County Junior High School  
 Student Council  
 April , 2019  
 Account #138-096

Beginning Balance	\$ 2116.77
Transfers In	<u>\$ 2540.00</u>
Subtotal	\$ 4656.77
Less Expenditures	<u>\$ 2476.50</u>
Balance	\$ 2180.27

<u>Check</u>	<u>Date</u>	<u>To Whom</u>	<u>Reason</u>	<u>Amount</u>
1025	4-4	April Casey	yearbooks	\$2476.50

Mike Olson, Principal

Kristin Erickson, Sponsor

Putnam County Junior High School  
 PCJH Activity Fund  
 April, 2019

<u>Account name &amp; #</u>	<u>Beginning Bal</u>	<u>Transfer In</u>	<u>Transfer Out</u>	<u>Ending Bal.</u>
PCJH Cheerleading 138-258	\$ 309.23	00.00	00.00	\$ 309.23
PCJH Girls Athletic 010-707	16,806.54	00.00	1,267.25	15,539.29
PCJH Puma Crew 010-561	2,093.56	00.00	00.00	2,093.56
Staff Soda 010-650	7,449.75	1,690.00	1,225.90	7,913.85
PCJH Student Council 138-096	2,116.77	2,540.00	2,476.50	2,180.27

\_\_\_\_\_  
 Michael Olson, Principal

\_\_\_\_\_  
 Sandra A. Troglia, Secretary

**IMPREST REPORT**  
**PUTNAM COUNTY HIGH SCHOOL**  
 Apr-19  
 Clayton Theisinger, Principal

Balance March 31, 2019	\$3,592.00
replenishment requested	\$2,408.00
 Maximum Balance	 \$6,000.00
 Balance as of April 30, 2019	 \$3,146.00
Replenishment Requested	\$2,854.00

Rich Cacciatori	10-1501-319-2	VBB Umpire	\$62.00
John Driesbeck	10-1501-319-2	VBB Umpire	\$62.00
Ed Derix	10-1501-319-2	VSB Umpire	\$62.00
Todd Ryan	10-1501-319-2	VSB Umpire	\$62.00
Ed Derix	10-1501-319-2	VSB Umpire	\$62.00
Todd Ryan	10-1501-319-2	VSB Umpire	\$62.00
Dick Essman	10-1501-319-2	Track Starter	\$125.00
Joel Gerdovich	10-1501-319-2	JVBB Umpire	\$55.00
Jim Heth	10-1501-319-2	JVBB Umpire	\$55.00
Gary Harlow	10-1501-319-2	JVBB Umpire	\$55.00
Scott Schennum	10-1501-319-2	JVBB Umpire	\$55.00
Rich Cacciatori	10-1501-319-2	VBB Umpire	\$62.00
Jay Gerber	10-1501-319-2	VBB Umpire	\$62.00
Dave Elliott	10-1501-319-2	JVBB Umpire	\$55.00
Jay Gerber	10-1501-319-2	JVBB Umpire	\$55.00
Dick Essman	10-1501-319-2	Track Starter	\$125.00
Ron Lieteritz	10-1501-319-2	VBB Umpire	\$62.00
Derek Neahrng	10-1501-319-2	VBB Umpire	\$62.00
Dave Trueblook	10-1501-319-2	VBB Umpire	\$62.00
Ron Leiteritz	10-1501-319-2	umpire DH	\$120.00
Wethersfield High School	10-1501-640-2	Track invite B & G	\$150.00
BV High School	10-1501-640-2	Track invite B & G	\$100.00
John Alexander	10-1501-319-2	JVBB Umpire	\$55.00
Jay Gerber	10-1501-319-2	JVBB Umpire	\$55.00
Jim Eustice	10-1501-319-2	VBB Umpire	\$62.00
Ray Snyder	10-1501-319-2	VBB Umpire	\$62.00
Ed Derix	10-1501-319-2	VSB Umpire	\$62.00
Todd Ryan	10-1501-319.2	VSB Umpire	\$62.00
James Knauf	10-1501-319-2	VBB Umpire	\$62.00
Jeff Sonnenberg	10-1501-319-2	VBB Umpire	\$62.00
Brain Winnie	10-1113-332-2	Music Conference	\$540.00
Ottawa High School	10-1501-640-2	Track invite B & G	\$200.00

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

<b>From Date:</b>	4/1/2019
<b>To Date:</b>	4/30/2019

<b>From Acct:</b>	100
<b>To Account:</b>	604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	Office	\$11,508.11	\$0.00	(\$474.57)	\$0.00	\$11,033.54	\$0.00	\$11,033.54
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	\$436.72	\$377.00	(\$156.86)	\$0.00	\$656.86	\$0.00	\$656.86
000115	PACC	\$56.53	\$0.00	\$0.00	\$0.00	\$56.53	\$0.00	\$56.53
000120	Baseball	\$6,422.96	\$2,395.00	(\$2,780.84)	\$0.00	\$6,037.12	\$0.00	\$6,037.12
000125	Girl's Softball	\$192.21	\$168.00	\$0.00	\$0.00	\$360.21	\$0.00	\$360.21
000130	PC Enterprises	\$968.24	\$0.00	\$0.00	\$0.00	\$968.24	\$0.00	\$968.24
000135	Golf	\$642.62	\$0.00	\$0.00	\$0.00	\$642.62	\$0.00	\$642.62
000137	Girls Golf	\$228.69	\$0.00	\$0.00	\$0.00	\$228.69	\$0.00	\$228.69
000140	Scholastic Bowl	\$373.63	\$0.00	\$0.00	\$0.00	\$373.63	\$0.00	\$373.63
000150	Interact Club	\$1,915.64	\$0.00	\$0.00	\$0.00	\$1,915.64	\$0.00	\$1,915.64
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	\$3,567.28	\$410.00	(\$1,821.86)	\$0.00	\$2,155.42	\$0.00	\$2,155.42
000300	Journalism	\$2,754.73	\$1,160.00	\$0.00	\$0.00	\$3,914.73	\$0.00	\$3,914.73
000310	Oldies Club	\$106.17	\$0.00	\$0.00	\$0.00	\$106.17	\$0.00	\$106.17
000320	Girl's Basketball	\$1,526.28	\$565.00	(\$1,903.44)	\$0.00	\$187.84	\$0.00	\$187.84
000325	Boy's Basketball	\$1,682.88	\$0.00	\$0.00	\$0.00	\$1,682.88	\$0.00	\$1,682.88
000330	Student Council	\$2,245.82	\$971.35	(\$972.60)	\$0.00	\$2,244.57	\$0.00	\$2,244.57
000340	N.H.S.	\$1,305.62	\$153.00	\$0.00	\$0.00	\$1,458.62	\$0.00	\$1,458.62
000345	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000350	Landscaping	\$374.71	\$3.74	\$0.00	\$0.00	\$378.45	\$0.00	\$378.45
000360	FFA	\$3,482.65	\$0.00	\$0.00	\$0.00	\$3,482.65	\$0.00	\$3,482.65
000365	Greenhouse Project	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
000370	Cheerleading	\$2,611.60	\$0.00	(\$102.91)	\$0.00	\$2,508.69	\$0.00	\$2,508.69
000380	Panteras	\$1,077.21	\$0.00	\$0.00	\$0.00	\$1,077.21	\$0.00	\$1,077.21
000390	Media Club	\$1,361.32	\$0.00	(\$82.21)	\$0.00	\$1,279.11	\$0.00	\$1,279.11
000395	Computer Club	\$333.40	\$0.00	\$0.00	\$0.00	\$333.40	\$0.00	\$333.40
000400	Tournament Athletics	\$9,280.43	\$200.00	\$0.00	\$0.00	\$9,480.43	\$0.00	\$9,480.43
000405	PC Graduation Rollover	\$6,071.85	\$0.00	\$0.00	\$0.00	\$6,071.85	\$0.00	\$6,071.85
000410	Thespians	(\$0.94)	\$0.00	\$0.00	\$0.00	(\$0.94)	\$0.00	(\$0.94)
000420	Science Club	\$182.20	\$503.00	(\$203.74)	\$0.00	\$481.46	\$0.00	\$481.46
000425	Wrestling	\$19.50	\$0.00	\$0.00	\$0.00	\$19.50	\$0.00	\$19.50

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

<b>From Date:</b>	4/1/2019
<b>To Date:</b>	4/30/2019

<b>From Acct:</b>	100
<b>To Account:</b>	604

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000430	Music (Band)	\$821.46	\$0.00	(\$266.15)	\$0.00	\$555.31	\$0.00	\$555.31
000440	Music (Chorus)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000500	Class of 2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000510	Message Board	\$55.84	\$0.00	\$0.00	\$0.00	\$55.84	\$0.00	\$55.84
000515	ITP Class	\$599.68	\$0.00	\$0.00	\$0.00	\$599.68	\$0.00	\$599.68
000520	TP Coffee Shop	\$1,174.26	\$134.75	(\$680.54)	\$0.00	\$628.47	\$0.00	\$628.47
000525	Unified PE	\$395.35	\$0.00	\$0.00	\$0.00	\$395.35	\$0.00	\$395.35
000530	Class of 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000540	Volleyball	\$3,374.11	\$0.00	\$0.00	\$0.00	\$3,374.11	\$0.00	\$3,374.11
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000600	Class of 2019	\$3,730.14	\$0.00	(\$1,137.00)	\$0.00	\$2,593.14	\$0.00	\$2,593.14
000602	Class of 2020	\$6,568.53	\$4,710.00	(\$3,791.57)	\$0.00	\$7,486.96	\$0.00	\$7,486.96
000603	Class of 2021	\$1,334.40	\$0.00	\$0.00	\$0.00	\$1,334.40	\$0.00	\$1,334.40
000604	Class of 2022	\$1,962.61	\$0.00	\$0.00	\$0.00	\$1,962.61	\$0.00	\$1,962.61
<b>Group Total</b>		<b>\$83,183.97</b>	<b>\$11,750.84</b>	<b>(\$14,374.29)</b>	<b>\$0.00</b>	<b>\$80,560.52</b>	<b>\$0.00</b>	<b>\$80,560.52</b>
<b>Activity Accounts Grand Total</b>		<b>\$83,183.97</b>	<b>\$11,750.84</b>	<b>(\$14,374.29)</b>	<b>\$0.00</b>	<b>\$80,560.52</b>	<b>\$0.00</b>	<b>\$80,560.52</b>

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

Bookkeeper: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Principal: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

SUPERINTENDENT IMPREST  
APRIL 2019

BANK BALANCE		\$ 1,968.72
REPLENISHMENT REQUEST MARCH		\$ 0.00
IMPREST BALANCE		\$ 1,968.72
REPLENISHMENT AMOUNT REQUESTED		\$ 297.10
BALANCE		\$ 1,671.62
#3111	3/15/19 POSTMASTER 10-2320-341-1	\$ 7.40
#3112	4/23/19 ZUKOWSKI LAW OFFICE 10-2310-640-6	\$ 260.00
#3113	4/24/19 SV BOAT CLUB 10-2310-410-6	\$ 29.70
TOTAL REIMBURSEMENT		\$ 297.10

**Putnam County Community Unit School District #535**

Treasurer's Report April 30, 2019

	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	4,531,838.92	308,932.59	125,218.52	533,356.26	381,342.86	2,543,841.62	207,160.68	179,723.58	-	8,811,415.03
Add: Receipts	963,419.47	386.63	79.82	132,834.08	369.18	2,941.27	96.03	225.75		1,100,352.23
Less: Expenditures	659,596.85	78,051.40	-	110,009.72	26,691.16	-	22,934.98	-		897,284.11
Less: Outstanding Deposits										-
Interest										-
Adjusting Entries	-	(13.58)								(13.58)
<b>District Balances</b> 4/30/2019	<b>4,835,661.54</b>	<b>231,254.24</b>	<b>125,298.34</b>	<b>556,180.62</b>	<b>355,020.88</b>	<b>2,546,782.89</b>	<b>184,321.73</b>	<b>179,949.33</b>	<b>-</b>	<b>9,014,469.57</b>
Add: Outstanding Checks									14,992.39	14,992.39
<b>Reconciliation Balance 04/30/19</b>	<b>4,835,661.54</b>	<b>231,254.24</b>	<b>125,298.34</b>	<b>556,180.62</b>	<b>355,020.88</b>	<b>2,546,782.89</b>	<b>184,321.73</b>	<b>179,949.33</b>	<b>14,992.39</b>	<b>9,029,461.96</b>

(these balances should equal Total Cash & Investments)

6.79\*2=13.58

**Bank Balances Made up of the Following Funds**

Account Type	APY	Fund 10	Fund 20	Fund 30	Fund 40	Fund 50	Fund 70	Fund 80	Fund 90	Total	Bank Statements	Difference
<b>NOW Accounts:</b>												
Granville Natl Bank	0.15%	310,834.23	14,904.61	-	1,474.34	-	-	-	-	327,213.18	327,213.18	-
First State Bank	0.15%	73,667.85	209,410.55	97,280.55	51,505.99	118,114.22	62,380.55	161,253.34	62,380.55	835,993.60	850,104.80	(14,111.20)
North Central Bank	0.00%	-	-	-	-	-	-	-	-	-	-	0
Subtotal:		384,502.08	224,315.16	97,280.55	52,980.33	118,114.22	62,380.55	161,253.34	62,380.55	1,163,206.78		
<b>Money Market Accounts:</b>												
First State Bank	1.51%	823,615.25	33,407.15	-	119,237.80	76,368.09	86,483.96	7,894.58	81,443.71	1,228,450.54	1,228,450.54	-
North Central Bank	1.76%	3,599,888.76	(30,107.93)	28,017.79	383,962.49	160,538.57	1,110,338.51	15,173.81	36,125.07	5,303,937.07	5,303,937.07	0
IL Fund	0.00%	12,855.45	-	-	-	-	-	-	-	12,855.45	12,855.45	0
INB	0.00%	1,000.00	-	-	-	-	-	-	-	1,000.00	1,000.00	0
Subtotal:		4,437,359.46	3,299.22	28,017.79	503,200.29	236,906.66	1,196,822.47	23,068.39	117,568.78	6,546,243.06		
<b>Certificates of Deposits</b>												
First State Bank	2.52%						214,657.27			214,657.27		
First State Bank	2.52%						345,723.74			345,723.74		
North Central Bank	1.57%						727,198.86			727,198.86		
Subtotal:							1,287,579.87			1,287,579.87		
Tree Fund / NCB CD			3,639.86							3,639.86		
Imprest Fund		13,800.00								13,800.00	5-1 Dir. Deposits	-
<b>TOTAL CASH &amp; INVESTMENTS:</b>		<b>4,835,661.54</b>	<b>231,254.24</b>	<b>125,298.34</b>	<b>556,180.62</b>	<b>355,020.88</b>	<b>2,546,782.89</b>	<b>184,321.73</b>	<b>179,949.33</b>	<b>-</b>	<b>9,014,469.57</b>	<b>(14,111.20)</b>
Difference												
Outstanding Checks										14,992.39	14,992.39	881.19

*Daniel J. Wujek*

Total Funds	9,014,469.57
CD's	1,291,219.73
Unreserved	7,723,249.84

86

402 East Silverspoon Ave.  
Granville, Ill. 61326



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

**Putnam County High School**  
Mr. Clayton J. Theisinger  
Principal

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## BOARD REPORT: May 2019

### GENERAL INFORMATION

#### Law Day

The senior class attended the annual law day on Friday, April 26, 2019, which was hosted by the PC Bar. Students participated in the various roles of a mock trial and received a firsthand look into judicial proceedings. Mr. Shore and Mr. Bolin shared that this year was the 40<sup>th</sup> time this event took place, meaning the first class to experience law day is now 58 years old. Photos from the event, as taken by Mr. Shore, are below:



## **Prom & Afterglow**

On Saturday, April 27, 2019, the junior class hosted the 2019 Prom followed by the Afterglow, which was hosted by Putnam County Rotary Club. Students engaged in the annual events of Premiere, dinner, and dancing. At Premiere, Miss Annie Sabotta was crowned queen and Mr. Ryan Mooberry was announced as king. I am happy to report that students had a fun and responsible evening with no major incidents or concerns arising throughout the events.

## **Scholarships & Awards Night**

We hosted the 44<sup>th</sup> Annual Scholarships and Awards assembly on Wednesday, May 8, 2019, in the high school auditorium. Throughout the evening, numerous students were provided with merits and scholarships totaling near \$200,000 for post-secondary education and training. Also, students receiving high honor roll were provided their academic awards and our senior student-athletes were recognized for their participation over the past years.

## **ACADEMICS**

### **SAT – Preliminary Results**

Junior students began to receive their SAT score reports from the official administration day in April. As a school, we do not begin to receive final reports until the end of this month. Based on conversations with students, scores seem to be averaging higher than the previous two years. In addition, individual-level analysis shows that most students saw improvements in their achievements since the administration of the PSAT/NMSQT in October. One student even achieved the highest score attained at PCHS on the SAT since its first administration in 2016-2017.

### **AP Exams**

Mr. Tyler Ellena, guidance counselor, has been very busy with end-of-the-year events, including administration of our annual AP Exams. This year he will be proctoring 31 exams with the hope that all those taking them will score high enough to attain college credits within the State of Illinois. New this year, the exams are being provided at the Granville American Legion Hall to provide students with a secure and quiet setting.

### **Enrollment**

Enrollment as of May 8<sup>th</sup>, 2019 is as follows:

Freshman	58
Sophomore	70
Junior	62
Senior	71
Post-Grad	3
Other	1
Total	265 (no enrollments or withdraws within the last month)

# MAY Board Report

PRINCIPAL: RONDA CROSS

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## PCPS Enrollment:

PreK - 80

K - 50

1<sup>st</sup>- 67

2<sup>nd</sup>- 49

## Proud Moments & Upcoming Events:

- **May 21<sup>st</sup>** End of the Year Assembly
- **May 23<sup>rd</sup>** Building Leadership Team Mtg.
- **May 24<sup>th</sup>** Last Day of RtI Services
- **May 28<sup>th</sup>** Early Dismissal: Staff & Parent Mtgs.
- **May 29<sup>th</sup>** Early Dismissal: Report Cards
- **May 30<sup>th</sup>** Early Dismissal: Room Teardown/Mtgs.  
9:30 & 10:30 Magic Shows  
10:30 PreK Closing Prog.  
12:45 Kindergarten Promotion HS Auditor.
- **May 31<sup>st</sup>** Early Dismissal  
Bouncy Houses & Field Day

## Teacher/Staff Appreciation Week

We celebrated Teacher/Staff Appreciation during the week of May 6<sup>th</sup>. I sent an email out to parents asking for them to write with their child one thing they love about their teacher and bring those in to the teacher (No cost, but high heart impact.) We also had the following activities at PCPS:

Monday – Jeans and Bagel Day

Tuesday – “Toe”tally Awesome You (Nail polish)

Wednesday – District lunch from Demilio’s

Thursday – PTO lunch from Hennepin Foods

Friday – “We hit the Lottery” (lotto ticket)

## Handbook Revisions

PCPS and PCES have conducted their joint handbook review for the 2019-20 school year. Corrections have been made to the master document and included for your review. This is a very efficient committee due to the consolidation of three handbooks down to one all-inclusive handbook for PreK-5<sup>th</sup> and it’s a great committee to work with.

## Grant Updates

Early Childhood FY20 Grant Awards – Nothing has been distributed on the PFA grant for next year yet. I am anticipating level funding (Approx. \$246,000). Although it does not cover 100% of the expenses for salaries, transportation, materials and supplies, it does go a long way in providing much needed services to our county.

Title I, II & IV – I attended a Consolidated District Plan meeting on May 14<sup>th</sup>. The State Board staff provided updates on a new system for all of the grants that places many things in one document, but does not reduce the workload. The purpose of the CDP is to have goals align between the grants so that there is conduit between the systems for efficiency and opportunity to better serve students. I also have included the new schoolwide improvement plan for the Board’s approval for the State. While it is not much different than in the past, the State Board is requiring new Board approval due to the Consolidated District Plan implementation.

### **Young Author’s Recognition**

Calvin Fiedler, Jolene Poole, Kenzie Thomas, Lilly Mini, Tayton Brown, Vincent Cortez, 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 participate in this event!



### **Kindergarten Mother’s Day Tea at PCPS!!**



# PCPS Exceptional Learners' Week

- Feather Project
- Mix & Match Day – We all go Together!
- Bright Colors – Future's So Bright...



**Mrs. Cravatta built the wings and Lila is showing how she would use them.**



**Aiden and Joslyn...spreading their wings!**



**Landen and Alex rockin' out and taking off...**

# HOP INTO SPRING PRESCHOOL PROGRAM



## Surfer of the Week!!



Angel Chasteen & Cody Cimei – Kindergarten



Davis Carlson – 1<sup>st</sup> Grade



Marshall Hollocker – Kindergarten



**Chloe Christensen- 1<sup>st</sup> Gr.**



**Savannah Grasser-2<sup>nd</sup> Gr.**



**Millie Harris & Caiden Ahrens – 2<sup>nd</sup> Grade**



**Mrs. Edens – Preschool Teacher**



**Ms. Mary & Ms. Kelly – Food Service**



**Ms. Gallup & Mrs. Nickel – Special Education Paraprofessionals**

## **SENIOR WALK 2019!**



# **Putnam County Primary School**

## **Recommendations for Hire or Transfer (2019-2020)**

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### **Position: Kindergarten Teacher**

**Candidate Recommended: Jenna Hambly**

The kindergarten team and I interviewed Jenna out of 5 applicants submitted during a seven week period.

Ms. Hambly has 6 years of teaching experience at the 2<sup>nd</sup> grade level in Arizona. She has also earned her English Language (EL) endorsement and master's degree. 2<sup>nd</sup> 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: Primary Special Education Teacher**

**Candidate Recommended: Michelle Erickson**

Ms. Erickson has met with me and toured the Primary School in interest of the Primary special education teaching position. She contacted Mrs. McNelis and myself indicating that she would like to transfer from the Junior High to the Primary for the 2019-20 school year. We are all in agreement with this transfer.

## 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 %	30/61.2%	37/75.5%	30/61.2%	40/81.7%	30/61.2%	44/91.8%	47/95.8%	43/87.6%	45/90%	46/92%	
25-11th %	9/18.4%	7/14.3%	5/10.2%	6/12.2%	5/10.2%	1/2.1%	1/2.1%	4/8.2%	2/4%	2/4%	
10-0%	10/20.4%	5/10.2%	14/28.6%	3/6.1%	14/28.6%	3/6.1%	1/2.1%	2/4.1%	3/6%	2/4%	

	Number Naming Fluency			Quantity Total Fluency			Concepts & Applications			Quantity Difference Fluency	
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Winter	Spring
100-26th %	35/71.5%	44/89.8%	47/94%	30/61.2%	45/91.8%	43/86%	34/69.4%	37/77.1%	46/92%	42/87.5%	47/96%
25-11th %	8/16.3%	2/4.1%	1/2%	14/28.6%	0/0.0%	5/10%	10/20.4%	4/8.3%	1/2%	5/10.4%	1/2%
10-0%	6/12.2%	3/6.1%	2/4%	5/10.2%	4/8.2%	2/4%	5/10.2%	7/14.6%	3/6%	1/2.1%	1/2%

### 1st Grade

	Phoneme Seg.	Letter Word/Sound Flu.	Word Reading Fluency			Oral Reading Fluency		
	Fall	Fall	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	51/78.5%		55/82%	51/75.0%	45/67.2%	39/58.2%	44/64.7%	45/67.2%
25-11th %	11/16.9%		6/9%	13/19.1%	14/20.9%	13/19.4%	17/25.0%	14/20.9%
10-0%	3/4.6%		6/9%	4/5.9%	8/11.9%	15/22.4%	7/10.3%	8/11.9%

	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 %	48/71.7%	54/79.4%	54/79.4%	48/71.7%	57/83.8%	62/91.1%	34/69.4%	51/77.2%	50/74.6%	49/75.4%	55/84.6%
25-11th %	8/11.9%	5/7.4%	9/13.2%	12/17.9%	7/10.3%	1/1.5%	10/20.4%	11/16.7%	7/10.4%	7/10.8%	6/9.2%
10-0%	11/16.4%	9/13.2%	5/7.4%	7/10.4%	4/5.9%	5/7.4%	5/10.2%	4/6.1%	10/15%	9/13.8%	4/6.2%

### 2nd Grade

	Oral Reading Fluency			Vocabulary			Reading Comprehension		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	39/58.2%	38/79.1%	38/79.2%	38/76%	46/95.8%	41/85.4%	38/76%	40/83.3%	42/87.6%
25-11th %	13/19.4%	7/14.6%	7/14.5%	7/14%	2/4.2%	6/12.5%	6/12%	6/12.5%	5/10.4%
10-0%	15/22.4%	3/6.3%	3/6.3%	5/10%	0/0.0%	1/2.1%	6/12%	2/4.2%	1/2.1%

	Number Compare/Fluency			Mental Comp Fluency			Concepts & Applications			Number Sense Fluency (NSF)		
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	33/66%	39/83.0%	41/85.4%	46/92%	40/85.1%	41/85.4%	42/84%	41/87.2%	46/92%	43/86%	41/87.2%	40/83.4%
25-11th %	17/34%	1/2.1%	3/6.3%	2/4%	3/6.4%	4/8.3%	5/10%	5/10.7%	1/2%	6/12%	3/6.4%	6/12.4%
10-0%	0/0%	7/14.9%	4/8.3%	2/4%	4/8.5%	3/6.3%	3/6%	1/2.1%	3/6%	1/2%	3/6.4%	2/4.2%

### AIMSweb Plus Data (3rd-5th)

3rd Grade												
Percentile	Vocabulary			Reading Comprehension			Oral Reading Fluency					
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	48/85.7%	50/89.3%		42/75%	45/80.4%		39/69.6%	38/67.8%				
25-11th %	5/8.9%	4/7.1%		7/12.5%	7/12.5%		11/22%	13/23.2%				
10-0%	3/5.4%	2/3.6%		7/12.5%	4/7.1%		7/14%	5/9.0%				
NSF												
NCF-T												
MCF												
CA												
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	43/76.8%	44/78.5%	43/76.8%	44/78.6%	43/76.7%	45/80.3%	45/80.3%	47/83.9%	43/76.8%	38/67.8%	49/87.4%	47/83.9%
25-11th %	7/12.5	7/12.5%	9/16.1%	7/12.5%	8/14.3%	3/5.4%	8/14.3%	6/10.7%	12/21.4%	8/14.3%	5/9.0%	7/12.5%
10-0%	6/10.7%	5/9.0%	4/7.1%	5/8.9%	5/9.0%	8/14.3%	3/5.4%	3/5.4%	1/1.8%	10/17.9%	2/3.6%	2/3.6%
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 %	32/64%	42/85.7%	38/76%	35/70%	39/79.6%	41/82%	32/64%	34/69.4%	32/64%	35/76.1%	39/81.2%	38/77.5%
25-11th %	15/30%	4/8.2%	9/18%	12/24%	7/14.3%	5/10%	11/22%	6/12.2%	10/20%	7/15.2%	2/4.2%	9/18.4%
10-0%	3/6%	3/6.1%	3/6%	3/6%	3/6.1%	4/8%	7/14%	9/18.4%	8/16%	4/8.7%	7/14.6%	2/4.1%
NSF												
NCF-T												
MCF												
CA												
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	36/72%	42/85.7%	36/72%	36/72%	32/65.4%	37/74%	33/66%	44/89.8%	38/76%	32/64%	42/85.7%	45/90%
25-11th %	7/14%	3/6.1%	6/12%	7/14%	11/22.4%	5/10%	11/22%	2/4.1%	7/14%	10/20%	6/12.2%	3/6%
10-0%	7/14%	4/8.2%	8/16%	7/14%	6/12.2%	8/16%	6/12%	3/6.1%	5/10%	8/16%	1/2.1%	2/4%
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 %	44/84.75	46/88.5%	45/86.5%	44/84.6%	42/80.7%	43/82.7%	37/77%	40/76.9%	39/75%	44/86.3%	44/86.3%	45/86.5%
25-11th %	6/11.5%	5/9.6%	4/7.7%	4/7.7%	22/42.3%	7/13.5%	9/18.8%	8/15.4%	9/17.3%	5/9.8%	5/9.8%	5/9.7%
10-0%	2/3.8%	1/1.9%	3/5.8%	4/7.7%	3/5.8%	2/3.8%	2/4.2%	4/7.7%	4/7.7%	2/3.9%	2/3.9%	2/3.8%
NSF												
NCF-T												
MCF												
CA												
	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring	Fall	Winter	Spring
100-26th %	50/96.2%	46/88.5%	49/94.3%	50/96.2%	47/90.4%	47/90.4%	48/92.3%	49/94.3%	49/94.4%	40/76.9%	48/92.3%	46/88.4%
25-11th %	2/3.8%	6/11.5%	2/3.8%	0/0%	5/9.6%	3/5.8%	3/5.8%	2/3.8%	3/5.8%	7/13.5%	4/7.7%	3/5.8%
10-0%	0/0%	0/0.0%	1/1.9%	2/3.8%	0/0.0%	2/3.8%	1/1.9%	1/1.9%	0/0.0%	5/9.6%	0/0.0%	3/5.8%



**Putnam County Elementary School**

*326 S. 5<sup>th</sup> St.  
Hennepin, IL 61327*

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

**May 2019 Board Report**  
***Mrs. Courtney Balestri***

---

**Enrollment**

**3rd Grade = 55** (class sizes of 17, 18, 20) (-1)

**4<sup>th</sup> Grade = 49** (class sizes of 16, 16, 17) (+/-0)

**5<sup>th</sup> Grade = 52** (class sizes of 17, 17, 18) (+/-0)

**AimswebPlus Spring Benchmark**

AimeswebPlus spring benchmarking took place during the week of May 6<sup>th</sup>. Grade level teams analyzed their data to determine final Rtl placements for the remainder of this school year and the beginning of next year. Rtl coaches will assist me with data transition from grade to grade. Additionally, this information will be useful when I create homeroom assignments for next school year. Please see the attached report for benchmark results.

**ELA Adoption Committee**

There are not enough positive words I can say about this committee and the process we've been through the past two year. We knew at the very beginning of the process that it wasn't going to be easy, but every step along the way this committee demonstrated professionalism. The collaboration among teachers and administrators made this process a tremendous success. So much so that I look forward to sharing this process with other administrators who are seeking a series adoption. Now that the committee has determined the best series for our students, and I thrilled to be moving forward and investing our time in learning how to implement the new series. Mrs. Cross and I are currently working on scheduling professional development pending the Board's approval of this series.

**Young Authors**

On May 2<sup>nd</sup>, we acknowledged 6 PCES students who were chosen as recipients of the Young Author's award. Congratulations to 3<sup>rd</sup> graders Quincy S. and Sofia B., 4<sup>th</sup> graders Ashlyn K. and Dominic C., and 5<sup>th</sup> graders Beckham B. and Jamie S. These students enjoy a special luncheon with a guest of their choice followed by a fun afternoon at Grand

Bear Lodge where students and their guest listened to a presentation from a published author. Students then had the opportunity to do a meet and greet with the author. I am very proud of all six of these students who used their creativity to write an original piece.

### **Excellence in Education Banquet**

Congratulations to Mr. Anderson who was this year's PCES Excellence in Education recipient. Mr. Anderson was recognized at the banquet on May 2<sup>nd</sup> for his dedication to students and additional support he provides to colleagues in the building.

### **3<sup>rd</sup> Grade Geography Fair**

Third grade teachers and their students presented a geography fair for their families and fellow elementary students. Each 3<sup>rd</sup> grade student was responsible for researching their county and creating a slideshow with facts about their county, create a poster board, and any additional resource they'd like to share about their county. Some student chose to construct famous landmarks while others chose to have sample food from their county. Great job, 3<sup>rd</sup> grade students!



### **4<sup>th</sup> Grade Trash to Treasure**

4<sup>th</sup> grade teachers and students held their annual Trash to Treasure Expo on May 13<sup>th</sup>. Students emphasize the importance of recycling by using any used or old items and creating something useful. As always, we had a great turn out with many community members walking through the gym and previewing student creations.





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

## **Putnam County Junior High School**

Michael Olson, Principal  
[olsonm@pcschoools535.org](mailto: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 20, 2019**

#### **Enrollment:**

6th Grade- 68 ( No Change)

7th Grade- 59 (No Change)

8th Grade- 63 (No Change)

Total= 190, 188 attending PCJH with 1 7th @ Truancy School and 1 8th @Ottawa Jr. High's Hearing Impaired/Spec Ed Program (No Change)

#### Student Activities

- Track
  - Our 8th Grade Boys & Girls Track Team won their Sectionals and we had many compliments on how well the Sectional we hosted was ran and our facilities.
  - We had 20 athletes win their Sectional and advance to state.
- 
- Science Fair
  - 8th Grader Madelyn Torrance earned A Gold Medal recognition at the State Science Fair
- Creative Writing Club
  - Mrs. Hannon took 5 young authors who earned the trip to go to the Starved Rock Young Authors Celebration

PUMA PACC

- Ms. Judd has created the PUMA PACC- Positive Actions Create Change. They started the year by delivering a positive message to our students to have a great year.
- They are planning a video presentation to our new 6th graders next year on how to be successful in Jr High

#### After School Activities

- We have started and are having great numbers each Monday and Wednesday- averaging 15-20 students who receive extra homework help and social/emotional lessons.

#### Fine Arts Festival

- May 3rd we had our Hazel Marie Boyle Fine Arts Festival where our Band & Chorus displayed some great art work and the band & chorus did an outstanding job.

#### CPR & AED

- Andy Jackson from PC EMS came and taught CPR & AED to all our 8th Graders.

#### Assessments

- We will be conducting our Spring MAP Assessments the week of April 27 and I will share the data in June.

#### Breakfast of Champions

- We hosted the annual Breakfast of Champions where we honored 101 students for their academic achievements during the school year.

#### 5th Grade Transition

- We are hosting each 5th grade class next week as the transition to Jr High. They learn the schedule, the expectations, the routines, meet the staff, and see how to be successful in Jr High

#### School Improvement

- We have been meeting to discuss ways to improve curriculum and instruction. The staff & I are Reading a book, called Active Participation-Making Every Student an Active Learner. This book discuss how to motivate and encourage every student to take an active role in their learning process.
- We are looking at the schedule for next year as we add Music Exploratory again. This will make our students' experience in Jr High more well rounded.
- This will also allow me to add a Math section for 7th Grade for Emily Whitney to allow for 4 sections of Math which will allow for smaller class size.
- THANK YOU MR. CARLSON and BOARD for your support of the Music program.
- I am working with Susan McNelis to attract a Special Ed. Teacher for Jr High

#### Handbook Changes for 2029-2020

- We looked at the IPA Model Handbook and added the new guidelines for handbooks. The policy changes are in bold, but the key points are included:
- The key changes from our Handbook Committee
  - Added section for changes to missing homework: Rationale is to help students increase their homework completion.
  - Added absence language to align with IPA state guidelines
  - Added that a student of an active military parent will be granted 5 days unexcused.

#### Graduation

- Thank you to Carl, Rollie, Michael, Emily & Rhiannon for their attendance at Graduation and words from Carl. It was a nice ceremony for our graduates.

Thank you for your support for our students- I am so appreciative and honored to be part of PC and enjoy a great summer.

#### Student of the Month-April



6th-Jacob Edens, 7th- Ava Hatton, & 8th-Azael Vargas



Andy Jackson teaching our 8th Graders CPR and how to use the AED



Breakfast of Champions



8th Grade Graduation!

## Transportation Report

### May 20, 2019

I conducted our monthly administrative team meeting on Wednesday, May 15, 2019. Irene Parola was not able to attend due to a family engagement.

- 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 experienced having a bus that was not functioning in a “healthy manner.” It was overheating and emitting a dark exhaust – darker than normal for school buses. Johannes removed that bus from the fleet and replaced with a properly functioning bus.
- We continue to monitor student behavior at the end of the year. Typically, the students get a little more wound up than normal with the warmer temperatures and anticipation of the school year winding down. We work to remind everyone to stay consistent.
- I will continue to keep the board members updated as we move forward.

## State Funding Update 5/20/19

The state still owes in the following categories

Special Education	\$ 54,668
Transportation	\$263,653
Early Childhood	\$196,022
Ag Grant	\$ 16,335
<u>Driver's Ed</u>	<u>\$ 3,229</u>
	\$533,907

Did receive confirmation that State Comptroller has released 3<sup>rd</sup> quarter mandated categorical payments. So, these figures should improve once those funds are received and processed.



<b>BANK</b>	<b>12 mo. CD APY</b>	<b>15 mo CD APY</b>	<b>27 mo CD APY</b>	<b>36 mo CD APY</b>
Granville Nat'l Bank	.80	.90	1.07	1.25
First State Bank	1.61	2.52	2.92	2.11
North Central Bank	2.20	2.52	2.63	2.68

Bid due 5/15/19

Investment Report  
May 20, 2019

See Approved Bid Sheet for results of each bid.

The recommendation is to accept the highest bid of 2.92% with a term of 27 months from First State Bank. This is a 1.35% increase from last year.

One year ago, the recommendation was to accept the highest bid of 1.57% from North Central Bank for this CD. At that time, it was a 1.18% increase from the previous year.

As you will see on the bid sheet, we had two banks submitting much higher, at least higher than normal, and competitive bids. Granville National has been the lowest in this process the past three years. Also, you will notice that we requested bids varying in length from 12 to 36 month. This was recommended by the board Treasurer Dan Wujek for the reasons you can see in the patterns of higher interest rates. In discussion with Dan, this is the best move for our district to take the 27-month option at the highest possible interest rate. With Dan's knowledge of trends in the banking industry, this is advantageous for our district to utilize that experience. The good news is over the past two years the interest rate has grown from 0.04% to almost 3%.

# **Putnam County High School**

**Putnam County Community Unit School District #535**

**- Student & Parent Handbook –**

**2019-2020**



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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## 2019-2020 OFFICIAL SCHOOL CALENDAR

Aug 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
				12/12/12		

Sep 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
				20/32/32		

Oct 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
				21/53/53		

Nov 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				18/71/71		

Dec 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
				15/86/86		

Jan 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				18/18/104		

Feb 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
				19/37/123		

Mar 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
				22/59/145		

Apr 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				16/75/161		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
				15/90/176		

Jun 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Early Dismissal (2:00)
Teacher Institute
No School
Holidays
Parent-Teacher Conferences
Emergency Days

CALENDAR INFO	
August 15, 2019	First Day of School
May 21, 2020	Last Day of School
Total Days of Attendance	176
Institute Days	4
PT Conferences	2

LEGAL HOLIDAYS	
September 2, 2019	Labor Day
October 14, 2019	Columbus Day
November 28, 2019	Thanksgiving Day
December 25, 2019	Christmas Day
January 1, 2020	New Year's Day
January 20, 2020	MLK Jr. Day
February 17, 2020	Presidents' Day
May 25, 2020	Memorial Day

## DAILY SCHEDULES

Daily Schedule		2:00 Schedule	
1 <sup>st</sup> hour	8:00 - 8:47	1 <sup>st</sup> hour	8:00 - 8:36
2 <sup>nd</sup> hour	8:50 - 9:36	2 <sup>nd</sup> hour	8:39 - 9:15
3 <sup>rd</sup> hour	9:39 - 10:25	3 <sup>rd</sup> hour	9:18 - 9:54
4 <sup>th</sup> hour	10:28 - 11:14	4 <sup>th</sup> hour	9:57 - 10:33
5 <sup>th</sup> hour Class	11:17 - 12:03	7 <sup>th</sup> hour	10:36 - 11:12
5 <sup>th</sup> hour Lunch	11:14 - 11:44	5 <sup>th</sup> hour Class	11:15 - 11:51
6 <sup>th</sup> hour Class	11:47 - 12:33	5 <sup>th</sup> hour Lunch	11:12 - 11:42
6 <sup>th</sup> hour Lunch	12:02 - 12:33	6 <sup>th</sup> hour Class	11:45 - 12:21
7 <sup>th</sup> hour	12:36 - 1:22	6 <sup>th</sup> hour Lunch	11:51 - 12:21
8 <sup>th</sup> hour	1:25 - 2:11	8 <sup>th</sup> hour	12:24 - 1:00
9 <sup>th</sup> hour	2:14 - 3:00	9 <sup>th</sup> hour	1:03 - 1:40
		Activity Period	1:40 - 2:00

## FINAL EXAM SCHEDULE

### 1<sup>st</sup> Semester: Day 1

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

### 2<sup>nd</sup> Semester: Day 1

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

### 1<sup>st</sup> Semester: Day 2

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

### 2<sup>nd</sup> Semester: Day 2

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

## STUDENT HANDBOOK ACKNOWLEDGMENT

Name of Student: \_\_\_\_\_

### Student Acknowledgement

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

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

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Parent/Guardian Acknowledgement

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

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

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# General School Information

## BASIC GUIDELINES DISCLAIMER

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

The Board's comprehensive policy manual is available for public inspection through the District's website ([www.pcschools535.org](http://www.pcschools535.org)) or at the Board office, located at: 400 E. Silverspoon Ave., Granville, IL, 61326

The School Board governs the school district, and is elected by the community. Current School Board members are:

The School Board has hired the following administrative staff to operate the school:

Mr. Carl Carlson, Superintendent  
Mr. Clayton Theisinger, Principal  
Mr. Christopher Newsome, Assistance Principal/Athletic Director

The school is located and may be contacted at:

402 E. Silverspoon Ave.  
Granville, IL 61326

## SAFETY PROGRAM

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

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

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

Drills may not be preceded by a warning to the students.

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designee must conduct a law enforcement drill during

the academic year. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

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

## **CONVICTED CHILD SEX OFFENDER AND NOTIFICATION LAWS**

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

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

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is on school property. A violation of this law is a Class 4 felony.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

## **MANDATED REPORTER**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois department of children and family services.

## **EQUAL EDUCATION OPPORTUNITIES**

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

## **SEX EQUITY**

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

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

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

## **ADMINISTRATIVE IMPLEMENTATION**

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

## **FUNDRAISING**

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

Class sponsors will split the concession stands as listed below for Volleyball Games, Girls' and Boys' JV and Varsity Basketball Games, and Wrestling Meets consisting of 3 or more teams.

Freshman Class – About 25% of Games

Sophomore Class – About 25% of Games

Junior Class – About 50% of Games and will be in-charge of stock

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

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

## **INTEGRATED PEST MANAGEMENT PLAN**

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

Even though pest control practices may involve a variety of chemical and non-chemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pesticides may be used. If such a control is used, parents and staff members can be informed of such prior to an application. A parent or staff member may contact the

school building Principal if they want to be added to a registry for notification prior to chemical application. Only those that request such will receive advance notice.

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

## **ASBESTOS MATERIALS**

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

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

## **ANIMALS ON SCHOOL PROPERTY**

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

## **FIRE DRILL**

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

## **FIRE ALARM EVACUATION PLAN**

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

The following routes should be taken based on location:

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

## **INCLEMENT WEATHER (TORNADO) DRILL & SAFETY PLAN**

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

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

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

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

## **EARTHQUAKE DRILL & SAFETY PLAN**

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

## **GRADING PERIODS**

### **Nine Week Grading Periods**

1<sup>st</sup> Quarter: August 15, 2018 – October 12, 2018

2<sup>nd</sup> Quarter: October 15, 2018 – December 20, 2018

3<sup>rd</sup> Quarter: January 8, 2019 – March 8, 2019

4<sup>th</sup> 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](http://www.pcschools535.org)), all announcements concerning adjustments in the school schedule due to inclement weather will be made on the following stations:

	<b>AM</b>	<b>FM</b>		<b>AM</b>	<b>FM</b>
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.

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

### **Fee Waiver: Eligibility Criteria**

A student shall be eligible for a fee waiver when:

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

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

### **Fee Waiver: Eligibility Verification**

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

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

### **Fee Waiver: Determination and Appeal**

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

### **Free and Reduced Price Food Service (FRPFS)**

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

### **FRPFS: Eligibility Criteria and Selection of Children**

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

## **FRPFS: Notification**

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

## **FRPFS: Nondiscrimination Assurance**

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

## **FRPFS: Appeal**

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

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

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

## **INSTRUCTIONAL PROGRAMMING**

### **Title I Programs**

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

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

### **Title I Parental Involvement**

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

## **District-Level Parental Involvement Compact**

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

## **School-Level Parental Involvement Compact**

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

## **English Learners**

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

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

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

## **Education of Homeless Children**

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

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

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring

the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may conduct a review as to whether such hardship continues to exist in accordance with State law.

### **Education of Children with Disabilities**

The School District shall provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (day before 22 birthday) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

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

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

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

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

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **Exemption from PE Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

## **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

## **Access to Classroom for Special Education Observation or Evaluation**

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

For further information, please contact the building principal.

## **Accidents/First Aid/Illness**

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

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

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

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

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

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

## **Head Lice**

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

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

## **Care of Students with Diabetes**

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

- a. Inform the school in a timely manner of any changes which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan

- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

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

### **Life Threatening Allergies and Life Threatening Chronic Illnesses**

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

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

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

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

### **Accommodating Breastfeeding Students**

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

- Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
- Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
- Access to a power source for a breast pump or any other equipment used to express breast milk.
- Access to a place to store expressed breast milk safely.
- Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child.
- The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

### **Student Biometric Information**

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

## **Student Medication**

Illinois School Code, 105 ILCS 5/10-22.21 states, “It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student.” When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “School Medication Authorization Form.”

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

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

## **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a “School Medication Authorization Form.” 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.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

## **Designated Caregiver Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;  
Copies of the registry identification cards are provided to the District; and  
That student’s parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis,

## INSTRUCTION AND CURRICULUM

### Curriculum Content

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

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

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

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
4. In grades 4 through 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
5. In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs, and Course Substitution*, and 7:260, *Exemption from Physical Activity*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law.
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work

program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system.
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.  
In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
18. In all schools offering a secondary agricultural education program, courses as required by 105 ILCS 5/2-3.80.
19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

## **Sex Education Instruction**

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

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason

for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology.

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

### **Exemption from PE Requirements**

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

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

- Enrollment in a marching band program for credit;
- Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic athletic program;
- Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).
- Students with an Individualized Education Program may also be excused from physical education courses

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

- The time of year when the student's participation ceases;
- The student's class schedule; and
- The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above

## **Request to Examine Instructional Material**

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

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

## Class Attendance Waiver Request

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

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

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

\_\_\_\_\_  
Student (please print)

\_\_\_\_\_  
Parent/Guardian (please print)

\_\_\_\_\_  
Parent/Guardian (Signature)

\_\_\_\_\_  
Date

# **Attendance, Enrollment, and Registration**

## **ADMISSIONS**

### **New Students**

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

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

### **Previously Enrolled Students**

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

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

### **Transfer Students**

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

## **ATTENDANCE POLICY**

### **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) between the ages of 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. 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 truanancies.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

## **Excessive Absences**

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

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

- Step 1: When a student has accumulated five (5) absences, excused or unexcused, in the same class in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.
- Step 2: Upon the seventh (7<sup>th</sup>) 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 (10<sup>th</sup>) absence from the same class, each semester, a notice will be sent to the parents from the Principal's office. Every absence after the 10<sup>th</sup>, 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 10<sup>th</sup> 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.

If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

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

### **Determining Excused or Unexcused Absences/Tardies**

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

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

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.
5. Attending a military honors funeral to sound TAPS

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

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

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

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

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

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.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

### **District Graduation Requirements**

A student must earn a total of 46.5 credits to be recommended for graduation from PCHS. One credit is defined as the successful completion of one semester of coursework, with the exception of Physical Education; a completed semester of Physical Education is equal to 0.5 credits. Within the 46.5 credits, the following requirements are mandated by the Illinois State Board of Education and/or the Putnam County Community Unit School District #535 Board of Education:

<b>Subject/Category</b>	<b>Credits Required</b>	<b>Other Requirements</b>
English	8	*All English courses count towards 2 years of writing-intensive courses
Mathematics	6	*Math 1 and Math 2 include required algebra and geometry content
Social Science	4	*2 credits must be in American History *1 credit must be in Civics
Science	6	
Fine Arts, Foreign Language, or Career-Tech Education	4	
Computer Applications I	1	
Health	1	
Physical Education	3.5	**Continuous enrollment
Driver Education	1	
Consumer Education	1	
<b>Total Credits</b>	<b>46.5</b>	

\*\*A student must remain enrolled in Physical Education every semester unless the student has received permission from the Principal for exemption. Only those students lacking necessary credits to meet graduation requirements will be provided with exemption.

## Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following:

- PSAT 8/9 – Grade 9 (Spring)
- PSAT 10 – Grade 10 (Spring)
- PSAT/NMSQT – Grade 11 (Fall)
- SAT – Grade 11 (Spring)

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

## Service Learning

The purpose of the service learning graduation requirement is to promote citizenship by preparing students to become tomorrow's leaders through preservation and conservation in our community. These hours must be community-based service whereby a student does not receive financial or other benefit for his/her volunteer work. Also, hours may not be served during the scheduled school day. 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:

- Distance learning course, including a correspondence, virtual, or online course.
- Courses in an accredited foreign exchange program.
- Summer school or community college courses.
- College courses offering dual credit courses at both the college and high school level.<sup>2</sup>
- Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
- Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
- Credit earned in a Vocational Academy.

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

### **Substitutions for Required Courses**

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

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

## Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

## **Standardized Testing and Grade Level Determination**

The purpose of standardized testing is to:

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

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

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

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

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

## **GRADING SYSTEM**

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

<b>Interval</b>	<b>Grade</b>	<b>GPA</b>
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' permanent file. Semester grades are calculated based on the following percentages:

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

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

## GRADING WEIGHTING CLASS RANK

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

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

### IVCC Dual Credit Courses

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

## LATIN HONORS

The Latin Honors Recognition is established to provide merit to students for their individual academic growth and accomplishments throughout their four years at PCHS. Students are recognized during the graduation ceremony based on their cumulative GPA at the end of eight semesters. Categories for Latin Honors are as follows:

- Cum Laude – 3.33 to 3.79
- Magna Cum Laude – 3.80 to 4.19
- Summa Cum Laude – 4.2+

## CLASS RANK

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

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

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

## **Incomplete Grades**

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

## **Honor Roll**

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

## **High Honor Roll**

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

Additional factors:

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

## **Student Guidelines for Coursework at IVCC**

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

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

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

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

- Parent-teacher conferences
- Counseling services by social workers and/or parent/guardian
- Counseling services by psychologists
- Psychological testing
- Truants’ alternative and optional education program
- Alternative school placement

- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities law, as it may be amended from time-to-time.
- Graduation incentives program
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

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

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

### **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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law (see page 24).
  - 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. 5<sup>th</sup> tardy and all subsequent tardies
3. 2<sup>nd</sup> truancy infraction and all subsequent trancies
4. Leaving school without permission
5. Theft
6. Driving to and from ACC without permission
7. 5<sup>th</sup> detention excluding tardies/unprepared for class
8. Failure to report to an assigned office detention

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

### **Out of School Suspensions**

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

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

### **Expulsion**

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

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

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

## **STUDENT INTERNET RULES**

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

### **Acceptable Use Policy for Internet Use**

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

### **Terms and Conditions:**

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

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

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

### **Additional PCHS Rules**

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

## **RESTRICTIONS ON PUBLICATIONS AND WRITTEN OR ELECTRONIC MATERIAL**

### **School-Sponsored Publications and Web Sites**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.
5. All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

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

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

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

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

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or

distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activity.
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.<sup>1</sup>
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

### **Student Created or Distributed Written or Electronic Material Including Blogs**

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

### **School Jurisdiction**

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school.

3. Traveling to or from school or a school activity, function, or event.
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member or student; the conduct may reasonably be considered to be an interference with school purposes or an educational function; or the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

## **CRIMINAL ACTS**

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

### **Arson**

The malicious, intentional attempt to burn any property.

### **Breaking and Entering**

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

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call 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*.<sup>2</sup>

**Harassment of Students Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that

the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

### **Sexual Harassment of Students Prohibited**

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

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

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

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

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

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Intimidation or Harassment**

All students are to be free to attend school without concern of threats or demands. Sexual harassment is a form of discrimination that violates the 14<sup>th</sup> 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.

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.

### **Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

#### **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.

- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action in according to the school’s disciplinary procedures.

### **Lockers**

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

### **Purses and Book Bags**

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

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

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

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

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

### **Student Language/Student Expression**

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

## **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.

- 1<sup>st</sup> incident: office detention
- 2<sup>nd</sup> incident: in-school suspension
- 3<sup>rd</sup> 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.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

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

## **Security Cameras**

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

## **Field Trips and Recreational Class Trips**

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

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

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

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

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **Regulations Governing High School Dances or Other Activities**

1. School sponsored dances at night may only be held the day preceding a day on which school will not be in session.
2. Students who are not part of the Putnam County High School student body are not permitted to attend unless accompanied by a PCHS student. PCHS students must submit the name of the guest using the dance request form to the dance sponsor at least three days in advance of the dance or activity. Students who are below the 9<sup>th</sup> grade or above 20 years of age will not be allowed to attend PCHS dances.
3. Clothes worn at the dances must be appropriate for the occasion and throughout the occasion. Please refer to the section detailing inappropriate dress for details.
4. No dances will be held without supervision and prior approval of the Principal.
5. Evening dances will close no later than 11:00 p.m.
6. Students who are absent from school during the day may not attend extracurricular activities after school or in the evening. Students must be in attendance by the start of second hour to participate in any afterschool activities.
7. Students must be in attendance prior to the start of second hour on Friday for dances held on Saturday.
8. Students who leave a dance will not be readmitted.
9. Students must arrive at the dance no later than 8:30 and may not depart until 10:30, unless other time parameters have been set for the event.
10. Students who have received a concussion and are being excused from academic classes due to the concussion will not be permitted to attend the dance.

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

### **Alternative School**

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

## Student Services

### AWARDS AND CERTIFICATES

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

Anderson Alleman Education Scholarship	Nelson Family Trust Scholarship
Mike Anders Language Scholarship	Adolph and Elmer Pletsch Scholarship
Bill Biagi Memorial FFA Alumni Scholarship	PCEA Scholarship
Hazel Marie Boyle Memorial Scholarship	Putnam County Science and Engineering Scholarship
Walter Durley Boyle Memorial Scholarship	Brenda Bishop Memorial Scholarship
Walter Durley Boyle and Hazel Marie Boyle IVCC Scholarship	"Dusty" Khoury Memorial Award
Ann Cioni Memorial Teachers Scholarship	Pam Veronda Scholarship
Eric Ciucci Putnam County Memorial Scholarship	Judy Gedratitis Award
Adam and Ida Deck Memorial Scholarship	Wilhelmina Whitaker Award
Putnam County American Legion	Cooperative Work Education Student of the Year
Knute W. Hammel Memorial Scholarship	Service Above Self Award
Hopkins Alumni Scholarship	William I. Tyler Scholarship
John R. Housby Scholarship	Helen H. Tyler Scholarship
Elosie Howland Memorial Scholarships	Daughters of the American Revolution
Harold and Julia Kenney Collegiate Grant	Illinois State Scholar
Bill Klein Memorial Scholarship	Farnsworth Essay Awards
Robert B. and Marguerite Klein Service Scholarship	Academic Challenge
Hubert J. "H.J." Mennie Memorial Scholarship	High Honor Roll Award

### SPECIAL EDUCATION SERVICES

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

## **CAFETERIA**

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

### **Breakfast**

Time Served: 7:00 AM – 7:55 AM

Cost: \$1.70

### **Lunch**

Time Served: M, T, Th, F - 11:14 AM – 11:44 AM (5<sup>th</sup>) and 12:03 PM – 12:33 PM (6<sup>th</sup>)

W – 11:12 AM – 11:42 AM (5<sup>th</sup>) and 11:51 AM – 12:21 PM (6<sup>th</sup>)

Cost: \$2.50

Extra Milk: \$0.40

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

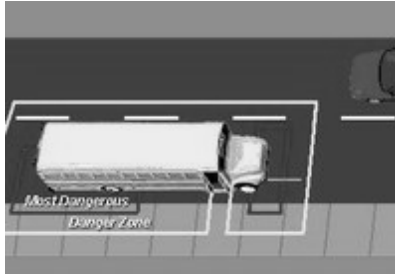
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to ten (10) consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding 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. 1<sup>st</sup> 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. 2<sup>nd</sup> 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. 3<sup>rd</sup> 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. 4<sup>th</sup> 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. 5<sup>th</sup> 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 2019-2020 school year.

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

\*One fee for as many clubs as desired

\*\*Per sport

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

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

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

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

### Other Activity Fees

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

### Extracurricular and Athletic Activities Code of Conduct

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

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

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

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Students and parents are expected to review the Extracurricular Handbook that pertains to all extracurricular activities at PCHS, which can be found on the school website.

## **ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA)**

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

The entire IHSA Handbook can be found at:  
[http://www.ihsa.org/documents/forms/current/IHSA\\_Handbook.pdf](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 per semester.

## **Journalism Club**

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

## **National Honor Society**

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

## **Panteras**

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

## **Scholastic Teams**

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

## **Interact Club**

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

## **Student Council**

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

## **Special Olympics**

Special Olympics is a year-round organization for students with disabilities to participate in athletic activities. The organization allows for students with disabilities to engage in individual and team athletic events as they develop skills related to physical fitness, sports performance, teamwork, and collaboration.

# Parental/Guardian Notification

## STUDENT AND FAMILY PRIVACY RIGHTS

### Surveys

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

### Surveys Created by a Third Party

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

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

### Survey Requesting Personal Information

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

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

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

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

### Instructional Material

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

## **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

### **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

### **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

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

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

The name and address of the Office that administers FERPA is:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington DC 20202-4605

**Student Biometric Information**

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

**IMMUNIZATION, HEALTH, EYE, AND DENTAL EXAMINATION**

All students are required to present appropriate proof of a health examination and the immunizations against, and screens for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student’s grade.

Proof of immunization against meningococcal disease is required for students in grades six (6) and twelve (12). A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one (1) and seven (7) must provide a statement from a physician assuring that the

student was “risk-assessed” or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have thirty (30) days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student’s report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within sixty (60) days after October 15.

### **Dental Examination**

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

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

## **Communicable and Chronic Infectious Disease**

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

## **Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

## **Every Student Succeeds Act Notifications**

### **Teacher Qualifications**

A parent/guardian may request, and the district will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- the teacher has met the state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- the teacher is teaching under emergency or other provisional status.
- the teacher is teaching in the field of discipline of the certification of the teacher.
- paraprofessionals provide services to the student and, if so, their qualifications.

### **Testing Transparency**

A parent/guardian may request, and the district will provide in a timely manner, information regarding student participation in any assessments mandated by law or district policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### **Annual Report Card**

Each year, the district is required to disseminate an annual report card that includes information on the district as a whole and each school served by the district, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the district's website at [www.pcschools535.org](http://www.pcschools535.org)

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# PUTNAM COUNTY SCHOOL DISTRICT #535

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2019-20

## PreK-5th Student Handbook

### Primary & Elementary School

**Board of Education Mission Statement:** *Where all students will learn and succeed...and all means ALL.*

*Reviewed: April 30, 2019*

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### **2019-20 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 2019-2020 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.
4. Exhibit the type of behavior that shows respect for the school community. Students will accept diversity, regardless of religion, race, national origin, sex, or handicap.

## Staff

A supportive staff will create the best environment for learning for the whole school community. All staff will::

1. Follow three basic school expectations: Be Respectful, Be Responsible and Be Safe.
2. Be positive role models.
3. Provide a safe, happy and caring environment for learning and teaching.
4. Employ instructional strategies which encourage the development of self-discipline and self-respect.
5. Develop and maintain the PAWS behavior intervention system which facilitates student learning.
6. Seek conferences with parents in an effort to assist students academically, socially or emotionally.

## 2019-2020 School Calendar

August 1	Registration (8am to 7pm)
August 13	No School - Institute Day
August 14	No School - Institute Day
August 15	First Day of School (2:00 Dismissal)
August 16	2:00 Dismissal
August 19 - 23	2:00 Dismissals
September 2	No School - Labor Day
September 4	2:00 Dismissal
September 18	2:00 Dismissal
October 2	2:00 Dismissal
October 11	Institute Day – No School
October 14	No School - Columbus Day
October 16	2:00 Dismissal
October 17 -18	Parent/Teacher Conferences
November 1	End of trimester (K-5)
November 8	Pass out report cards
November 6	2:00 Dismissal
November 20	2:00 Dismissal
Nov 27-Nov 29	No School - Thanksgiving Break
December 4	2:00 Dismissal
Dec 18-Dec 20	2:00 Dismissal
Dec 23-Jan 6	Winter Break
January 6	Institute Day – No School
January 7	School Resumes
January 15	2:00 Dismissal
January 20	No School - Martin Luther King Day
February 5	2:00 Dismissal
February 7	End of trimester (K-5)
February 14	Pass out report cards
February 17	No School-Presidents' Day

February 19	2:00 Dismissal
March 4	2:00 Dismissal
March 18	2:00 Dismissal
April 1	2:00 Dismissal
April 3	2:00 Dismissal
April 6-13	Spring Break
April 14	School Resumes
April 15	2:00 Dismissal
May 6	2:00 Dismissal
May 19	End of Trimester (K-5)
May 21	Report card day - 2:00 dismissal
Emergency days May 22, 26, 27, 28, 29	

**Summary**

<b>Student Attendance Days</b>	<b>176</b>
<b>Emergency Days</b>	<b>5 (Added to the end of the calendar for snow days)</b>
<b>Approved Institutes</b>	<b>4</b>
<b>Approved P/T Conferences</b>	<b>1</b>

**Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. The District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure with the building principal.

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

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

## **SCHOOL INFORMATION**

*Unless otherwise specified in the section, all of the following information pertains to both the Primary and Elementary schools.*

### **Academic Standards**

Formal parent/teacher conference times are set in the school calendar each semester and teachers contact parents as needed throughout the school year in an effort to build a partnership in support of the student's effort and progress. Parents are encouraged to contact their child's teacher any time if there are questions or insights they might wish to share.

#### **Primary:**

Curriculum and instructional practices are evaluated on a continuous manner so as to provide the best opportunity for each student to reach his/her potential. In order to accurately reflect the new standards and methods in which students are assessed, we developed a "standards-based" report card. The report cards will be issued every twelve weeks (trimester) of the school-year in an effort to keep parents informed of the student's progress as well as sharing the Fall, Winter and Spring assessment results through the AIMSwebPlus assessments conducted in K-2<sup>nd</sup> grade. These assessments are intended to be one more piece of evidence on how the child is performing and learning with the instructional strategies used in the classroom. Adjustments are made to student settings and interventions as needed to gain the highest impact on their learning.

Report cards are distributed on the last school day of the week following the ending date of the grading period (trimester) or at parent/teacher conferences. During the 1st and 2nd trimesters signed report cards should be returned to the school on the next day of school.

ACADEMIC AREAS is as follows:

Exceeds Core Standards - E

Meets Core Standards - M

Needs Support Core Standards - N

#### **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%

ACADEMIC SPECIALS is as follows:

E = Excellent

S+ = Very Good

S = Average

S- = Below Average

F = 59% and below

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.

**NOTICE:** ALL vacation days are unexcused absences according to ILCS \_\_\_\_\_. Students will be coded in Teacherease as unexcused, however students will be allowed complete missed work (one day missed, one extra day to complete work).

#### **Excused Absences:**

- Student illness
- Death in the family
- Medical and/or dental appointments that cannot be arranged outside the school day

#### **Unexcused Absences/Tardiness:**

- Oversleeping
- Missing the bus
- Hunting/fishing, shopping, etc.
- Unexplained "personal reasons"

### **Excessive Absences/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 (7<sup>th</sup>) absence, excused or unexcused, a notice will be sent to the parents from the principal's office. Additional steps may include a school/family conference, referral to a truancy officer, or a referral to community supportive services. In addition, students will be required to provide verification of further absences.

Step 3: On the (9th) absence, excused or unexcused, a notice will be sent to the parents from the principal's office. The principal will consider the reasons for these absences and if a referral has not been made to the county truancy officer, contact will be made at this time. Additional interventions will also be considered at that time.

### **Consideration of absences after the 9th absence:**

Each absence after the 9-day limit will be recorded as unexcused unless deemed excused by the administration. If a student is sent home due to illness, this is also considered an excused absence.

### **Perfect Attendance Recognition:**

Students will be recognized for "Perfect Attendance" at the end of the school year. Students must be in attendance the full day, every day of the school year. Additionally, students may accumulate no more than two incidences of tardiness for the entire school year in order to receive the award.

### **Bicycle Rules**

Students from all schools within Putnam County School District #535 may ride their bicycles to school. All bicycles should be properly parked and locked at the bicycle rack. The school is not responsible for damaged or stolen bicycles.

Students should walk bikes on and off the sidewalks and across intersections. Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules-of-the-Road.

### **Bullying/ Sexual Harassment/ Intimidation**

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

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

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

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

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

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

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

**Primary School Complaint Manager:**

Ronda Cross, Primary Principal  
400 E. Silverspoon Street  
Granville, Illinois 61326  
815-882-2800 (Opt. #1)  
[crossr@pcschoools535.org](mailto: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](mailto:balestric@pcschoools535.org)

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

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

**Sexual Harassment/Discrimination:**

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

District will neither condone nor tolerate harassment or sexual harassment of students by anyone. The District believes that every student has the right to be free from the harm perpetrated by anti-social acts while the student is attending school. All students are to be free to attend school without concern of threats or demands. Students who believe they are being harassed by another student(s) should contact a teacher or the administration.

### **Bus Information**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published after student registration. Once a stop is set and assigned, students are not permitted to ride a bus other than the bus to which they are assigned unless residency changes.

Most buses are equipped with video cameras. Videotapes are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. Videotapes may also be viewed at random. Viewing of videotapes is limited to individuals such as the superintendent, principals, transportation director, bus driver, sponsor, coach, or other supervisor. Parents and guardians are not permitted to view videos per school law.

Buses are provided for transportation to and from school only, and students are assigned to their bus according to where they live in the community. Only students enrolled in PC schools may ride the buses.

### **Bus Safety:**

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

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

### **Bus Discipline:**

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Removal of bus privileges for the year and/or suspension from school attendance may result for such misconduct. Normal school attendance as outlined by the *Illinois School Code* is required of students; and students suspended from riding the bus must attend school or be considered truant.

Please note: Taking pictures or videos of any kind is prohibited on the bus. Any violation of this rule may result in an immediate suspension from the bus.

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

Please be advised that the rules for safe and efficient transportation of the students are fully supported by school district administration and the Board of Education. Guidelines regarding the continuum of interventions to be used for notice of misconduct are as follows:

- Student is notified, counseled, and may miss recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and will receive a detention or missed recess(es). Warning is sent home for parent notification with response requested.
- Student is notified, counseled, and given a 1-5 day bus suspension. Parent is notified of offense and written report is sent home with parent response requested.
- Student is notified, counseled, and given a bus suspension up to ten days. Parent is notified, written report sent home, with parent response requested.
- Student is notified of the offense, counseled, suspended up to ten days, and a bus expulsion may be recommended to the Board of Education. Parent is notified, written report is sent home, and parent response is requested.

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

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

For questions regarding school transportation issues, contact the building principal.

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

### **Preschool Bus Information:**

Although preschool busing is not a required state mandate, currently PC is able to provide limited transportations to the various communities of the district. Bus stops are established by administration and the bus company with allowable funds. Administration will establish stops with one in each town and at a daycare provider's residence (provided there are 3 or more students receiving daycare services from that location on a daily basis). Proof of students receiving daycare services will be required and if dishonorable practices are found the bus stop will be eliminated for the rest of the school year.

Parents or guardians must be at the stops at the scheduled time for pick-up and drop-off. Bus stops cannot be changed unless the change is permanent. Bus drivers will be instructed to proceed to the next stop after two minutes of waiting. This is to keep the bus on schedule for all of the other adults waiting to receive students off the bus. If no one is at the stop, the student will be brought back to the school and they will need to be picked-up from the office. If a parent misses picking-up their child three times, bus privileges will be revoked by the administration for a period of time.

### **Special Education Bus Information:**

Students with special needs that require transportation according to the Individualized Education Plan (IEP) team will be accommodated according to their IEP.

### **Cell Phone**

Cell phone and electronic device usage for any reason is prohibited during school hours. If students choose to bring their cell phone or electronic device to school, it must be turned off and kept in the student's bookbag. Any usage of cell phones or electronic devices will result in the item being confiscated. After the first offense, the student may retrieve the cell phone or electronic device from the principal at the end of the day. Subsequent violations will require a parent or guardian to retrieve the item. Students are encouraged to leave all electronic items at home as Putnam County Schools are not responsible for broken, lost or stolen items.

### **Class Parties**

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 the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
  - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

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

### **Disciplinary Violations:**

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.

3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging or encouraging other students to engage in behaviors such as bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
17. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel. If the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
18. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

## **Disciplinary Measures:**

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

1. Notifying parents/guardians by letter or phone
2. Parent/Teacher conference (In some cases, the student may be required to attend.)
3. Disciplinary conference with principal
4. Oral apology
5. Write letter(s) of apology
6. Withholding of privileges such as recess
7. Temporary removal from the classroom
8. Return of property or restitution for lost, stolen or damaged property
9. In-school suspension
10. After-school intervention, such as detention, provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
11. Community service
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
13. Suspension of bus riding privileges
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

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

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

No employee of the school district shall participate in or arrange for the interrogation of a student of the District, without the express prior approval of the principal or his/her designee.

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the District expulsion procedures.

In addition to the rules outlined in the handbook, the principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

## **Dismissal Procedures**

**It is illegal to pass a school bus, from either direction, if the stop arm is extended and/or the lights are flashing this includes buses on school grounds.**

**Preschool:**

Please use caution when driving through our parking lot. A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone. Parking spaces are provided because cars cannot be parked in the bus lane for safety purposes. Please be sure to hold your child's hand to and from the preschool door, which is door B. Remember that our behavior sets an example for our children.

Please inform us with a note or phone call if someone other than those you have originally authorized will be picking up your child. The authorized person must be able to present a photo ID.

**Primary School:**

Regular Dismissal:

Parent pick-up begins at 3:05 p.m. and crosswalk supervision begins at 3:15 p.m. on regular dismissal days.

2:05 Dismissal:

Bus students should arrive home one hour early on these days. Parent pick-up begins at 2:05 p.m and crosswalk supervision begins at 2:10.

Below are some reminders about student drop-off and pick-up:

1. No one is at the school to supervise the children until 7:15 a.m.
2. Parents/Guardians need to be very careful when using the front of the school building to drop students off. This is a very busy time for the buses, and it is not the best place to drop-off and pick-up students.
3. It is strongly suggested that parents/guardians use the crosswalk located at the corner of Silverspoon and Colby or the back parking lot of the school to drop-off and pick-up students. A crossing guard is on duty from 7:15 a.m. to 8:00 a.m. to help the students in the morning, and a crossing guard will walk the students from the Primary School to the crosswalk at the end of the school day. The crosswalk is not supervised December 1<sup>st</sup> through February 1<sup>st</sup>.  
Parents/Guardians wishing to speak with the office or teachers, and parents/guardians waiting for students at the front of the school, will need to park. The back lot is used for drop-off and pick-up only.
4. All students arriving after 8:00 a.m. may be dropped off in the front of the school by the front entrance. Please watch for late buses. They have the right-of-way.
5. Pick-up begins at 3:05 p.m. in the back lot. Please pull-up to door entry E not door entry C. Please have your family name tag displayed. No car pick-ups can be made in the front of the school because of the buses.

If your child is a walker, he/she will be walking from the school with the crossing guard to the corner of Silverspoon and Colby. The crosswalk is not supervised starting December 1<sup>st</sup> through February 1<sup>st</sup>.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, before 2:30 p.m. Due to hundreds of students being dismissed from the school students cannot be routinely dismissed from only the office.

**Elementary School:**

Students will enter and exit school using the North Door (North/Flagpole). Parents may drop off students in the morning at the designated drop off area at the West end of the School only. Parents may park in the West parking lot after 8:30 a.m. A crossing guard will be on duty at the corner in the afternoon only.

Bus riders will be supervised by staff members and dismissed at the appropriate times through the North Door. Walkers will be dismissed from the North Door at approximately 3:05 p.m. Students who routinely ride a bus home, but who are being picked up by the parent/guardian that day, will be dismissed with walkers.

Any changes to a student's regular dismissal procedure should be noted in a signed and dated note or in an emergency situation, by telephone, **before 2:30 p.m.** Again, due to safety concerns, students cannot be routinely dismissed from

the classrooms or office. Your understanding and cooperation is much appreciated. All parents must stop by the office if picking up a child directly from the classroom.

***SAFETY NOTE: For the safety of our students and staff, parents (or any adult picking up a student after school) will refrain from entering the building to pick up their child. All students will be escorted to the four corners with early or later walkers for pick-up.***

### **Dress Code**

Students and their parents are encouraged to select respectable styles of dress that are appropriate for a healthy educational environment and that support the achievement of the educational goals of the community. While the responsibility for appropriate attire at school rests with the student and his/her parents, students should maintain an appearance that will not impair or endanger their health or safety. A complete list of attire that is inappropriate for school and which might cause a disruption of the educational process would be impossible, but the following examples will serve as guidelines:

- Clothing students wear should cover them from at least the shoulder to mid-thigh. Short shorts, spaghetti strap tank tops, transparent clothing, bare midriffs and items with holes in inappropriate places are not allowed. Students that wear leggings or other form fitting pants must wear a shirt that completely covers their bottom.
- Coats, jackets, capes, and hats are not to be worn in the building during the day; additionally sports bags, book bags, etc, may not be carried during the day.
- Clothing that displays or communicates drug or alcohol advertisements/names, profane language, vulgar statements, hate messages, sexual innuendo, tobacco ads, suicide or other violent messages are not allowed.
- Any clothing or symbols that relate to gang symbols, gang membership, etc., may not be worn.
- Shoes must be worn. Sandals, high heels and flip-flops are discouraged due to injuries. Students maybe asked to change into their PE shoes for safety.
- In the Primary building students spend a lot of time on the carpet, girls are encouraged to wear shorts under skirts and dresses.

Students who dress in an inappropriate manner will be allowed to correct the situation and parents will be notified of the school's concern.

### **Eligibility for Extracurricular Activities**

In order to participate in an extracurricular activity after school, (ie – concerts, sports, class parties, book clubs, etc.) a student must be in attendance by 10:00 AM of that school day. (An exception to this would be prior approval to be granted by the school principal (ie., Doctor's appt., ortho appt. etc.)

#### **Elementary:**

A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest. A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.

Eligibility is checked every week. In order to remain eligible, a student may have no failing grade in any academic and/or academic specials subject. If one failing grade is received, the student may NOT participate in practices or meetings and may NOT participate in any scheduled activities until the next eligibility check. If a student is ineligible for a third time during the same activity, he/she will be declared ineligible for the remainder of that activity. This eligibility applies to all extracurricular activities.

#### **Sports Concussion:**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## **Emergency Drills & Dismissal**

### **Emergency Management Plan:**

The Putnam County School District's Emergency Management Plan is available in the district & Principal's office and is updated annually with all appropriate emergency agencies involved in the review process.

Emergency Dismissals - In case of an emergency dismissal, children should have an alternate place to go should a parent not be at home. Parents are asked to discuss an alternative plan with their child(ren) and to make appropriate arrangements for use of the plan.

### **Fire Drills:**

Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill.

### **Tornado Drills/Warning:**

Tornado drills are conducted annually at PCPS/PCES. Students practice several times where and what to do in the event that an announcement is given. These procedures are also taught for multiple different locations in the building depending on where the students are during the initial announcement.

In the event of a tornado warning, children will be told to go to an assigned area for their class. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day, the children will not be dismissed until the "all clear" signal is given. No student will be dismissed prior to the all-clear unless the parent/guardian signs the student out at the school's office. By signing the sheet, the parents/guardians are indicating to the school that they are taking the child(ren) from the school premises and assume all responsibility for what may happen, regardless of the warning.

### **Law Enforcement Drill:**

A law enforcement drill is required annually with our local and/or county officials. This drill allows administration and law enforcement to cooperatively and safely practice procedures in case of a threat inside or outside of the school building. Students are present for the drill but know it is a drill through announcements and their teachers preparing them.

School may be closed unexpectedly due to severe weather, power failure, or other reasons. Parents are advised to listen to local radio stations for information about the closing of school during inclement weather conditions. If there is no radio announcement, school will be in session. Please do NOT call the school office. School phone lines must remain open for instructions and staff communications. The school's Blackboard Connect system will be used to contact parents. Please make sure the school has your contact number.

When weather conditions are such that by delaying the start of school either one or two hours the buses can then safely complete their routes, it will be announced as early as possible on the radio stations. When such an announcement of delayed start is made, school opening will be delayed that amount of time and no students are expected in the building before the delayed opening time.

**All announcements concerning adjustments in the school schedule due to inclement weather will be made using the district's messaging system and your local radio stations.**

## **English Learners (EL)**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Students are tested to determine eligibility and services after the Home Language Survey form is completed at registration. If students qualify for language support services, these services are provided until the student demonstrates sufficient skill to exit the program based upon the State ACCESS test, or until a parent withdraws them from the program.

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

For questions related to this program or to express input in the school's English Learners program, contact Ronda Cross, Principal at PCPS, or Courtney Balestri, Principal at PCES.

## **Homeless Students**

When a child (PK-12th) loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

The Putnam County CUSD #535 homeless liaison is Jamie Taylor. She can be reached by calling 815-882-2800 (Option #1 for Primary or #2 for Elementary) or by email at [taylorj@pcschoools535.org](mailto:taylorj@pcschoools535.org).

## **Homework Policy**

Primary/PCES - Through review of previously taught content, each grade level will communicate homework procedures PreK-5th grade. The school's "Homework Policy" is intended to (1) foster informative and supportive communication between school and home, (2) continue the development of individual responsibility, and (3) increase academic performance.

Requests for homework will be honored for students who are absent. Teachers will address the length of time a student has to complete and return the homework to school. Requests for homework should be made by contacting the school before 9:00 a.m.

## **Internet/Technology Acceptable Use Policy**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. Rules and guidelines for the use of the Internet are aligned with *Authorization for Internet Access*, 623.0E2 of the School Board Policy Manual. Each student, teacher, or community member must sign the *Authorization* each year, agreeing to follow the District's rules as a condition for using the District's internet connection. No student may access or use the internet without a signed form on file in the school. The use of the District's internet is a privilege, not a right. Failure of any user to follow the terms of the *Authorization for Internet Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The building principal will make all decisions regarding whether or not a user has violated this *Authorization*, his or her decision is final.

## **Lunch & Breakfast**

Lunch is \$2.30, breakfast is \$1.45, milk only is \$0.40, and soy milk is \$0.95 which can be purchased by the day, week, or month. Students are not permitted to charge breakfast or lunch. Teachers will send breakfast, lunch money, and

any of your instructions to the office every morning. All record keeping for the hot lunch program is maintained in the office. Putnam County Schools follow established policies and criteria for determining eligibility for free and/or reduced lunch or breakfast.

A parent, adult or special guest is welcome to join a student for lunch (this is limited to once a month). The cost for an adult school lunch is **\$2.70**. If you plan on eating hot lunch, the office needs to be notified by 10:00 a.m.

**Parents are welcome to bring lunch for their child or children during the lunch period but cannot bring lunch to any other student.**

The lunch program operates as a debit account, not a credit account. However, no child is ever allowed to go without lunch. Students who bring a cold lunch are encouraged to avoid “junk food” and other non-nutritious items. Carbonated beverages are not permitted in the cafeteria. For safety reasons, glassware should not be used. Trading of lunches and/or lunch items is not permitted. During the first 10 minutes students eat (no talking to encourage eating at this age) and the second 10 minutes students can talk quietly.

**Free/Reduced Meal Applications:**

Free and reduced lunch and breakfast applications, along with letters containing guidelines are available during registration and throughout the school year in each school's office. A parent/guardian wishing to apply must complete and return the application to their student's school office. Verification of income may be requested and a letter of approval or denial will be sent by mail to the parent/guardian. Snack/Extra milk (0.40) and soy milk (0.85) is not included.

**Elementary and Secondary Education Act (Formerly Known as: No Child Left Behind Act)**

The *No Child Left Behind Act of 2001*, signed into law on January 8, 2002, is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965. This update vastly increases the federal government's role in the operation of public schools and imposes many new and complex obligations on local school districts. Of particular interest to parents is the assurance that all our teachers are duly certified and highly qualified and that you have the right to request information regarding the professional qualifications of your child's teacher(s).

A parent will also be notified if your child is being taught for four or more consecutive weeks by a teacher who is not considered “highly qualified” under the ESEA guidelines. As well as its comprehensive provisions on school improvement, teacher quality, and instructional programs, ESEA also has numerous other requirements, such as regulations concerning student privacy, military access to student directory information, community access to school facilities and guidelines for the exercise of religious freedom in the schools. As required by ESEA, Putnam County Community Unit School District No. 535 certifies that no policy of the district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

**Parent 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 once during the school year, as noted in the District calendar. In addition to the District-wide scheduled times, teachers in grades PreK-5 hold conferences on an “as needed” basis, either on the phone or in person. Parents are encouraged to contact their child's teacher at any time if they have a question or concern.

**Party Invitations**

The classroom teacher, with approval of the principal, may distribute invitations to personal parties only when they include every student in the classroom or all of the boys or all of the girls in the classroom. Invitations to personal

parties may not be distributed directly by students or parents at school. The distribution of party invitations during the school-day can often cause problems in the classroom for the teacher as well as for the students. We encourage distributing party invitations outside of the school day. Note: Birthday balloons are not allowed to be delivered to school due to the distraction to the learning environment.

### **Pesticide Application**

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

Even though pest control practices may involve a variety of chemical and nonchemical methods, insecticide baits and rodenticide baits are most commonly used at each school rather than chemical applications. However, there may be situations where chemical control of pests may be used. If such a control is used, parents and staff members can be informed of such prior to an application.

The school district is committed to use the least hazardous chemical control methods after non-chemical control methods have been applied. However, written prior notice shall not be required if there is an imminent threat to health or property. If there are any questions pertaining to the Integrated Pest Management Plan, contact the school office.

### **Preschool for All Home Visits**

The purpose of the home visit is to make a connection between the teacher, child and family. The preschool teachers visit all new students and their families. Visits will last about 30 minutes and they will be scheduled at the beginning of each school year. The teacher provides information about the program, answers parental questions and has an activity to play with the family.

### **Preschool Screenings**

Putnam County Primary School screens students entering preschool to identify and serve the most at-risk children. The screening instruments and activities measure each child's development in the areas of vocabulary, visual-motor integration, language and speech development, English proficiency, fine and gross motor skills, social skills, and cognitive development. Due to children growing and developing over time, a student's screening data cannot be older than six months upon enrollment into the Preschool for All program (PFA).

The screening is conducted on a community-wide basis and is developed and implemented with cooperation from the LaSalle/Putnam County Educational Alliance for Special Education.

Putnam County provides two screenings a year during the months of August and April. A third screening is scheduled if deemed necessary. Children may be screened by LEASE at locations other than Putnam County and request the screening results be shared with Putnam County to determine eligibility for PFA. Fall enrollment for the next school year is determined after each screening. If the program is full, a wait list is started and used throughout the year as availability allows.

### **Publishing Student ID/Picture/Information**

A parent or guardian must notify the office in writing, at the beginning of each year, if they do NOT want their child's picture, name, other directory information or work published. This will include electronically, in the newspaper, and on the district website. Due to other students' public media restrictions, no one is allowed to take/post pictures of any child(ren) but their own.

### **Recess**

Weather permitting, students have recess outside after lunch. When the weather is inclement, including a wind chill factor of 30 degrees or lower, recess is held in the school gym. Please be sure a coat, hat/scarf, boots, and mittens/gloves are used on any given day when weather is cold.

When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.

## **Registration**

### **Preschool Registration/Enrollment Information:**

Preschool for All program serves only 3-5 year old children who are not age-eligible for kindergarten (i.e., age 5 on or before September 1 of the school year in which the program is implemented).

Those children currently enrolled in the program remain in the program until they become eligible for kindergarten. When there are openings in the program, children are enrolled based on their at-risk status. The most at-risk children are enrolled first as determined to be the most at-risk by a screening identifying circumstantial risk factors, eligibility criteria, and information from the parent interview. At risk enrollment includes children from Early Intervention, Early Head Start, and Prevention Initiative.

### **Waiting List for Preschool:**

When the Preschool program for Putnam County identifies more children who are in need of services than we have available spots, a waiting list is created.

At the time children are screened, points are assigned through the screening process and parent interview. Those children with the most at risk points are admitted into the program. If we have more children than spots, a waiting list is created and children with the most points are placed at the top of the list. After the most at-risk children are considered, then consideration is given to those at-risk children who will be attending kindergarten the following year.

As seats become available in the program, the parent of the child with the most points will be contacted to discuss admission into the program.

### **Fee Waivers:**

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

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

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

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free or reduced lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.;
- or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

## **Residency**

Proof of residency is required every year. Two forms of proof are required at the time of registration. Examples of acceptable forms are: Driver's license, utility bill, phone bill, or a lease agreement.

### **Change of Residence Due To Military Service:**

If a pupil's change of residence is due to the military service obligation of a person who has legal custody of the pupil, then, upon the written request of the person having legal custody of the pupil, the residence of the pupil is deemed for

all purposes relating to enrollment (including tuition, fees, and costs), for the duration of the custodian's military service obligation, to be the same as the residence of the pupil immediately before the change of residence caused by the military service obligation. A school district is not responsible for providing transportation to or from school for a pupil whose residence is determined under this condition.

### **Response to Intervention or Multi-Tiered System of Support (Rtl or MTSS)**

Response to Intervention (Rtl) integrates assessment and intervention within a 3-tiered system to maximize student achievement. During the fall, winter, and spring universal screening of core content is reviewed to help determine students' strengths and weaknesses in the areas of reading and math.

All students receive Tier I Rtl as part of the classroom curriculum. If universal screening, along with classroom data, indicates a student is significantly below grade level in reading or math, then they will receive Tier II Rtl support. This support will consist of an additional thirty minutes of daily reading or math instruction. This instruction is a supplement, not a substitute for the reading or math instruction received from the classroom teacher. When students receive Tier II Rtl support they will be progress monitored every two weeks and their progress will be reviewed by a team every six weeks. A student may receive Tier III Rtl support if they have not made significant progress as determined by the team.

The focus of instruction during PreK-5th grade Rtl will be early writing strategies, phonemic awareness, phonics, fluency, comprehension, number sense, math facts, concepts and application, and computation to name a few. Communication is very important, so parents will be kept well informed of their child's growth and progress through reports and/or graphs depending on the level of intervention received.

### **Retention/Promotion**

In compliance with School Board Policy 7.30, the building principal shall assign students to classes. Placement, promotion, or retention shall be made in the best interest of the student after a careful evaluation of all factors relating to the advantages and disadvantages of alternatives. The building principal will direct and assist teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards. No student shall be promoted to the next grade level based solely upon age or any other social reasons not related to the student's academic performance. In accordance with the Illinois Education Reform Act and in compliance with School Board Policy 6.280, both quantitative measures and qualitative assessment will be used to determine placement/promotion/retention. Such decisions will be reached with the support and involvement of the parents within the prescribed time frame. If a student is currently part of a case study evaluation or receiving Special Education services, placement decision shall be determined by the student's educational team.

#### **Elementary:**

In most cases, promotion of a student to the next grade will not take place if the student has more than one final yearly grade of "F" in the academic subjects of Reading, English, Math, Science and Social Studies. Parents of students, who are in danger of non-promotion, will be notified by registered mail by May 1<sup>st</sup>, including notification throughout the year of failing grades.

### **Search & Seizure**

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

#### **School Property and Equipment as well as Personal Effects Left by Students:**

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

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

**Students:**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

**Seizure of Property:**

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

**Social Networking Website Notification:**

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

**Security Cameras**

All Putnam County Schools are equipped with security cameras. Putnam County Schools maintain 24-hour video security with cameras placed at entrances and in hallways. Videotapes are reviewed when a safety or security issue is reported. They may also be reviewed at random. Viewing of videotapes is limited to individuals having a legitimate educational or administrative purpose. Those individuals with a legitimate educational or administrative purpose are the Superintendent, building administrators, or educational personnel. Videotapes will be reused or erased unless needed for an educational or administrative purpose.

**School Hours**

The office is open from 7:30 a.m to 4:00 p.m. Teachers are in the building from 7:45 a.m. to 3:45 p.m. daily. Students may not be dropped off at school until 7:15 a.m. at the earliest and breakfast is not served until 7:30.

Preschool class times are 8:15-10:45 a.m. or 12:15-2:45 p.m. Daily attendance is expected at the Preschool level. Failure to attend can jeopardize the student's enrollment in the state grant program.

Students who are transported to school by bus arrive at various times, with the last bus arriving at approximately 7:50 a.m. Students who are walkers should not arrive until 7:55 a.m. unless they are coming for breakfast. Classes begin at 8:00 a.m. Students will be considered tardy after 8:15 a.m.

**Special Education**

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

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

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. For more information, please contact Director of Special Services, at 815-882-2800, ext. 423.

### **Student Privacy Protections**

#### **Surveys Requesting Personal Information:**

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

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

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

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

Parents who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901

### **Student Records**

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

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

#### **Instructional Material:**

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

*The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:*

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes to be inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA). PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights transfer from the parents to a student who is 18 years-old or an emancipated minor under State law.

The Putnam County School District has developed procedures, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Putnam County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Putnam County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

The Putnam County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any 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 3<sup>rd</sup> through 5<sup>th</sup> take the PARCC test. Additionally, 5th grade students take the Illinois Science Assessment. This testing is required by the State of Illinois and is given in the spring on the dates determined by the State. In addition, PCPS & PCES students complete AIMSweb Plus testing in reading and math three times a year.

## **Title I**

Title I is a federally funded program that provides instructional support for students experiencing difficulties in reading. Putnam County Schools provide a Title I program for students with an identified need in the area of reading. As of the 2016-2017 school year, the Primary and Elementary Schools will be approved for “schoolwide” status with the Board and State. Students PreK-5th grade can be served by the grant.

Students are screened with a multiple-step process to determine eligibility for Title I and must have parent permission to participate in the program. Once eligibility is established students of approximately 3-5 students go to the Title I classroom and work in a small group with a certified Reading Specialist. The Reading Specialist will work on reading skills such as: Phonemic Awareness, Phonics, Fluency, Comprehension and Writing. Each student is periodically assessed and progress information is sent home to the parents at least quarterly. Students remain in the program until meeting established exit level criteria. Each year the criteria has to be reestablished for the grant program.

If a student is eligible for Title I services, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

## **Parental Involvement:**

The school and its teachers provide meeting times, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to

meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy. Parents will also receive monthly newsletters from the Title I teacher to keep them informed of what is transpiring with their child's services and to share information on best practices for reading instruction. Parents will also be asked to complete a survey at the end of the school year in order to obtain feedback on programming and services.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Parent Advisory Council	Contact: Carl Carlson, Superintendent of Schools
Preschool for All Grant	Contact: Ronda Cross, Primary School Principal
Title I Annual Improvement Planning	Contact: Ronda Cross, Primary School Principal
English Learners Grant	Contact: Courtney Balestri, Elementary School Principal

The school provides Parents/Guardians with access to:

- School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- Timely responses to suggestions.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to 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 Elementary. Results are presented to parents during parent/teacher conferences or they are sent home with the student three times a year. Assessment data is utilized to determine if students are making adequate progress or if their intervention needs to be changed.

**Student Selection Criteria:**

Student selection may be based on any or all of the following multiple criteria: classroom performance, AIMSweb Plus, running records or a teacher’s common assessments. Copies of the criteria are maintained by the classroom teacher or the Title I teacher.

**Program Improvement and Evaluation:**

Local evaluation of the Title I programming plan is an ongoing process. The Title I instructors may conduct pre and post tests on individual students. The assessment of the students in Kindergarten are a combination of local benchmarking and classroom assessment. Title I teachers are also responsible for gathering all information pertinent to effective evaluation of student progress while enrolled in the program. Instruments such as AIMSweb Plus, Fountas and Pinnell, etc., will assist in assessing decoding skills, fluency and comprehension.

**Program Quality:**

PC makes every effort to provide documentation of the quality of this program. Examples of this documentation may include any of the following:

- Minutes from data team meetings for student movement in the tiered levels of intervention
- Notes and records from conferences attended by those associated with Title I programming will be kept and housed in the teacher’s classroom.
- Desired outcomes as outlined on the Title I application under program goals and objectives represent broad program goals. Specific goals and objectives for students enrolled in Title I can be found outlined in the teacher's lesson plans.
- Title I teachers maintain individual student progress folders which are located in the Title I classrooms.

**Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police’s website at: <http://www.isp.state.il.us/cmvo/>.

**Visitors**

All doors to the buildings are kept locked during the day, including the main entrance. All persons entering the building during the school day are required to stop in the office for a visitor pass before proceeding to a classroom or other area of the building.

Classroom visits should be pre-arranged at least 24 hours in advance with classroom teachers as to not interrupt teaching and allow time to prepare as necessary.

**Volunteer Opportunities (PreK - 5th)**

Parents/guardians are welcome to volunteer for class parties, field trips, or other school functions at the request of a teacher and/or availability of volunteer positions open. Parents/guardians can also volunteer to help teachers prepare materials for class, such as making copies and cutting things out.

### **Weapons**

To bring any kind of explosive material or look-alikes to school, whether they are intended to be exploded or not, is prohibited. The same is true for firearms, ammunition, knives, lasers, look-alikes, or any other weapons, whether concealed or not. No student will be in possession of any object that could reasonably be considered as a potential hazard to another person or another person's safety. Any student who uses, possesses, distributes, purchases, or sells an explosive or firearm or any object that can reasonably be considered as a weapon will be recommended for expulsion for at least one calendar year. Under the terms of the School Code, it is mandated that the recommendation for expulsion be for at least one year when a firearm, weapon, or explosive is involved in the misconduct.

The Board of Education can expel a student for up to two years for any conduct that is in violation of the Student Code. On a case-by-case basis, the Board may modify the length of suspension or expulsion. A student who is determined to have brought a weapon to school, any school sponsored activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one full year, except that the expulsion may be modified. For the purpose of this section, the term "weapon" means possession, use, control, or transfer of any weapons as defined by Section 921 of Title 18, United States Code, firearms as defined in Section 1.1 of the Firearm Owners Identification Act or use of a weapon as defined in Section 24-1 of the Criminal Code; other objects if used or attempted to be used to cause bodily harm include, but are not limited to, knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs or look-alikes thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

**Conceal & Carry is not permitted on school property.**

### **Withdrawal and Transfer**

When a family moves from the District, please notify the school office at least one day in advance. The district observes the statutory regulations that require the forwarding, within 10 days of the receipt of request, an unofficial record of the student's grades to the school to which the student is transferring. The school shall then forward written information relative to the grade levels, subjects, and record of academic grades achieved, current health records, and a most current set of standardized test reports, if applicable. The district, within 10 days after the student has paid all of his/her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring.

Upon receipt of a Release of Records form from the new school, which must be signed by the parent/guardian(s), student records will be sent to the new school.

Please remember that all books must be returned to the teachers and any remaining fees (ie, lunch) must be paid in the school office.

## **HEALTH/WELLNESS INFORMATION**

### **Accidents/First Aid/Illness**

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

Parents of students who are injured or who become ill (ie, fever) at school will be contacted to come for the student. The Registration Form contains a section which provides the office with emergency information, part of which must be the phone number of a person who preferably lives in Putnam County and could come to school for your child in an emergency. Current information is imperative; **please keep the office informed of any changes.** In the event of an

emergency, the schools will always try to contact the parent/guardian FIRST. If the parent/guardian cannot be reached, the emergency information section on the registration form will be followed.

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

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

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

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

### **Care of Students with Diabetes**

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

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

### **Concussion Policy**

See Eligibility for Extracurricular Activities

### **Head Lice**

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering preschool and kindergarten;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The exam must be completed on the Illinois Certificate of Child Health Examination form, which includes a lead screening for students under seven and a diabetes screening. Immunizations must be obtained as required by the Illinois Department of Public Health Rules and Regulation (Title 77, Part 665, Section 665.240).

Failure to comply with the above requirements by October 15th of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements.

Eye Examination-All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination-All students entering kindergarten, second 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.

# Putnam County Junior High School

Mr. Carl Carlson, Superintendent

Mr. Michael Olson, Principal

Mrs. Sandy Troglio, Secretary

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Phone: (815) 882-2800 x3

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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

## 2019-2020

### 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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6<sup>th</sup> – 8<sup>th</sup> 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

6<sup>th</sup> – 8<sup>th</sup> 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.

#### 6<sup>th</sup> - 8<sup>th</sup> 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 1<sup>st</sup> 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 5<sup>th</sup> 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

**Any student who has late, missing, or incomplete homework will be assigned a lunch detention. Lunch detentions will be served during their lunch rotation time. Any student who has a lunch detention will go get lunch and report to the lunch detention room. They will be in the room the entire lunch rotation period. Any student who has been in lunch detention at least 3 days of a week, will be issued an after school detention.**

**Late homework policy will remain the same for credit when turned in. Late homework turned in the next day can earn up to 60% credit.**

#### 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 (8<sup>th</sup> 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 (6<sup>th</sup> – 8<sup>th</sup> 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 7<sup>th</sup> and 8<sup>th</sup> 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, 6<sup>th</sup> grade boys basketball, 6<sup>th</sup> grade girls basketball, and 6<sup>th</sup> grade girls volleyball, will have no participation limits. Sixth grade students may be allowed to try out for softball or baseball. This is at the discretion of the coaching staff.

As in many public school systems, alternative methods of funding are necessary to maintain a quality extra-curricular program. Guidelines for extra-curricular activity and user fees are included at the end of this section.

### Random Drug Testing of Students Participating in Extracurricular Activities

Students who wish to participate in extracurricular activities at PCJH must consent to the random drug testing policy. The policy and procedures can be found in appendix A of this handbook.

### Student Code of Conduct for Extra-Curricular Participants

The Board of Education recognizes the value of extracurricular activities for our students, as well as the community. We also recognize that these activities can fill every day of the week if allowed. With respect for the schedules of our students and their families, it is the policy of the Board of Education to refrain from scheduling activities on Wednesday evenings and Sundays. The activities that relate to this policy include all extracurricular activities. We also understand that situations will occasionally arise that will be exceptions to this policy. Examples of exceptions include, but are not limited to:

- Holiday, conference, regional and state activities and tournaments.
- Special events that are generally considered family events.
- Alternative dates or the rescheduling of events due to weather or other unforeseen circumstances.

If after-school activities are held on campus on Wednesdays, these sessions will be completed by 5:30pm for grades K-8. If requests are made for activities to be held on Wednesday nights or Sunday afternoons no earlier than 2:00 pm, permission must be granted by the building principal. It should be understood that these instances would occur rarely.

Coaches/sponsors will be informally but proactively informed of expectations regarding the appropriateness of encouraging all students to work hard, build skills, and be ready to participate fully in the activity. Coaches/sponsors are the persons who work with participants and are the best judge of skill levels; the rotation and duration of participation is the coach's responsibility.

To be successful, a student must display appropriate behavior and a proper attitude toward practices, games, meets, coaches, sponsors, and team members. If a student's behavior or attitude is unacceptable, he/she will be dropped from the activity for the remainder of that season. A student who is dropped from one team will not be allowed to try out for any other sport during that season.

In developing a proper attitude, each student must develop a degree of PRIDE in his/her own personal appearance and the way he/she participates. A student must always keep in mind that he/she is a representative of his/her school and community. It is a privilege to participate in extra-curricular activities.

The extra-curricular policy is in effect year round. If a student is not in season at the time of a violation, the conditions of the policy carry over to the next season or activity in which the student participates. Individual coaches, sponsors, sports, or activities may be stricter in their punishment. Prior to the beginning of each season or activity, coaches or sponsors will meet with their students to discuss the General Code of Conduct and each specific team or activity code.

If a student quits an activity after completing a suspension, the punishment will carry over to the next activity in which he/she participates.

The rules in this policy do not supersede any board-district or school action that may be taken.

1. **SMOKING:** Once practices have begun for the school year, a student possessing or using tobacco or vaping will be penalized in the following manner:

A. First Violation

After confirmation of the first violation, the participant shall lose eligibility for 1/4 of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.

B. Second Violation

After confirmation of the second violation, the student shall lose eligibility for the remainder of the school year.

2. **DRUGS AND ALCOHOL:** Once practices have begun for the school year, a student possessing or using alcohol or drugs will be penalized in the following manner:

A. First Violation - After confirmation of the first violation, the participant shall lose eligibility for ½ of the season. When necessary, the eligibility loss will continue through the next activity in which the student participates.

B. Second Violation - After confirmation of the second violation, the student shall lose eligibility for the remainder of the school year.

3. **CRIMINAL ACTS:** Athletes should avoid actions that discredit the school such as charges for battery, theft, burglary, etc. After confirmation of such violation, a meeting between the head coach, or sponsor, athletic director and principal will be held to determine disciplinary action based on the seriousness of the act.

4. **ILLNESS:** To participate in an extra-curricular activity after school, a student must be in attendance BY 10:00 AM OF THAT SCHOOL DAY. (An exception to this would be prior approval to be granted by the school principal, I.E., DOCTOR'S APPOINTMENT, ORTHO APPOINTMENT, ETC)

5. **UNEXCUSED ABSENCES:** A student who receives an unexcused absence from school may not participate in the next scheduled practice or contest.

6. **QUITTING:** A student who quits during the season will not be permitted to participate in that activity for the remainder of the season.

7. **ELIGIBILITY:** Junior High School: Eligibility is checked every week. To remain eligible, a student may have no failing grade in any academic and/or non-academic subject. If one failing grade is received, the student may participate in practices or meetings but may not participate in any scheduled activities until the next eligibility check. If a student is failing in more than one subject area, he/she is ineligible for

practices and events until the next eligibility check. If a student receives ANY failing grade at a second check, he/she is totally ineligible for a second week. IF THAT STUDENT IS AGAIN INELIGIBLE FOR A THIRD TIME DURING THE SAME ACTIVITY, HE/SHE WILL BE DECLARED INELIGIBLE FOR THE REMAINDER OF THAT ACTIVITY. This is a cumulative procedure. This eligibility rule applies to all extra-curricular activities.

1. **EQUIPMENT & UNIFORMS:** Each student is responsible for equipment and uniforms issued to him/her. If lost or damaged, he/she will be required to pay for them at the current replacement cost after parent notification has been made.

2. **GENERAL:**

A. Curfew: A student is expected to abide by the State of Illinois Curfew Statute, revised and condensed.

B. Rights: In the event that a member of the Board of Education, an administrator, a teacher, or a supervisor from the school district finds a student in violation of one of these rules, the accuser, when necessary, may be required to confront the student involved and furnish the appropriate personnel with the details.

### EXTRA-CURRICULAR ACTIVITY AND USER FEE GUIDELINES

#### USER FEE:

1. Junior and Senior high school students who participate in extra-curricular activities will be required to pay a user fee according to the established fee structure.
2. The user fee must be paid, or indigent application made, to the building principal prior to any type of participation in a given category. Indigent applications for waiver of the extra-curricular fees are available at the time of registration in August or before participation in the first extra-curricular activity.
3. The following fee structure for student extra-curricular activity participation has been established

<u>Category</u>	<u>Junior High</u>	<u>High School</u>
*Clubs	\$15	\$25
Puma Crew	\$ 5	NA
Performing Arts	0	0
**Instrumental	0	0
Panteras	NA	\$30
Chorus	0	0
Play/Musical Cast	NA	\$20
***Cheerleading/Athletics (per sport)	\$25	\$40

\*One fee for as many clubs as desired.

\*\* Students participating in District instrumental music programs may rent district-owned instruments from the Music Department. Students will be expected to pay monthly instrumental rental fee, unless they own and use their instruments. A rental fee of \$10.00/month will be charged for non-percussion instruments. Percussionists will be charged \$5.00/month. The instrument rental fee is not an insurance policy. Any major damage that a student might cause due to negligence will be assessed in addition to the monthly rental fee.

\*\*\* Per sport

4. Payment in a category allows participation in one (1) activity within that category, except as noted. For example, a student may belong to several clubs for the payment of a single club fee, but must pay the user fee for each sport in which participation occurs.
5. In order to avoid undue financial hardship, a \$300 family limit exists. It is the responsibility of the family to notify the school when a family limit of \$300 in extra-curricular user fee has been reached. Charges for instrument rentals are not included in the \$300 limit.

#### Athletics

The athletic program at Putnam County Junior High School includes activities for both boys and girls. Boys' sports consist of baseball, basketball, and track. Girls' sports include softball, basketball, volleyball,

and track. Putnam County Junior High School is a member of the Little Tri-County Conference and the Illinois Elementary School Association. The athletic program is open to students in grades seven and eight. Each participant is required to read and sign the athletic code before participating in any practices, tryouts, or games. All athletes are required to have a physical exam and school insurance or an insurance waiver signed by a parent or guardian before they can be permitted to practice or participate in any sport.

\*\* All participants are required to pay a \$10.00 fee that will be required of all student-athletes that will allow them to participate in a concussion screening. This screening will provide each athlete with baseline data that will be used to determine when an athlete is ready to resume activity in the vent of a concussion.

### Sports Concussion

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

### Cheerleading

The purposes of cheerleading are to promote school spirit, to develop a sense of good sportsmanship among the students, and to improve relationships between schools during athletic events. The cheerleading squad consists of two groups, one for grade seven boys' basketball, and one for grade eight boys' basketball. The 16 cheerleaders are selected in the fall for the upcoming season. The same eligibility and physical exam requirements for members of the athletic teams apply to the members of the cheerleading squad.

### Puma Crew

Puma Crew is a service organization, often called the "caretakers" of Putnam County Junior High School. These are the students who assume additional responsibilities to take pride in and care for our school. Puma Crew runs concession stands at home basketball and volleyball games, operates the school store, and develops other fundraisers to support incentive days and other school activities and charities. Puma Crew is open to all students. Any student in good academic standing (passing all classes) may work concession stands and the school store, as well as participate in other Puma Crew activities. Students with un-served detentions or suspensions are prohibited from participating in Puma Crew activities.

### Scholastic Bowl

The Scholastic Bowl team is an opportunity for students to test their intellectual ability against other students locally and statewide. Contests are held with schools in our area. Culmination comes in the form of regional and statewide contests.

### Science Fair

Science fair is offered as an exploratory and extracurricular option for eighth graders. Science fair is a scientific investigation that involves an eighteen week project. The students write a paper, design an experiment, prepare an oral presentation and create a backboard display. When completed, the students compete at the Regional Science Fair held at NIU in DeKalb, with an opportunity to advance to the state competition at the University of Illinois in Champaign.

### Spelling Bees

Each year the Peoria Journal Star sponsors a spelling bee in Marshall and Putnam Counties. Students in grades six through eight are eligible to participate in preliminary activities to select three students to represent the school. Competition advances from local to regional, state, and national levels.

#### Student Council

The Student Council is a delegate assembly of students representing 6<sup>th</sup> – 8<sup>th</sup> 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 bandanas are not to be worn in the building during the day. Additionally, sports bags, book bags, etc., may not be carried during the day.
- Clothing with holes in inappropriate places may not be worn.
- Shoes must be worn at all times.
- Any clothing, symbols and so forth that relate to gang symbols, gang membership, etc. may not be worn.

Students who dress in an inappropriate manner will be given the opportunity to correct the situation. Changing, covering, or turning shirts inside out are acceptable options. If a student refuses to rectify the situation, a written referral will be filed with the Principal. The Principal will meet with the student in a timely manner, advise the student of the problem and alternatives. The Principal will attempt to inform the parent of the situation. If the student fails at this point to rectify the situation, the student will be considered insubordinate and appropriate disciplinary action will be taken.

20. When it is believed to be in the best interest of the student for educational or behavioral reasons, recess may be withheld at the discretion of the teacher and/or principal.

21. Invitations to personal parties may not be distributed by students or parents at school. The distribution of party invitations during the school day can often cause problems in the classroom for the teacher as well as for the students. We encourage parents to distribute party invitations outside the school day.

22. School parties and activities are planned for the school's students. While the help and support of parents with these parties and activities is encouraged and greatly appreciated, it is also necessary to restrict attendance at school parties (Halloween, Christmas, Valentine's Day) to our students, staff, and parents. Younger siblings, or other children, should not attend school parties held during the school day.

Continuous or repeated violations of the above policies will necessitate more severe disciplinary action that may include suspension or recommendation for expulsion. The administrator maintains a proper and accurate record of the offenses and disciplinary actions. In case of suspension, written notification will be sent to the parents and the Superintendent's office.

#### 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:

- 3<sup>rd</sup> Detention – Served as a Saturday detention (8:00 am – Noon) or In-School Suspension
- 4<sup>th</sup> Detention – Served as an in-school suspension or Out of School Suspension
- 5<sup>th</sup> 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 6<sup>th</sup>-8<sup>th</sup> grade students is 8:00 AM–3:15 PM.

#### Attendance

All students are required by law to attend school each day it is in session. Punctuality and regularity in attendance relate positively toward school achievement. Irregular school attendance makes the student feel insecure and requires a period of readjustment that slows down learning.

Tardiness is a part of attendance. Students are required to be in class on time. A student will be considered tardy if he/she is not in the classroom with required textbooks and materials when the tardy bell rings.

Attendance is computed and recorded as follows:

Tardy - Absent one hour or less.

Absent ½ day - Absent one to three and one-half hours.

Absent all day - Absent more than three and one-half hours.

**Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.**

PARENTS OR GUARDIANS ARE TO CALL THE ABSENTEE REPORTING SERVICE AT 815-882-2800 x7 FOR THEIR CHILD PRIOR TO 10:00 A.M. THE DAY THE STUDENT IS ABSENT. IT WILL BE ASSUMED THAT THE STUDENT IS TRUANT UNLESS A PARENT/GUARDIAN CALLS BEFORE 10:00 A.M. ON THE DAY OF THE STUDENT'S ABSENCE. THE STUDENT WILL THEN RECEIVE AN UNEXCUSED ABSENCE.

If a student is absent from school, he or she is ineligible to attend any after school activities district wide on that day, without the approval of the principal.

A health certificate from a doctor is required for any of the following: contagious diseases, rashes, surgery, illness requiring a physician, absences of more than three days, and excuses from physical education classes.

When it is necessary for a student to be released from school before regular dismissal time, the parent or guardian must call prior to the student's release time. The student is required to report to the office for an early dismissal slip prior to leaving the building. This early dismissal slip is to be given to the teacher when the student leaves the classroom. The parent or guardian will pick up the student in the school office. Students must sign the Departure/Return sheet in the office when leaving or returning to school at irregular hours.

If there is a possibility of a student being absent for more than one day, the parent should make the school aware of this possibility and no further calls will be necessary. For extended absences, phone calls on the first day of the student's absence and the day of the student's return are all that is required.

In order to provide adequate preparation time, parents or guardians requesting textbooks and/or assignments during their child's absence should contact the office prior to 8:30 A.M. Textbooks and/or assignments can then be picked up after 2:45 PM and before 3:45 PM.

Parents may request and pick up assignments for their child when he/she is ill or unable to attend school. Additional assignments may be requested when the previous ones have been returned to the teacher for evaluation. Work not returned must either be made up or a grade of zero will be recorded.

### EXCESSIVE ABSENCES

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

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

Step 1: When a student has accumulated five (5) absences, excused or unexcused in one semester, a notice will be sent to the parents upon the occasion of the fifth absence.

Step 2: Upon the seventh (7<sup>th</sup>) 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 (10<sup>th</sup>) 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 10<sup>th</sup>, 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 10<sup>th</sup> 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 5<sup>th</sup> hour, the media center/computer labs are open to students from 7:30 A.M. to 3:15 P.M. When classes are in session at other times during the school day, students must have a pass from the classroom teacher before students can precede to the media center or computer labs.

There will be a five cent charge, starting the day after it is due, when the fine gets to \$2.00 the student is delinquent and cannot check out another book until the fine is paid. If the fine hits \$5.00, PCAT blocks the student from checking out any books. If a book is lost or damaged a letter will be sent out, but the system again will block the student from checking out a book, until the book is paid for.

#### Authorization for Internet Access

Each year, employees and students in Putnam County C.U.S.D. #535 are required to sign the Acceptable Use Policy in order to have access to the Internet and/or use e-mail. Parents who want their child to have Internet access must sign, date, and return the form sent by the school each year. The form states the following:

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the term of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Misuse of the Internet and/or the computer lab may result in the loss of privileges and other disciplinary actions including but not limited to detention or suspension.

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

#### Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. All students go directly to the cafeteria at lunchtime. Students have the option of selecting three items from the meal for that day. Food is not to be taken from the cafeteria at any time.

Students can pay for lunches in the office before school from 7:30-8:00 a.m. each day that lunch is served. It is the student's responsibility not to lose his or her lunch money. The school does not permit and is not responsible for those students who lend lunch money to other students.

In the event that it becomes necessary for a student to charge his/her lunch, it must be paid the following school day. 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 \$2.50 and breakfast costs \$1.60 per day. The cost of an additional milk is \$.40.

The use of the lunch program is a privilege. Repeated infractions of rules will jeopardize this privilege. Table manners appropriate for a public dining room are required. Food may not be traded or exchanged. When leaving the cafeteria, students form a single line to dispose of garbage. Glass bottles or cans are not allowed in the building.

#### Emergency School Closing/Inclement Weather

Schools may be closed unexpectedly due to severe weather, power failure, heating problems or for other reasons. In the event of an emergency, an attempt is made to notify as many homes as possible. The decision to close is made by the Superintendent and is based on information obtained from the local road officials, observations by the bus drivers, and personal inspections by the superintendent. Often this decision cannot be made much before the time buses are scheduled to leave in the morning.

Parents are encouraged to listen to local radio stations for information about the closing of school during inclement weather conditions. The following radio stations broadcast the information about the closing of school:

		A.M.	F.M.
WLPO/WAJK	LaSalle	Dial 1220	Dial 99
WIZZ/WSIQ	Streator	Dial 1250	Dial 98
WLRZ	Peru		Dial 101
WZOE	Princeton	Dial 1490	Dial 98.3

If there is no radio broadcast, consider that school will be in session. Please do NOT call the school office. It is important for school phone lines to remain open for important instructions and staff communications.

#### Lost and Found

Found articles are to be brought to the Lost and Found outside the office door. Students who have lost articles are to check to see if they have been turned in. Please put a nametag on your child's outer clothing, boots, and other supplies to help return any items that may have been found.

#### Withdrawals and Transfers

When students move from the District, parents must notify the school at least one day in advance. This allows time to complete transfer information for the school and get the parent's signature on the Release of Records and other required forms. Books must be returned to the teachers and any remaining fees must be paid in the office.

#### Accidents - First Aid - Illness

Our primary objective is to prevent accidents by close supervision. The school is equipped to render only minor first aid when accidents do occur. We are prohibited by law from going beyond this. Parents will be contacted and requested to come to school and assume the responsibility for any additional health care or decisions about what to do. Also, parents of students who become ill at school or are running a fever will be contacted to come for the child. The child must be fever free for 24 hours before returning to school. An Emergency Information form is sent home each year for the parents to correct and update. This information is essential when a child needs medical attention. Please keep the school informed of changes. In case of an emergency and a parent cannot be reached, the "Emergency Procedures" section will be followed. Please include in this section two names of adults who live in the District who can accept full responsibility for your child's care.

#### Asthma Medication and EpiPen

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "Medication Administration/Consent Form" and "Asthma Inhaler or Epinephrine Auto injector authorization form.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

#### Medication At School

Illinois School Code, 105 ILCS 5/10-22.21 states, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student."

It is the policy of the Board of Education that District personnel shall not assume responsibility for administering medications to students. If it is required that a student receive medication during the school day, the parent/guardian may visit school and administer the medication; if that is not possible, the Principal or his/her designee may administer the medication provided the school is given written instructions signed by the parent and the physician which contain the following information:

1. Student's name, name of medication, purpose, and duration
2. Time to be administered and dosage
3. Possible side effects of medication
4. Statement from the parent that the school will not be held responsible for any results of the medication.
5. How the parent/guardian wishes to retrieve the container(s) and/or any remaining medication at the end of the time during which it is to be administered.

Medication must be brought to/from school by the parent/guardian. When it is brought to school, it must be in the original container that should be clearly labeled. The name of the student and names and phone numbers of the physician and pharmacy shall be indicated on the container(s). All medications must be kept in the office for the student.

These instructions apply to administering over the counter medication as well.

Forms to complete the above requirements are available in the office of each school or on the district website.

#### 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.

1<sup>st</sup> Offense = Warning and phone call home to parent about incident.

2<sup>nd</sup> Offense = Detention and parent picks up phone from school office.

3<sup>rd</sup> 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 6<sup>th</sup> – 8<sup>th</sup>.

### 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 (7<sup>th</sup> Cir. 1998).

CROSS REF.: 7:140, 7:190, 7:200, 7:210

APPROVED: January 28, 2002

ADMINISTRATIVE PROCEDURES  
RULES FOR CONDUCTING SUSPICION-BASED  
DRUG AND/OR ALCOHOL TESTING OF STUDENTS

I. Purposes

The purposes of Putnam County Community School District No. 535's Suspicion-Based Drug and Alcohol Testing Policy are 1) to protect the health and safety of students 2) to enforce the Board of Education's policy prohibiting the possession or use of drugs or alcohol by students on school grounds or at school-related activities and 3) to offer counseling at the parents' expense as an alternative to punitive action for first time offenders.

II. Definitions

A. Reasonable Suspicion is a reasonable belief that a student is violating a school rule regarding the possession or use of drugs or alcohol; reasonable based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the student. The observation may relate to the chronic and withdrawal effects of controlled substances.

B. Prohibited Substances are substances prohibited under the District's Student Discipline Policy.

III. Breathalyzer Testing

A. Reasonable Suspicion

1. When a District employee has reasonable suspicion to believe that a student is under the influence of alcohol, the employee shall report the student to the principal or District administrator.

B. Testing Procedures

1. The principal or District administrator may request that the student submit to a Breathalyzer test to determine if there is any alcohol in the student's system.

2. If the student consents to the test, the test will be performed by a private service provider trained in administering the test. Two District employees shall observe while the test is administered.

3. A student who refuses to undergo a breathalyzer test may be disciplined in accordance with Board Policy, based upon the facts giving rise to reasonable suspicion that the student has violated Board Policy which may include the following:

- a. Voluntary, successful alcohol counseling from an approved provider by the administrator.
- b. Suspension
- c. Expulsion
- d. Alternative /Safe School recommendation
- e. Or any combination of any of the above

III. Drug Testing

A. Reasonable Suspicion

When a District employee has reasonable suspicion to believe that a student is under the influence of drugs in violation of Board Policy, the employee shall report the student to the principal or District administrator.

B. Testing Protocol

1. The District will select St. Margaret's Hospital or any of their affiliated agencies. They are to follow the standards for drug testing established by the Clinical Laboratory Improvement Act (CLIA) and its implementing regulations and be certified by the Joint Commission of Accreditation of Healthcare Organizations (JCAHO) or a comparable accrediting organization.
2. The selected laboratory will provide training and direction to those who supervise the testing, set up the collection environment and supervise the chain of custody of specimens.
3. After it is collected by St. Margaret's and turned over to the testing laboratory, each specimen shall be tested for the presence of prohibited substances.

C. Testing Procedures

1. The student will be required to provide a urine sample according to the quality control standards and policy of the laboratory conducting the urinalysis. The principal or District administrator will escort the student to the collection site. The student will not be allowed to go to his/her locker prior to testing.
2. Before submitting the specimen, the student will fill out, sign and date any form, which may be required by the testing laboratory. The form shall state that if a student chooses, he/she may notify the principal or District administrator or tester that he/she is taking prescription medication, or of other circumstances which may affect the results of the test.
3. A sanitized kit containing a specimen bottle will be given to the student. The bottle will remain in the student's possession until a seal is placed on the bottle. The student will sign a form confirming that the specimen has been sealed. Only the laboratory personnel testing the specimen may break the seal.
4. The person administering the test will be of the same gender as the student providing the sample. Each student will be asked to remove his/her coat and wash his/her hands in the presence of the test administrator prior to entering the restroom stall. The door of the stall will be closed so that the student is by himself/herself while providing the specimen. The test administrator will wait outside of the restroom stall. The student will have two minutes to produce a specimen. The toilet will contain blue dye so the water cannot be used to dilute the sample.
5. The student will remain at the collection site until the student has produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the principal's office and disciplined according to Board policy. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure.
6. If tested at school, after the student has produced a specimen, lab personnel will seal and transport the specimen to the testing laboratory. Testing can also be held at St. Margaret's or any of their affiliated agencies.
7. If tested at school, a specimen is deemed invalid if its seal is tampered with or broken after leaving the student's possession and before arriving at the lab. If a specimen is deemed invalid, the student will be asked to provide another specimen as soon as possible.

D. Confidentiality

1. In order to maintain confidentiality, urine specimens will not be identified by the name of the student who provided the specimen. The container will be identified through a random identification number. The results of the urinalysis will be mailed back to the principal or District administrator with no student name attached; only the random identification number will appear on the results sheet.
2. Positive test results will be disclosed on a "need to know" basis to school personnel.
3. School personnel with knowledge of drug test results shall not disclose the test results except as may be required to enforce this policy.

E. Notice of Test Results and Consequences

1. Upon receipt of the test results from the laboratory, the authorized employee will notify the student and his/her parent(s) or guardian(s) of the test results. The student and his/her parent(s) or guardian(s) may submit any additional information challenging the positive test result. The student and his/her parent(s) or guardian(s) may also challenge the test results by requesting that a certified laboratory of their choice, at their expense, test the urine specimen again.
2. If the urinalysis indicates the presence of prohibited substances in the student's system, the student shall be referred for discipline as provided by Board Policy which may include the following:
  - a. Successful counseling from an approved provider by the administration.
  - b. Suspension
  - c. Expulsion recommendation
  - d. Alternative/Safe School recommendation
  - e. Or any combination of any of the above
3. The results of the urinalysis test may be used in a student discipline hearing.

4. A student who refuses to undergo the urinalysis based upon reasonable suspicion may be disciplined on the basis of facts giving rise to reasonable suspicion, but shall not be subject to additional discipline for refusal to submit to urinalysis.

IV. Financial Responsibilities

- A. The District will pay for all initial testing and any follow up testing necessitated by invalid specimens.
- B. Any additional testing will be at the expense of the student and his/her parent(s) or guardian(s).

LEGAL REF.: *New Jersey v. T.L.O.*, 469 U.S. 325, 333 (1985)  
*Veronia School District 47 v. Acton*, 515 U.S. 646, 115 S.Ct. 2386 (1995)  
*Bridgeman v. New Trier H.S.D.*, NO. 203, 128 F.3d 1146 (7<sup>th</sup> 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 (7<sup>th</sup> Cir. 1998), *cert. Denied* 119 S.Ct. 68 (1998)  
*Schuill by Kross v. Tippecanoe County School Corp*, 864 F.2d 1309 (7<sup>th</sup> 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**  
**2019-2020**

I, \_\_\_\_\_ (student's name) have reviewed and read the Putnam County School District policy on Random Drug Testing of Students Participating in Extracurricular Activities and its implementing rules. I understand that as a condition of participating in \_\_\_\_\_ (name the extracurricular activity) I will be subject to random urinalysis tests for detection of prohibited substances and may also be tested on the basis of reasonable suspicion. I accept the method of obtaining urine specimens, testing and analysis of the urine specimens and all other rules of the Board of Education, which involve random drug testing of students involved in extracurricular activities. I agree to fully cooperate with the testing procedures.

I consent to the limited disclosure of the sampling, testing and results of the testing as provided for in the policy and the rules, and to that extent I waive any right to non-disclosure provided for by state or federal statute.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Note:** Required signatures are the following – each student per extracurricular activity and parents/guardian.

**PUTNAM COUNTY JUNIOR HIGH SCHOOL**

**2019-2020 PARENT/STUDENT HANDBOOK**

**After you have read, understand, and agree to follow the policies and procedures in the Handbook for PCJH, please sign the bottom portion of this page.**

**I agree to follow the policies and procedures listed in this handbook for PCJH.**

\_\_\_\_\_  
**PRINT STUDENT NAME**

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**STUDENT SIGNATURE**

---

**DATE**

## As Superintendent, I Recommend to Approve New Business Items

### Handbooks

- The handbooks were reviewed by committees involving students, staff, board member, and community members. Also, the admin team uses the Illinois Principals Association Model Handbook as reference to make sure all required items are included.

### IGA Radio Tower – Internet and Phone Signal

- Currently, the district uses a tower located on residential location in Florid. The availability of utilizing the Sheriff's/County Tower is that it removes liability on a residential location. It also provides a climate controlled environment for housing the equipment. It is a taller tower that will allow for stronger signals to be transmitted.

### K-5 ELA Adoption

- As outlined by the principals involved, the district has spent the past two years piloting various series for a much needed English/Language Curriculum upgrade. The committee met after each piloting period, used a rubric to score results, and at the end compiled the data and feedback to come to a consensus on what best meets our district needs. Yes, this is a large financial commitment. However, this total breaks down for all students in grades K-5 over the next six years. The investment in our ELA curriculum is essential to making sure we have the tools to adequately meet the academic needs of our students. The amount has been budgeted using three sources for revenue. We budgeted a higher amount for both buildings in textbooks, EPIC funds, and applying Title I dollars as well. The plan is to pay off over half this fiscal year and the remaining balance in the next fiscal year.

### Schoolwide Plan

- Mrs. Cross has provided the required outline for the Schoolwide Plan regarding Title funds for next year. There is a new change that has come down the pipe and it is called a “District Consolidated Plan.” It has nothing to do with school consolidation but rather consolidating all the reports into one document/location. By no means does it mean less work only having to compile in one source. Additional time and guidance will be needed to complete the rough draft of the district consolidated plan. The district is required to provide evidence of board approval of such a plan after the June meeting in order to submit by the state’s deadline. Approving this schoolwide plan is the necessary first step to moving forward with the district plan.

### Golf Cooperative Agreement

- It is recommended that the district continue/extend the current Girl’s Golf Cooperative agreement with Henry-Senachwine High School for another two years. The cooperative has allowed participants from both schools to field a team while competing individually as well. The cost of the program is divided per capita on how many participants are from each school. We look forward to continuing this productive cooperative.

### District Goal

Demonstrate increased academic achievement for all students

Improve communications among all stakeholders in the District and Communities.

INTERGOVERNMENTAL AGREEMENT FOR ACCESS AND USE OF  
CLEARVIEW TOWER

PUTNAM COUNTY SHERIFF'S DEPARTMENT

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT NO. 535

This INTERGOVERNMENTAL AGREEMENT FOR ACCESS AND USE OF CLEARVIEW TOWER ("Agreement") is made as of the Effective Date (as hereinafter defined) by and between the BOARD OF EDUCATION OF PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT NO. 535 ("District"), and PUTNAM COUNTY BY AND THROUGH THE PUTNAM COUNTY SHERIFF'S DEPARTMENT ("Sheriff") both of Putnam County, Illinois.

WHEREAS, Sheriff currently owns, maintains and operates a communications tower structure commonly known as "Clearview Tower" and located at 8218 E. 1050<sup>th</sup> Avenue, Granville, IL 61326; and

WHEREAS, District is charged with operating a public school district in Putnam County, and (in furtherance thereof) requires wireless radios to broadcast internet and phone signals between its attendance centers; and

WHEREAS, it is believed that the Clearview Tower is of a nature (and in a location) sufficient to serve as a site for the placement of wireless equipment required by the District to broadcast internet and phone signals between its attendance centers; and

WHEREAS, District and Sheriff wish to enter into this Agreement to afford District access to the Clearview Tower for the limited purposes set forth herein; and

WHEREAS, District and Sheriff are both public bodies of the state of Illinois and are empowered to enter into this Agreement pursuant to the provisions of Article VII, § 10 of the Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq.; and

NOW, THEREFORE, in consideration of the mutual promises herein contained and the respective undertakings of the parties hereinafter set forth, District and Sheriff hereby agree as follows:

1. The preamble recitals of this Agreement are hereby adopted and incorporated as if fully set forth herein.
2. Sheriff hereby affords and grants District, for the term of this Agreement, access and the right to install, place and maintain (at the District's sole and exclusive cost and expense) communications/radio equipment on the Clearview Tower to facilitate the purposes described herein. District shall coordinate said installation, placement, and maintenance with Sheriff by:
  - a. Providing Sheriff advance notice of the time(s) when access will be required; and

- b. Providing Sheriff a summary of the equipment proposed to be installed by District and the proposed installation methods.
3. Sheriff shall also provide District access to the "housing facility" located at the Clear-view Tower site for the placement of power sources and electronic components requiring a climate-controlled environment. District's requests relating to its proposed usage of the "housing facility" shall follow the same protocols outlined in Sections 2a and 2b of this Agreement, above.
4. Sheriff shall have the right and power to review, restrict, limit, and/or reject the District's operations proposed under Section 2 and/or Section 3 hereof, but shall do so only reasonably. In the event of any such restriction, limitation, or rejection, Sheriff shall advise District for the basis of its determination, and the parties shall jointly attempt to negotiate an alternative acceptable to both parties.
5. During the term hereof, Sheriff shall maintain the Clearview Tower site in a secured and fenced manner, with access to be granted to the District when reasonably necessary.
6. Each party shall indemnify and defend the other party from and against actions and inaction relating to the indemnifying party's operations at the Clearview Tower. The parties agree to maintain insurance relating to their respective operations at the Clearview Tower, (in form, type, and amounts reasonably requested by the other) and agree to provide evidence of same to the other upon request. Notwithstanding the foregoing, the provisions of this Section are not intended to, and shall not, create or expand any liability to any persons under the Illinois Tort Immunity Act, the Illinois School Code, or any other laws regulating the operations of the parties hereto.
7. For the privileges to be enjoyed hereunder, the District agrees to pay Sheriff fifty percent (50%) of the total monthly costs of utilities used to maintain the site. Sheriff shall bill the District semi-annually for said utility costs.
8. The term of this Agreement will commence upon the full execution of this Agreement by both parties, and will continue for an initial term of five (5) years therefrom. The Agreement may be renewed thereafter upon mutual agreement of the parties. Notwithstanding the foregoing, either party may terminate this agreement without cause and "for convenience" by providing the other party thirty (30) day advance written notice of said termination for convenience. Upon termination of the Agreement, the District shall remove all equipment placed on the Clearview Tower at the District's sole and exclusive expense.
9. Mutual Representations and Covenants.
  - a. The parties agree to comply in all aspects with all laws, rules, and regulations applicable to their respective operations at the Clearview Tower and its site.
  - b. The effective date of this Agreement (the "Effective Date") shall be the latter of the respective dates set forth next to the signatures of Sheriff and District, below.

- c. It is understood, acknowledged and agreed by the parties that the relationship of Sheriff and District arising out of this Agreement shall be that of an independent contractor. Neither party or employee or agent of one party shall be an employee or agent of the other.
- d. All notices or other communications required or permitted hereunder shall be in writing, and shall be personally delivered or sent by facsimile, email, or other similar mail or delivery service, addressed to the parties hereto at their respective addresses set forth below. Such notice or other communication shall be deemed given: (i) upon receipt or upon refusal to accept delivery if delivered by personal service, facsimile, email, or registered or certified mail; or (ii) one (1) business day after tendering to an overnight air express service.

P.O. Box 177  
Hennepin, IL 61327

Facsimile: 815-925-9266

Sheriff:

Email: lhaage@putnamcountysheriff.com

District:

\_\_\_\_\_  
\_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

- e. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Illinois. Venue for any action pertaining hereto shall be in Putnam County, Illinois.
- f. Some of the services contemplated hereunder constitute "public works," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's web site for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Illinois Department of Labor's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties.
- g. Neither party may assign or transfer its rights or obligations under this Agreement without the prior written consent of the other party. No transfer or assignment in violation of the provisions hereof shall be valid or enforceable with respect to the

other party. Subject to the foregoing, this Agreement and the terms and provisions hereof shall inure to the benefit of, and shall be binding upon, the successors and assigns of the parties.

IN WITNESS WHEREOF, Sheriff and District have caused this Agreement to be duly executed as of the Effective Date.

PUTNAM COUNTY SHERIFF

Sheill K. Doyle  
Title: Kevin L. Doyle / Sheriff

COUNTY OF PUTNAM, STATE OF ILLINOIS Signed:

Name/Title: \_\_\_\_\_ €0k

Date: S

COUNTY OF PUTNAM, STATE OF ILLINOIS

Signed: [Signature]

Name/Title: Steven MALAVOLTI Chairman

Date: 5/13/2019

BOARD OF EDUCATION OF PUTNAM COUNTY  
COMMUNITY UNIT SCHOOL DISTRICT NO. 535 Signed:

\_\_\_\_\_

Name/Title: President

\_\_\_\_\_

Date:

\_\_\_\_\_

ATTEST:

\_\_\_\_\_ Secretary

## As Superintendent, I Recommend to Approve New Business Items

### Handbooks

- The handbooks were reviewed by committees involving students, staff, board member, and community members. Also, the admin team uses the Illinois Principals Association Model Handbook as reference to make sure all required items are included.

### IGA Radio Tower – Internet and Phone Signal

- Currently, the district uses a tower located on residential location in Florid. The availability of utilizing the Sheriff's/County Tower is that it removes liability on a residential location. It also provides a climate controlled environment for housing the equipment. It is a taller tower that will allow for stronger signals to be transmitted.

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- As outlined by the principals involved, the district has spent the past two years piloting various series for a much needed English/Language Curriculum upgrade. The committee met after each piloting period, used a rubric to score results, and at the end compiled the data and feedback to come to a consensus on what best meets our district needs. Yes, this is a large financial commitment. However, this total breaks down for all students in grades K-5 over the next six years. The investment in our ELA curriculum is essential to making sure we have the tools to adequately meet the academic needs of our students. The amount has been budgeted using three sources for revenue. We budgeted a higher amount for both buildings in textbooks, EPIC funds, and applying Title I dollars as well. The plan is to pay off over half this fiscal year and the remaining balance in the next fiscal year.

### Schoolwide Plan

- Mrs. Cross has provided the required outline for the Schoolwide Plan regarding Title funds for next year. There is a new change that has come down the pipe and it is called a “District Consolidated Plan.” It has nothing to do with school consolidation but rather consolidating all the reports into one document/location. By no means does it mean less work only having to compile in one source. Additional time and guidance will be needed to complete the rough draft of the district consolidated plan. The district is required to provide evidence of board approval of such a plan after the June meeting in order to submit by the state’s deadline. Approving this schoolwide plan is the necessary first step to moving forward with the district plan.

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- It is recommended that the district continue/extend the current Girl’s Golf Cooperative agreement with Henry-Senachwine High School for another two years. The cooperative has allowed participants from both schools to field a team while competing individually as well. The cost of the program is divided per capita on how many participants are from each school. We look forward to continuing this productive cooperative.

### District Goal

Demonstrate increased academic achievement for all students

Improve communications among all stakeholders in the District and Communities.



Courtney Balestri  
Principal  
Putnam Co Cmty Unit SD 535  
400 E Silverspoon Ave  
Granville, IL 61326-9697  
United States

**Quote Number:** 72992-4  
**Quote Creation Date:** 04-03-2019  
**Quote Expiration Date:** 09-30-2019  
**Quote Release:** 4

### myView Literacy K-5

### Price Quote Summary

Solution	Base Amount	Free Amount	Total
Miscellaneous PD Offerings	\$ 0.00		\$ 0.00
_myView Literacy	\$ 93,381.90	\$ 52,461.75	\$ 93,381.90
myView Literacy Professional	\$ 21,700.00		\$ 21,700.00
<b>Solution Subtotal</b>	<b>\$ 115,081.90</b>	<b>\$ 52,461.75</b>	<b>\$ 115,081.90</b>
	<b>Shipping &amp; Handling</b>		<b>\$ 7,576.79</b>
		<b>Total</b>	<b>\$ 122,658.69</b>

### Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Miscellaneous PD Offerings</b>						
<b>Miscellaneous PD Offerings ©2015 - Complimentary PD</b>						
0000000116520	PROGRAM ACTIVATION SESSION (COMPLIMENTARY)2011	\$0.00	1	0	\$0.00	\$0.00
<b>Miscellaneous PD Offerings ©2015 - Complimentary PD Subtotal</b>						<b>\$ 0.00</b>
<b>Miscellaneous PD Offerings Subtotal</b>						<b>\$ 0.00</b>
<b>_myView Literacy</b>						
<b>myView Literacy ©2020 - Grade K</b>						
9780134968254	MYVIEW LITERACY 2020 GOLD CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE K	\$172.47	0	50	\$0.00	\$8,623.50

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780328993901	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION TEACHING GUIDE LEVEL A	\$299.47	2	1	\$598.94	\$299.47
9781486926183	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE K	\$99.47	2	1	\$198.94	\$99.47
9780134904740	MYVIEW LITERACY 2020 SMALL GROUP GUIDE GRADE K	\$105.47	2	1	\$210.94	\$105.47
9780134941677	MYVIEW LITERACY 2020 BIG BOOK PACKAGE GRADE K	\$854.47	2	1	\$1,708.94	\$854.47
9780328983506	MYVIEW LITERACY 2020 FOUNDATIONAL SKILLS KIT GRADE K	\$1,213.47	2	1	\$2,426.94	\$1,213.47
9780134921181	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE K	\$2,199.47	1	2	\$2,199.47	\$4,398.94
9780134963877	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE K	\$249.47	2	1	\$498.94	\$249.47
9780134972183	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE K	\$1,496.47	2	1	\$2,992.94	\$1,496.47

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**myView Literacy ©2020 - Grade K Subtotal**
**\$ 10,836.05****\$ 17,340.73**


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**myView Literacy ©2020 - Grade 1**

9780134968261	MYVIEW LITERACY 2020 GOLD CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 1	\$172.47	0	50	\$0.00	\$8,623.50
9781486926190	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 1	\$99.47	2	1	\$198.94	\$99.47
9780134904764	MYVIEW LITERACY 2020 SMALL GROUP GUIDE GRADE 1	\$105.47	2	1	\$210.94	\$105.47
9780328983513	MYVIEW LITERACY 2020 FOUNDATIONAL SKILLS KIT GRADE 1	\$1,102.47	2	1	\$2,204.94	\$1,102.47
9780134921198	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 1	\$2,499.47	2	1	\$4,998.94	\$2,499.47

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780134934358	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL B	\$419.47	2	1	\$838.94	\$419.47
9780134963884	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 1	\$325.47	2	1	\$650.94	\$325.47
9780134972190	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 1	\$1,496.47	2	1	\$2,992.94	\$1,496.47
<b>myView Literacy ©2020 - Grade 1 Subtotal</b>					<b>\$ 12,096.58</b>	<b>\$ 14,671.79</b>

**myView Literacy ©2020 - Grade 2**

9780134968278	MYVIEW LITERACY 2020 GOLD CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 2	\$154.47	0	70	\$0.00	\$10,812.90
9781486926206	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 2	\$99.47	2	1	\$198.94	\$99.47
9780134904771	MYVIEW LITERACY 2020 SMALL GROUP GUIDE GRADE 2	\$105.47	2	1	\$210.94	\$105.47
9780328983520	MYVIEW LITERACY 2020 FOUNDATIONAL SKILLS KIT GRADE 2	\$727.47	2	1	\$1,454.94	\$727.47
9780134921204	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 2	\$2,199.47	1	2	\$2,199.47	\$4,398.94
9780134934365	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL C	\$419.47	2	1	\$838.94	\$419.47
9780134963891	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 2	\$325.47	2	1	\$650.94	\$325.47
9780134972206	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 2	\$1,798.47	2	1	\$3,596.94	\$1,798.47
<b>myView Literacy ©2020 - Grade 2 Subtotal</b>					<b>\$ 9,151.11</b>	<b>\$ 18,687.66</b>

**myView Literacy ©2020 - Grade 3**

9780134968292	MYVIEW LITERACY 2020 GOLD CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 3	\$154.47	0	50	\$0.00	\$7,723.50
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ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9781486926213	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 3	\$99.47	2	1	\$198.94	\$99.47
9780134904788	MYVIEW LITERACY 2020 SMALL GROUP GUIDE GRADE 3	\$105.47	2	1	\$210.94	\$105.47
9780134921211	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 3	\$1,899.97	1	2	\$1,899.97	\$3,799.94
9780134934372	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL D	\$419.47	2	1	\$838.94	\$419.47
9780134963907	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 3	\$325.47	2	1	\$650.94	\$325.47
9780134972213	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 3	\$1,496.47	2	1	\$2,992.94	\$1,496.47
<b>myView Literacy ©2020 - Grade 3 Subtotal</b>					<b>\$ 6,792.67</b>	<b>\$ 13,969.79</b>

**myView Literacy ©2020 - Grade 4**

9780134968308	MYVIEW LITERACY 2020 GOLD CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 4	\$154.47	0	56	\$0.00	\$8,650.32
9781486926220	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 4	\$99.47	2	1	\$198.94	\$99.47
9780134904795	MYVIEW LITERACY 2020 SMALL GROUP GUIDE GRADE 4	\$105.47	2	1	\$210.94	\$105.47
9780134921228	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 4	\$1,899.97	1	2	\$1,899.97	\$3,799.94
9780134934396	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL E	\$419.47	2	1	\$838.94	\$419.47
9780134963914	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 4	\$325.47	2	1	\$650.94	\$325.47
9780134972220	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 4	\$1,496.47	2	1	\$2,992.94	\$1,496.47
<b>myView Literacy ©2020 - Grade 4 Subtotal</b>					<b>\$ 6,792.67</b>	<b>\$ 14,896.61</b>

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>myView Literacy ©2020 - Grade 5</b>						
9780134968315	MYVIEW LITERACY 2020 GOLD CONSUMABLE STUDENT PACKAGE WITH DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 5	\$154.47	0	49	\$0.00	\$7,569.03
9781486926237	MYVIEW LITERACY 2020 LEVELED READER TEACHERS GUIDE GRADE 5	\$99.47	2	1	\$198.94	\$99.47
9780134904801	MYVIEW LITERACY 2020 SMALL GROUP GUIDE GRADE 5	\$105.47	2	1	\$210.94	\$105.47
9780134921235	MYVIEW LITERACY 2020 LEVELED READER BOOKSHELF COLLECTION GRADE 5	\$1,899.97	1	2	\$1,899.97	\$3,799.94
9780134934402	MYVIEW LITERACY 2020 MYFOCUS INTERVENTION PACKAGE LEVEL F	\$419.47	2	1	\$838.94	\$419.47
9780134963921	MYVIEW LITERACY 2020 TEACHER ASSESSMENT PACKAGE GRADE 5	\$325.47	2	1	\$650.94	\$325.47
9780134972244	MYVIEW LITERACY 2020 TEACHER EDITION PACKAGE GRADE 5	\$1,496.47	2	1	\$2,992.94	\$1,496.47
<b>myView Literacy ©2020 - Grade 5 Subtotal</b>					<b>\$ 6,792.67</b>	<b>\$ 13,815.32</b>
<b>_myView Literacy Subtotal</b>					<b>\$ 52,461.75</b>	<b>\$ 93,381.90</b>
<b>myView Literacy Professional Development</b>						
<b>myView Literacy Professional Development ©2020</b>						
0000000124103	myView Literacy Program Consulting Services	\$3,150.00	0	6	\$0.00	\$18,900.00
0000000124040	myView Literacy Implementation Essentials	\$2,800.00	0	1	\$0.00	\$2,800.00
<b>myView Literacy Professional Development ©2020 Subtotal</b>					<b>\$ 21,700.00</b>	<b>\$ 21,700.00</b>
<b>myView Literacy Professional Development Subtotal</b>					<b>\$ 21,700.00</b>	<b>\$ 21,700.00</b>

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
	<b>Solution Subtotal</b>				<b>\$ 52,461.75</b>	<b>\$ 115,081.90</b>
				<b>Shipping and Handling</b>		<b>\$ 7,576.79</b>
					<b>Total</b>	<b>\$ 122,658.69</b>

## Addendum

**To place your order** please submit a copy of this price quote with your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form, fax or by mail. Please submit your PO and price via one of the following methods:

**e-Form:** <https://pearsoncommunity.force.com/support/s/pearson-order-form>

**Fax:** 1-877-260-2530

**Mail:** Pearson Education, P.O. Box 6820, Chandler, AZ 85246

Pearson does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500 .

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Pearson at its offices. Pearson reserves the right to correct typographical, computational or other errors. Pearson's standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Pearson proprietary information and not subject to disclosure by the customer.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Pearson warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

**Platforms:** Pearson reserves the right to change and/or update technology platforms, including possible edition updates to customers during the term of access . Customers will be notified of any change prior to the beginning of the new school year.

**Return Policy:** If you are not entirely satisfied with any of our products, then you may, within one year from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Pearson within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

**Consumable Worktexts:** Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://www.k12pearson.com/worktext-subscription>.

**Annual subscriptions for iLit and Successmaker:** Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly, unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by emailing [k12customerservice@pearson.com](mailto:k12customerservice@pearson.com) .

**Technical support services** are included with purchase of Pearson digital products eform:  
<https://pearsoncommunity.force.com/support/s/k12-curriculum-support-form> phone: 1-800-234-5832

**MyPearson Training** which provides online access to on-demand tutorials and interactive webinar sessions is included with purchase of products. <https://mypearsontraining.com/>



**Putnam County Elementary School**

***326 S. 5<sup>th</sup> St.  
Hennepin, IL 61327***

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

The PCPS and PCES ELA Adoption Committee that consists of representation from each level, K-5, both Title I Reading teachers, a special education teacher, and administration have spent the past two years researching available ELA curricula series to implement a uniform K-5 ELA program. This committee took an extensive look at seven different series to determine which series would meet the needs of our PC students. Each series was piloted in the classroom with the free sample material provided by vendors. Upon completion of each series, each grade level team completed a rubric to document pros and cons as well as examine the components of each program. Emphasis was placed on the usability of materials, connection to the CCSS, assessment and technology. Following each series, the committee met to discuss feedback from each grade level. The seven series that went through this process were:

1. Journeys (Houghton Mifflin Harcourt)
2. Wonders (McGraw-Hill)
3. Benchmark Literacy
4. ReadyGen (Pearson)
5. Fountas & Pinnell Classroom
6. American Reading Company (ARC)
7. My View (Pearson)

Numerous professional development days (early out Wednesdays) were utilized to complete this process. Additionally, the ELA Adoption Committee held after school meetings when discussing rubrics. Our final meeting consisted of narrowing down to the top two series at each grade level. Ultimately, each grade level chose My View by Pearson as one of their top two choices. The committee feels as though My View is the best option to meet the needs of our students. The series provides instruction to support the 5 main components of literacy including phoneme awareness, phonics, fluency, comprehension, and vocabulary. Additionally, this program will support grammar, spelling and writing instruction with minimal supplementing. Ultimately, the implementation of a K-5 series will promote student learning in grades K-5 and foster a rich continuum and consistency in our ELA curriculum. This series has been presented and approved by the EPIC Council.

### **K-5 ELA Series Recommendation – My View (Pearson)**

***ELA Adoption Committee:*** Anne Downey (K), Katie Sobkowiak (1<sup>st</sup> Grade), Amy Bell (2<sup>nd</sup> Grade), Jennifer Smith (PCPS Title I Reading), Mary Henderson (3<sup>rd</sup> Grade), Debbie Ward (4<sup>th</sup> Grade), Monica Frund (5<sup>th</sup> Grade), Jennifer Lasik (PCES Title I Reading), Janice Ossola (Special Education) Ronda Cross (PCPS Principal), Courtney Balestri (PCES Principal)

***Where all students will learn and succeed and all means ALL  
Principal—Mrs. Courtney Balestri  
Secretary—Mrs. Brenda Schmidt***

## As Superintendent, I Recommend to Approve New Business Items

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Improve communications among all stakeholders in the District and Communities.

**ILLINOIS STATE BOARD OF EDUCATION**

Division of Innovation and Improvement

100 North First Street, N-242

Springfield, Illinois 62777-0001

**SCHOOLWIDE PLAN****Section 1114, No Child Left Behind Act of 2001****Instructions:** This completed template along with all related documentation must be:

- Approved by the Local Board of Education
- Signed by the School District Superintendent
- Kept on file with all Title I records

**SCHOOL INFORMATION**

<b>School Name:</b>	Putnam County Primary School		
<b>Principal:</b>	Ronda Cross		
<b>Address:</b>	400 E. Silverspoon St.		
<b>City, ZIP code:</b>	Granville, IL 61326		
<b>Telephone:</b>	815-882-2800 (Opt. #1)		
<b>Email address:</b>	<a href="mailto:crossr@pcschoools535.org">crossr@pcschoools535.org</a>		
<b>Planning Year:</b> 2015-16	<b>Implementation Year:</b> 2019-20	<b>Poverty Rate at implementation:</b> 40%	<b>Local Board of Ed. Approval date:</b> 5-20-2019

**DISTRICT INFORMATION**

<b>District Name/Number:</b>	Putnam County School District #535		
<b>RCDT:</b>	430785350262006		
<b>Superintendent:</b>	Carl Carlson		
<b>Telephone:</b>	815-882-2800 (Opt. #5)		
<b>Email address:</b>	carlsonc@pcschoools535.org		

\_\_\_\_\_  
Superintendent's Signature\_\_\_\_\_  
Date

## THE SCHOOLWIDE PLAN

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Any eligible school that desires to operate a schoolwide program shall first develop (or amend for such a program that was in existence on the day before the date of enactment of the No Child Left Behind Act of 2001), in consultation with the local education agency and its school support team or other technical assistance provider under section 1117, a comprehensive plan for reforming the total instructional program in the school that meets the following criteria:

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### (A) IN GENERAL

- i. **Describe how the school will implement the 10 components described in section 1114. *Each component will be listed later to be described in full detail.***

Putnam County #535 began the schoolwide implementation K-5<sup>th</sup> in the fall of 2015. This became a goal of the district in 2014 because of the recognized need to consolidate and streamline our services to best serve our students. A committee of staff, parents and community members was established for Putnam County Primary School and Putnam County Elementary School. The plan and process was reviewed again due to the new Consolidated Application Plan that will go into place for the 2019-20 school year. Previously, the plan was annually reviewed by the District Title Improvement team. This team will serve as an essential component for implementing the 10 components of the schoolwide plan and annually assessing our progress toward our goals. We will use Title I resources and state/local funds to achieve our goals for improved student growth.

- ii. **Describe how the school will use resources under this part and from other sources to implement those components:**

Putnam County CUSD #535 has a curriculum improvement machine that has been in existence for over 30 year. The Education Programming Improvement Council (EPIC) is a committee of teachers and administrators that review sub committee proposals for individual content areas and allocate professional development and resources to meet objectives.

- iii. **Include a list of State educational agency and local educational agency programs and other Federal programs under subsection (a)(3) that will be consolidated in the schoolwide program:**

1. Title I
2. Title IIA
3. Title IV
4. Response to Intervention (RtI/MTSS)
5. Educational Programming Improvement Council (EPIC)

- iv. **Describe how the school will provide individual student academic assessment results in a language the parents can understand, including interpretation of those results, to the parents of a child who participates in the academic assessments required by section 1111(b)(3):**

**Parent letters**

**Newsletter description at the beginning of the year  
Parent/teacher conferences**

**(B) PLAN DEVELOPMENT**

The comprehensive plan shall be

- i. Developed during a one-year period, unless –
  - I. The local education agency, after considering the recommendation of the technical assistance providers under section 1117, determines that less time is needed to develop and implement the schoolwide program; or
  - II. The school is operating a schoolwide program on the day preceding the date of enactment of the No Child Left Behind Act of 2001, in which case such school may continue to operate such program, but shall develop amendments to its existing plan during the first year of assistance after that date to reflect the provisions of the section.
- ii. Developed with the involvement of parents and other members of the community to be served and individuals who carry out such plan, including teachers, principals, and administrators, and if appropriate, pupil services personnel, technical assistance providers, school staff, and if the plan relates to a secondary school, students from such school:

NAME	REPRESENTATION
Carl Carlson	District Superintendent
Ronda Cross	Primary Principal
Courtney Balestri	Elementary Principal
Jennifer Smith	Primary Title I Teacher
Jennifer Lasik	Elementary Title I Teacher
Kayla Harris	Parent
Amy Bell	Primary Classroom Teacher
Val Peterson	Elementary Classroom Teacher

- iii. In effect for the duration of the school’s participation under this part and reviewed and revised, as necessary, by the school
- iv. Available to the local education agency, parents, and the public, and the information contained in such plan shall be in an understandable format
- v. If appropriate, developed in coordination with programs under Reading First, Early Reading First, Even Start, Carl D. Perkins Vocational and Technical education Act of 1998 and the head Start Act.

## PUTNAM COUNTY #535 SCHOOLWIDE PLAN

**1. Conduct a comprehensive needs assessment of the entire school:**

- Include a copy of the document used to conduct the assessment for PK-5<sup>th</sup> grade teachers

**2. Describe schoolwide reform strategies:**

- a. **Provide opportunities for all children to meet the State's proficient and advanced levels of student academic achievement**
  - i. One-to-one technology 3<sup>rd</sup>-12<sup>th</sup> grade
  - ii. Two-to-one technology K-2<sup>nd</sup>
  - iii. Tier I differentiation through staff and resources (ie., Math Reads)
  - iv. Tier II reading and math interventions (Sample resources: Fountas & Pinnell, SRA)
  - v. Universal Screening three times a year for all students
  - vi. Progress monitoring biweekly for Tier II students
  - vii. Progress monitoring weekly for Tier III students
- b. **Use effective methods and instructional strategies that are based on scientifically based research that: strengthens the core academic program, increases the amount of learning time and helps provide enriched and accelerated curriculum, and includes strategies for meeting the educational needs of underserved populations**
  - i. Math curriculum adoption for the 2017-18 school year
  - ii. ELA curriculum adoption for the 2019-20 school year
  - iii. Adoption of resources such as DLI, Lucy Calkins Writing and Heggarty
- c. **Includes strategies to address the needs of all children in the school, but particularly low achieving children and those at risk of not meeting the State's standards**
  - i. K-5<sup>th</sup> grade utilizes various strategies to meet the needs of the different student learners. Students are grouped according to their needs and provided personalized instruction in the classroom and through their tiered support system.
- d. **Address how the school will determine if such needs of the children have been met**
  - i. Teachers chart classroom data in the areas of Math and Reading to inform their instruction
  - ii. Reading specialist track their caseload data to inform their instruction and make recommendations of strategies and curriculum.
  - iii. Utilize the Student Growth components for teachers to track student progress.
- e. **Are consistent with and re-designed to implement state and local improvement plans**
  - i. Primary and Elementary will be working on their acceleration/gifted processes and interventions (How to challenge and group).
  - ii. Primary and Elementary will be conducting vertical articulation in all content areas, comparing curriculum maps and use guiding questions for consistency.
  - iii. Primary and Elementary will be improving technology access and devices through a new ELA curriculum online, google classroom/apps and interactive boards.

**3. Is instruction by highly qualified teachers: (maintain documentation)**

YES

NO (If not, describe areas in need of highly qualified instructors and plans to overcome deficit areas.)

We do not hire teachers at the Primary or the Elementary that do not met the standard of being highly qualified teachers.

**4. Describe high-quality and on-going professional development for teachers, principals and paraprofessionals, and if appropriate, pupil services personnel, parents and staff to enable children in the school to meet the State's student academic achievement standards:**

We believe that high-quality professional development leads teachers to gain and refine knowledge of both the content and their pedagogy practices. It reflects research or evidence-based best practices in teaching and learning, helping adults with varied interests, learning backgrounds, and their own readiness to learn and work together and feel part of a community of learners. High-quality professional development must have a positive impact on the classroom in terms of our teachers' effectiveness and students' learning. By focusing our staff development efforts around these key principles, we hope to provide administrators and teacher leaders with tools to plan for, implement, and reflect on high-quality, ongoing staff development that introduces, models, and encourages teachers' continuing their own learning more fully for the best differentiated classroom practices possible.

Change can be difficult. We recognize the difficulties inherent in changing long-standing teaching practices through professional development and believe in celebrating the successes that happen along the way.

We believe several things about education and ongoing professional development.

Change is a necessity for in today's classrooms.

The focus on schoolwide change must be classroom practice.

We need a systemic approach to planning and the change that is identified.

Change is difficult, slow, and can change or evolve as we learn more about ourselves as change agents of education.

Improvement requires leadership, buy-in and administration.

To change our schools, we must change the culture of schools.

What leaders do speaks with greater force than what they say.

Change efforts need to align with our internal goals as well as our Common Standards. In part from *Leadership for Differentiating Schools and Classrooms*, Carol Ann Tomlinson and Susan Allan (2000).

**5. Describe strategies to attract high-quality, highly qualified teachers to this school:**

Our district has regionally competitive salary and benefits. We offer a small community with great values and opportunities for professional development you will not find in many districts any longer. Our teachers do not have the typical limit of 1 professional development opportunity like many districts do today.

When going through the application process, we offer a professional environment for our staff members. Our district has a mission that it follows and places students first. We exemplify this by creating professional folders, brochures and a process for hiring staff members. We offer ample resources in the classroom and technology such as the one-to-one initiative (Ex: 3<sup>rd</sup>-12<sup>th</sup>). We also allow our teachers many opportunities to coach, set educational special nights for student learning/enjoyment and lots of opportunities to lead initiatives with their peers.

**6. Describe strategies to increase parental involvement, such as family literary services:**

Each year we conduct several events that foster the participation and learning of our families.

Districtwide we have a Parent Advisory Council (PAC). They provide one parent night that focuses on educating parents on various subject(s) that pertain to our student population. The committee organizes and prepares topics and presentations. PAC plans a vendor night where all of the community activity vendors are invited to a school and parents have one location to go to and learn about activities available to their child during the summer months.

At the Primary building there is a Family Reading night. Students and parents attend reading events in each of the classrooms hosted by the grade levels. Parents see how teachers interact with their child and teachers also facilitate learning and teaching between the parent and child. Additionally, our preschool program hosts monthly opportunities for

our students to interact with parents through projects, field trips, creative play, etc. The preschool program also hosts events like interactive storytelling.

At the Elementary School there are Blue Stem nights with their students and families each month. There is also a STEM night for students and families to participate in.

**7. Describe plans for assisting preschool children in the transition from early childhood programs such as Head Start, Even Start, Early Reading First, or a state-run preschool program to local elementary school programs: (If this is for a middle or high school, describe other transition plans.)**

Our Preschool for All program is located in the Primary School. Students have 2<sup>nd</sup> grade buddies that they are paired up with to read stories or do projects together. Preschool students also visit other locations in the school like the media center. At the end of the school year, preschool students going onto Kindergarten will have a shadow day with kindergarten so students can get a feel for what the kindergarten day will look like the following year.

**8. Describe measures to include teachers in the decisions regarding the use of academic assessment in order to provide information on, and to improve, the achievement of individual students and the overall instructional program:**

Teacher leadership is fostered and encouraged at Putnam County. Our instructional staff will be involved in decisions regarding the use of academic assessment, a student's performance and the outcomes of a program(s) designed for students.

**Educational Programming Improvement Council**

At Putnam County #535 we developed a curriculum machine lead by teachers to improve our programming for students (Mrs. Bell and Mrs. Smith also serve on this committee). Teachers have equal voting rights on this council as administration. The whole council looks at proposals by teachers in the core academic areas that focuses on a problem and a solution when it comes to curriculum content. The council hears proposals from teachers (and possibly administration) that uses research, evidence and resources to pivot the grade level or content area in a direction that is supported by professional collaboration time, professional development, resources, etc. Budgets, follow-up reports and the like are all used to measure need, resource availability and implementation.

**Rtl Leadership Team Meetings**

Six years ago the Primary School began holding Leadership Team meetings and the Elementary School began their meetings over four years ago. During these meetings the team established ground rules, a decision rules manual, an expectation's chart, parent communication letters, researched countless interventions and many other items that were to be used for the identification and communication of student need. The principal is one equal team member on the Leadership Team.

Five years ago the district established two early dismissals each month. One of the main purposes for doing this was to allow the team and teachers to meet and have data team meetings on student progress, discuss a child's interventions and move students within groups in order to best serve them. Teachers found this to be an area that they had to find common ground and this took approximately a year to achieve.

**Rtl Data Coaches**

During the 2014-15 school year the district decided to invest once again in their teaching staff by establishing Rtl coaches for each building. Coaches were hired based on leadership, interest in Rtl and knowledge in interventions. This was a critical step to have a teacher leading the coaching of staff and moving toward an Rtl model that had substantial components that also included Title I students. This was important to us because there was a negligible difference between Rtl reading students and Title I reading students; and the same could be said for the area of math even though that area is not served by our Title I program. This is the second year of having Rtl coaches and it has been a critical step needed in fostering leadership and improving intervention services for students.

**Data Team Meetings**

During the 2019-20 school year, both the Primary School and Elementary School conducted data team meetings. The meetings were conducted every six weeks with the school's leadership team members and the classroom teacher. This is where we were able to find what worked well for students and the staff and what did not. When we found issues with the

decision rules or expectations chart we would follow-up with Leadership Team meetings to discuss, research and correct the issue. The documents would be updated and made available to the staff in the master copy in the workroom.

9. **Describe activities to insure students who experience difficulty mastering proficient or advanced levels of academic achievement standards shall be provided effective, timely additional assistance which shall include measures to insure that students' difficulties are identified on a timely basis and to provide sufficient information on which to base effective assistance:**

Rtl data team meetings are held every 6-8 weeks. Data, fidelity, percentages of improvement, running records, sight words and other indicators are used to assess student progress with the interventions (30 minutes a day). If a student is not making adequate progress over time not to exceed 12 weeks, the student's intervention is changed. If a student's progress still continues, the student is then provided additional Tier III services for 15 minutes a day. Students are progress monitored every other week or weekly if they are in Tier III.

10. **Is coordination and integration of Federal, State and local services and programs occurring: (For example: Using Title II-A funds to purchase leveled readers for guided reading at each grade level is approvable. Title II-A funds are typically restricted to class-size reduction, meeting and/or maintaining highly qualified status and professional development. However, within Schoolwide Programs Titles I and II-A may be used interchangeably with this flexibility. Each school must maintain their own documentation.)**

YES

NO

## As Superintendent, I Recommend to Approve New Business Items

### Handbooks

- The handbooks were reviewed by committees involving students, staff, board member, and community members. Also, the admin team uses the Illinois Principals Association Model Handbook as reference to make sure all required items are included.

### IGA Radio Tower – Internet and Phone Signal

- Currently, the district uses a tower located on residential location in Florid. The availability of utilizing the Sheriff's/County Tower is that it removes liability on a residential location. It also provides a climate controlled environment for housing the equipment. It is a taller tower that will allow for stronger signals to be transmitted.

### K-5 ELA Adoption

- As outlined by the principals involved, the district has spent the past two years piloting various series for a much needed English/Language Curriculum upgrade. The committee met after each piloting period, used a rubric to score results, and at the end compiled the data and feedback to come to a consensus on what best meets our district needs. Yes, this is a large financial commitment. However, this total breaks down for all students in grades K-5 over the next six years. The investment in our ELA curriculum is essential to making sure we have the tools to adequately meet the academic needs of our students. The amount has been budgeted using three sources for revenue. We budgeted a higher amount for both buildings in textbooks, EPIC funds, and applying Title I dollars as well. The plan is to pay off over half this fiscal year and the remaining balance in the next fiscal year.

### Schoolwide Plan

- Mrs. Cross has provided the required outline for the Schoolwide Plan regarding Title funds for next year. There is a new change that has come down the pipe and it is called a “District Consolidated Plan.” It has nothing to do with school consolidation but rather consolidating all the reports into one document/location. By no means does it mean less work only having to compile in one source. Additional time and guidance will be needed to complete the rough draft of the district consolidated plan. The district is required to provide evidence of board approval of such a plan after the June meeting in order to submit by the state’s deadline. Approving this schoolwide plan is the necessary first step to moving forward with the district plan.

### Golf Cooperative Agreement

- It is recommended that the district continue/extend the current Girl’s Golf Cooperative agreement with Henry-Senachwine High School for another two years. The cooperative has allowed participants from both schools to field a team while competing individually as well. The cost of the program is divided per capita on how many participants are from each school. We look forward to continuing this productive cooperative.

### District Goal

Demonstrate increased academic achievement for all students

Improve communications among all stakeholders in the District and Communities.

## INTERGOVERNMENTAL COOPERATION AGREEMENT

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Board of Education of Putnam County Unit School District No. 535, Putnam County, Illinois ("Putnam County") and the Board of Education of Henry-Senachwine High School Unit District No. 5, Marshall County, Illinois ("Henry-Senachwine").

WITNESSETH:

WHEREAS, the Putnam County and Henry-Senachwine school districts wish to enter into a cooperative agreement for IHSA Girls' Golf program in accordance to the terms and conditions contained herein; and

WHEREAS, the school districts are authorized to enter into this Agreement pursuant to Article VII, Section 10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act, Ill. Rev. Stat. Ch 127, Par. 741 et seq;

NOW THEREFORE, in consideration of the terms and conditions contained herein, and other good and valuable consideration, the parties hereto agree as follows:

1. Cooperative Program - The school districts agree to form a cooperative program for their Girls' Golf team for grades 9 through 12.
2. Term - This agreement shall be in effect for the 2019-2020 school year as well as the 2020-2021 school year.
3. Renewal - This agreement may be renewed only with the approval of the two involved Boards of Education.
4. Amendment - This agreement may not be amended or modified unless such agreement or modification is in writing and approved by the two involved Boards of Education.
5. Administrative District – Putnam County shall serve as administrative district for the term of this agreement.
6. Costs - The administrative district, unless specifically accepted in another paragraph of this agreement, shall pay all expenses of the program. **After a full accounting, Henry-Senachwine shall reimburse the administrative district on a pro-rata share based on the number of participants from each school.**
  - a. The administrative district shall pay the costs of hosting golf matches including workers.
  - b. The administrative district shall pay all entry fees, if applicable.
  - c. Transportation costs to away matches shall be paid by the administrative district.
  - d. Transportation to practice will be the cost and responsibility of each school.

**After a full accounting, Henry-Senachwine shall reimburse the administrative district on a pro-rata share based on the number of participants from each school.**

7. Coaches – Coaches will be the employees of their home district. The administrative district will be responsible for hiring and payment of the head coach as outlined in the Putnam County School District extracurricular stipend schedule. Volunteer coaches can be appointed at the discretion of the administrative district.
8. Transportation - Transportation to practice and home games and any related costs will be the responsibility of each school. A departure site will be agreed upon for each road game.
9. Policies - Training rules and eligibility standards will be established and enforced at each school. Collection and checking of athletic physicals and insurance will be the responsibility of each school.
10. Equipment - Uniforms will be the responsibility of the administrative district. With the exception of golf balls, all equipment will be the responsibility of each school and/or individual players.
11. Insurance - Insurance, both liability and accident, is the responsibility of each school.
12. Senior-Parent Recognition - A combined senior-parent recognition program will be held at the last regular season home match of the cooperative.
13. Awards Ceremony - A combined awards program for the cooperative will be held at the conclusion of the season. The administrative school assumes responsibility of hosting the awards ceremony. Any certificate/award given will be the responsibility of the administrative school.

This agreement is entered into the date and year first above written.

BOARD OF EDUCATION  
PUTNAM COUNTY UNIT SCHOOL DISTRICT 535  
PUTNAM COUNTY, ILLINOIS

BY: \_\_\_\_\_  
PRESIDENT

ATTEST: \_\_\_\_\_  
SECRETARY

BOARD OF EDUCATION  
HENRY-SENACHWINE UNIT SCHOOL DISTRICT 5  
MARSHALL COUNTY, ILLINOIS

BY: \_\_\_\_\_  
PRESIDENT

ATTEST: \_\_\_\_\_  
SECRETARY

## As Superintendent, I Recommend to Approve New Business Items

### Handbooks

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### District Goal

Demonstrate increased academic achievement for all students

Improve communications among all stakeholders in the District and Communities.

402 East Silverspoon Ave.  
Granville, Ill. 61326



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

## Putnam County High School

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April 26<sup>th</sup>, 2019

Superintendent Carlson & Board of Education:

The position of Physical Education Teacher was first posted as a possible vacancy for the 2019-2020 school year on March 19, 2019. We received nine applicants within the posting period and elected to hold an interview with two candidates who I found best fit the needs of the District and its students.

On April 26, 2019, I hosted interviews with the assistance of Mr. Jared Sale. The applicant, Mrs. Amy DeVerteuil, presented herself as a respectful, energetic, and well-organized individual with the necessary qualities to lead student learning. Mr. Theisinger called references and spoke with Principals from her previous schools of employment. They both spoke highly of her and indicated they would hire her back to their schools if given an opportunity. Based on the interview and collected information, I formally offered the position to Mrs. DeVerteuil later that day, and she immediately accepted it.

Based on the interview and discussions with Mr. Sale, administration recommends the following hire:

Physical Education Teacher: Mrs. Amy DeVerteuil

Her application materials have been included for your review. Mrs. DeVerteuil is currently finalizing needs related to her Professional Educator's License, so this hiring is dependent on her certifications.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CJ Theisinger', written in a cursive style.

Mr. Clayton J. Theisinger  
*Principal*

# Amy DeVerteuil

1819 2959th Rd.  
amydeverteuil@gmail.com

815-579-7484  
Ottawa, IL.

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## Experience in Academic Classroom:

2017-2018 Liberal Arts Math and Algebra 1 Teacher- Mariner High School  
2013-2017 Seventh Grade Math Teacher - Mariner Middle School  
2006-2013 Fourth Grade Teacher - Orange River Elementary School

Throughout my teaching career I have always maintained that having a strong relationship with my students, parents, co-workers, and administration was of the utmost importance. My strong belief in community pride has molded me into the professional teacher, coach and trainer I am today. Below are some of the contributions I have made to making a positive impact in the learning communities I have been a member of:

- One of the 222 High Impact Teachers in Lee County
- Acknowledged by peers as Mariner Middle Teacher of the Year
- Developed a positive, safe, and fun learning environment for all students
- Included daily strategies that involved the ESOL and ESE learner
- Intensive reading and math strategies used to support needs of class
- Small group instruction to further support all learners in the classroom
- Use of different manipulatives, visuals, and technology
- Volunteered planning time, before and after school time for tutoring, and athlete training
- Established open line of communication with parents on student performance both academically, socially and athletically
- Rapport with students, parents, and staff was developed quickly
- Member of PBIS committee for three years and the intermediate grade representative, organizer, and planner for all PBIS sponsored events.
- Co-facilitated fundraising and planning for fourth grade field trips to Lakes Park and to a movie theater
- Contributed to out of school activities - games, band concerts, competitions, etc.
- Participation in after school pick-up games(basketball) with boys on campus

Jan 2010 to Mar 2011 Lee County Schools Adult Education Program

- Implemented twice weekly lessons covering fifth grade to ninth grade math that were engaging for all students ages 17-50+
- Maintained flexible lesson plans and resources in the case of needing more in class review
- Prepared outside resources/websites for further practice of the skills taught while studying at home

- Organized one hour tutoring session into a spiral review of most missed questions on the GED exam

### **Experience in Physical Education:**

All of the coaching positions listed below involved working with other coaches to schedule practice times, planning out practice, organizing game day travel, and close supervision of middle school and high school aged student-athletes.

**Mariner High School**  
Varsity/JV Volleyball Coach

**Mariner High School**  
JV Boys Basketball Coach

**High Hoops NEO U S S S A**  
6th & under boys' Basketball Coach

**Mariner Middle School**  
Girls Basketball Coach

**Gulf Middle School**  
Asst. Boys' & Girls' Basketball Coach

**Shepherd Middle School**  
Asst. Girls' Basketball 7 & 8 Coach

**Ottawa High School**  
J.V. Girls' Basketball Coach

**Marquette High School**  
Freshman Volleyball Coach

**Marquette High School**  
Freshman Boys' Basketball Coach

### **Education:**

December 2005	<b>Aurora University</b> Master of Arts in Teaching with Certification (K-9, Elementary Education)	Aurora, IL.
May 1998	<b>University of Michigan</b> Bachelor of General Studies Concentration in Communications	Ann Arbor, MI.
2010-2011	Physical Education and Middle School Math 5-9	Florida Teacher Certificate Exam

### **References:**

**Dr. Robert Butz**  
Principal - Ft. Myers High School  
(239) 334-2167

**Rachel Gould**  
Principal - Mariner Middle  
(239) 772-1848

**Keri Guilinger**  
Health/PE-Shepherd Junior High  
(815)434-7925

**Marla Wunderlich**  
Assistant Principal – Mariner Middle  
(239) 772-1848

**Tiffany Clayton**  
7th Grade Math Team – Mariner Middle  
(239) 772-1848

Amy Deverteuil  
1819 2959th Rd.  
Ottawa, IL. 61350  
(815)579-7484  
amydeverteuil@gmail.com

April 19, 2019

Mr. Clayton J. Theisinger  
Principal, Putnam County High School  
402 E Silverspoon Ave.  
Granville, IL 61326

Dear Mr. Theisinger,

I was excited to see the posted PE position at Putnam County High School.

I have filled several long term sub vacancies in PE and have since always wanted the opportunity to teach PE full time. I have a strong belief in physical fitness and the overall health of students. I have held several coaching positions that have given me the opportunity to connect with different groups of students through physical fitness and sports. I am certain that these experiences would transfer into teaching PE. In addition, I have had multiple opportunities throughout my career to work with a very diverse population of students and co-workers and I am sure these experiences would have a positive impact on the Putnam County community.

I would welcome the opportunity to sit down and discuss this position with you further.

Sincerely,

Amy Deverteuil

402 East Silverspoon Ave.  
Granville, Ill. 61326



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

## Putnam County High School

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April 29<sup>th</sup>, 2019

Superintendent Carlson & Board of Education:

The position of Mathematics Teacher was first posted as a possible vacancy for the 2019-2020 school year on March 19, 2019. We received four applicants within the posting period and elected to hold an interview with all candidates. One candidate did not return communication, so only three interviews were held with candidates.

On April 24, 2019, and April 25, 2019, I hosted interviews with the team of Miss Kelly McCurry and Mr. Charles McConnell. In matching our current needs of the Mathematics position with the skills and knowledge of the applicants, we found that Mrs. Chelsi Straughn-Niewinski possessed the qualities and characteristics that would better our student learning opportunities. I spoke with Mrs. Courtney Balestri, her current Principal, on her performance as a teacher, and she attested to her quality service to students. Based on the interview and collected information, I formally offered the position to Mrs. Straughn-Niewinski on April 29, 2019, and she immediately accepted it.

Based on the interview and discussions, administration recommends the following hire:

Mathematics Teacher: Mrs. Chelsi Straughn-Niewinski

Her application materials have been included for your review. Mrs. Straughn-Niewinski is currently finalizing needs related to her Professional Educator's License, so this hiring is dependent on her certifications.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CJ Theisinger', written in a cursive style.

Mr. Clayton J. Theisinger  
*Principal*

## Chelsi Straughn-Niewinski

610 E. Market Street

Hennepin, IL 61327

(815) 252-5737 [straughnc@pcschoools535.org](mailto:straughnc@pcschoools535.org)

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### **Professional Summary**

A general education classroom teacher with experience in writing engaging, standards-aligned lesson plans. Works to instill a passion for learning within each and every student. Promotes use of technology to build a better understanding of concepts and ready students for the evolving world we live in.

### **Education**

#### **Master of Arts, Mathematics Education**

Western Governors University - Salt Lake City, UT 2018

#### **Bachelor of Science, Early Childhood Education**

Northern Illinois University - DeKalb, IL 2012

### **Certification/Licensure**

Illinois State Board of Education: Professional Educator License

Early Childhood Education (Self-Contained General Education) current

Secondary Mathematics Education (6-12) anticipated

### **Teaching Experience**

#### **Putnam County Elementary School - Hennepin, Illinois**

3rd Grade General Education Teacher 2013-Present

- Responsible for creating standards-aligned lesson plans for all subject areas
- Collaborate with team members to coordinate instruction
- Incorporate technology into instruction daily
- Serve on Building Leadership Team to promote positive changes for the school
- Promote open, positive communication with parents
- Adhere to Individualized Education Programs for special education students, and collaborate with special education teachers to implement strategies to benefit students
- Participate in professional development and present findings to colleagues
- Coach multiple teams within the school district
- Tier II and III Math Interventionist

Paraprofessional/Substitute Teacher 2012-2013

- One-on-one support for special education students
- Assessed and documented behavior based on Individualized Education Programs
- Led group of gifted third grade students with more challenging content
- Substitute for third, fourth, and fifth grade general education classes

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**Chelsi Straughn-Niewinski**

610 E. Market St. Hennepin, IL 61327  
(815) 252-5737  
straughnc@pcschoools535.org

April 24, 2019

Dear Mr. Theisinger,

I am writing this letter to express interest in the vacant mathematics position at Putnam County High School.

I am a lifelong resident of Putnam County, as well as a 6-year employee of Putnam County School District. Putnam County is my home, and where I would like to spend my entire career.

Throughout my schooling and teaching career, I have always had a tremendous passion for mathematics. It has and will always be my favorite subject to teach, and it fulfills me as an educator to watch my students grasp a concept in math that was once foreign or difficult for them.

When I began coaching golf and basketball at PCHS four years ago, I quickly realized that I had a desire to work with high school-aged students. I had always pictured myself as teaching and leading younger children, but found myself making connections and building relationships with my high school student-athletes that I deeply cherished.

My passion for mathematics, as well as my desire to teach in the high school setting, led me to pursuing a master's degree in mathematics education. I have completed the program, and am close to the finish line in the process of becoming licensed to teach secondary mathematics in Illinois.

I know that I am an unconventional candidate due to the fact that I am not currently licensed in the subject area, but I can assure you I will do whatever it takes to make sure the licensure happen. I would appreciate your consideration when filling this position.

Sincerely,



Chelsi Straughn-Niewinski

402 East Silverspoon Ave.  
Granville, Ill. 61326



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

**Putnam County High School**  
Mr. Clayton J. Theisinger  
Principal

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May 7th, 2019

Superintendent Carlson & Board of Education:

The position of Family and Consumer Sciences Teacher was first posted as a possible vacancy for the 2019-2020 school year on April 24, 2019. We received two applicants within the posting period; however, one of the candidates was deemed not suitable for the position. We elected to hold an interview with the other candidate.

On May 2, 2019, I hosted an interview with the assistance of Miss Kimberly England. The applicant presented herself as an individual with quality characteristics and an array of experience in the school setting. I called references for the applicant, and both of these individuals provided the highest remarks for her performance as an educator. I called the applicant the following week, and she immediately accepted the position. Based on her interest expressed in the interview, I also offered her the position of "Sophomore Class Sponsor." She immediately accepted that position as well.

Based on the interview and conversations with the team, administration recommends the following hire:

Family & Consumer Sciences Teacher: Mrs. Brandi LeQuia  
Sophomore Class Sponsor: Mrs. Brandi LeQuia

Her application materials have been included for your review.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CJ Theisinger', written over a white background.

Clayton J. Theisinger

Brandi LeQuia  
610 Marcia Street  
Henry, IL 61537  
(309) 238-3939  
bdole77@gmail.com

24 April, 2019

Putnam County High School  
Principal Mr. Clayton Theisinger  
402 E. Silverspoon Ave.  
Granville, IL 61326

Dear Mr. Clayton Theisinger:

I am interested in the position of Family Consumer Science Teacher that is available at your school. I came across your job posting through the IASA Job Bank page. I have a great deal of interest in learning more about your school and how I could contribute and benefit the learning environment of your students and the Family and Consumer Sciences Program. I am currently student teaching at Midland High School in Varna, IL to fulfill my teaching degree with an endorsement in Family and Consumer Science. My student teaching classes include: Foods I, Foods II, Adult Living, Consumer Education, and Interior Design.

I have worked at Henry-Senachwine High School for 15 years as a paraprofessional and as the Athletic Director's Secretary. During my time at Henry-Senachwine I became involved in several extracurricular activities as well as some coaching responsibilities. I am highly involved with the student body, parents, and the community.

I will graduate May, 2019 from ISU with a Bachelor's Degree in Family and Consumer Science Secondary Education. Prior to my graduation I fulfilled my observation hours at Henry-Senachwine High School in Henry, Illinois; Hall High School in Spring Valley, Illinois; and University High School in Normal, Illinois; attending a variety of classes and activities. I was also asked to supervise students for various events.

Attached you will find my resume which contains additional information about my experience and related skills I can bring to your program and your school. I feel as though I have gained a great deal of experience in working with students and look forward to the chance to use my professional education that I gained from both my college degree as well as my time spent working at a public high school. School activities have provided many experiences that have allowed me to practice my future teaching and grow as both a learner and a teacher.

I would appreciate the opportunity to discuss my qualifications for the position with you further. Thank you for your time and consideration. I look forward to speaking with you about this opportunity.

Sincerely,

Brandi LeQuia

# Brandi LeQuia

610 Marcia Street, Henry, IL 61537 \* (309)238-3939 \* bdole77@gmail.com

## EDUCATION

Illinois State University, Normal, IL

**Bachelor of Sciences in Family and Consumer Science Teacher Education** May 2019  
• Magna Cum Laude Spring 2019  
• Dean's List Fall 2018-Spring 2019  
• Kappa Delta Pi Oct 2018  
• IFACSTA Sept 2017

Illinois Central College, East Peoria, IL

**Associates of Science** May 2017  
• Phi Theta Kappa Fall 2016  
• President's List Fall 2015-Spring 2017

## SKILLS AND CERTIFICATIONS

- Innovative problem solver, works well with others, resourceful
- First Aid and CPR Certified
- Experience in working at a public school setting with students, parents, and the community
- Proficient with Microsoft Office, scheduling, and bookkeeping
- Excellent written and verbal communication
- Excellent at event planning, budgeting, and fundraising

## RELATED EXPERIENCE

Midland High School, Varna, IL

Jan. 2019 - May 2019

Student Teaching

- Facilitated classroom lectures, labs, tests, and assignments
- Differentiated the learning environment for a wide range of diverse learners
- Assessed students' work and provided meaningful feedback

## WORK HISTORY

Henry-Senachwine High School, Henry, IL

Aug. 2017- Dec. 2018

Athletic Director's Secretary

- Call Schools to coordinate and confirm athletic events for the year
- Manage the athletic budget
- Keep an updated filing system

Henry-Senachwine High School, Henry, IL

Extracurricular Sponsorships and Coaching Responsibilities

- Student Council Advisor Jan. 2015 - Current
- FCCLA Sponsor Aug. 2015 - Current
- Class Sponsor Aug. 2016 - Current
- Prom and Post Prom Sponsor Aug. 2012 - Current
- Cheer Coach, Asst. Softball Coach, Yearbook Advisor Aug. 1998 - May 2015

Henry-Senachwine High School, Henry, IL

Aug. 2009- Aug. 2017

Paraprofessional

Aug. 1998- May 2004

- Attend classes with IEP students
- Assist special education students with note taking and understanding teacher expectations
- Read class material orally
- Facilitate that teachers follow student's IEP guidelines

402 East Silverspoon Ave.  
Granville, Ill. 61326



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

**Putnam County High School**  
Mr. Clayton J. Theisinger  
Principal

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May 7<sup>th</sup>, 2019

Superintendent Carlson & Board of Education:

The position of Summer School Teacher was posted as a vacancy on April 23, 2019. We received two applicants within the posting period. Both applicants expressed interest in serving as the teacher for the course for two of the four weeks within the program.

Both applicants have had experience teaching within English courses at Putnam County High School. In fact, they have served as co-teachers for the past two years and have collaborated extensively on planning and implementing quality English teaching and learning opportunities. One has also taught portions of the summer school course for the past two years.

Based upon current teaching assignments and previous experience, the following individuals are recommended for hire for Summer School 2019:

- Mrs. Jackie Gerling – Week 1 and Week 2
- Miss Bethany Newsome – Week 3 and Week 4

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'CJ Theisinger', written in a cursive style.

Clayton J. Theisinger

# Putnam County Primary School

**Ronda Cross, Principal**

*400 E. Silverspoon Street*

*Granville, Illinois 61326*

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## **May, 2019 School Board Meeting**

### **RECOMMENDATION FOR HIRING PCPS KINDERGARTEN TEACHER**

I am making my recommendation for the Primary School's kindergarten teacher. I posted the position on the Illinois Job bank for over 6 weeks. I received 4 applications during that time period.

- Recommendation for hiring: Jenna Hambly

Jenna comes to us with six years of experience from Arizona area where she taught 2<sup>nd</sup> grade, gifted education and students at-risk. She is passionate about being on a team, reading curriculum, rigor, differentiation of instruction and finding a new educational home back in Illinois. She is originally from Plano, IL, but she is moving back to the Peru area. She will be an amazing fit with the existing Kindergarten Team!

# **Putnam County Primary School**

## **Recommendations for Hire or Transfer (2019-2020)**

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### **Position: Kindergarten Teacher**

**Candidate Recommended: Jenna Hambly**

**The kindergarten team and I interviewed Jenna out of 5 applicants submitted during a seven week period.**

**Ms. Hambly has 6 years of teaching experience at the 2<sup>nd</sup> grade level in Arizona. She has also earned her English Language (EL) endorsement and master's degree. 2<sup>nd</sup> 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: Primary Special Education Teacher**

**Candidate Recommended: Michelle Erickson**

**Ms. Erickson has met with me and toured the Primary School in interest of the Primary special education teaching position. She contacted Mrs. McNelis and myself indicating that she would like to transfer from the Junior High to the Primary for the 2019-20 school year. We are all in agreement with this transfer.**

Daniel Ramirez  
1515 Grant St.  
Schaumburg, IL 60193  
(630) 776-5350  
wwwexpron@yahoo.com

Dear Mr. Carlson,

I learned about your job opening for the position of District Technology Coordinator dated March 23rd 2019. I am experienced and have extensive knowledge in this field for the past twenty years. I currently work for Township High School District 211 in Palatine, IL, the largest high school district in Illinois.

My current duties include server and workstation administration, network and WiFi management, mobile device management and active directory administration. I currently manage over 2,700 iPads in our one to one program. Each building has around 800 PC desktops and workstations. I also manage Mac servers, iMacs and MacBooks. I have experience managing school districts of over 9,500 users and devices. Each high school has over 2,200 users across five buildings and an administrative office.

I have experience with E-Rate and special education programs and technology grants such as Perkins. I also have experience with specialized state mandated testing such as PARCC testing and AP testing.

I would like to express my intent to apply for the position at Putnam County CUSD #535. Based on my work experience and qualifications, I am ready to take on the role of District Technology Coordinator and apply my knowledge and experience to foster the District 535's community's learning.

Attached you'll find my resume, my current certification and references.

Thank you for your time and I look forward to discussing this opportunity further with you.

Dan Ramirez

1515 Grant Street  
Schaumburg, IL 60193  
(630) 776-5350  
dramirez@d211.org

# DANIEL RAMIREZ

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## OBJECTIVE

To strengthen and advance my career as the District Technology Coordinator. To assist students and staff by offering the most optimal experience using the best technology practices that are available to us. To be an asset to the school district and offer successful contributions based on my experience in educational technology.

## EMPLOYMENT

### **Township HS District 211, Palatine, IL – Conant Network Technician**

August 2006 – Present (12 years, 7 months)

- Apple iPad, iMac and MacBook management of 2,500+ nodes using JAMF MDM
- Deployment, imaging and management of 800+ PC workstations using Symantec Ghost
- SentinelOne Antivirus client installation, management, inception and updates
- Computer lab and workstation inventory for patch management using Dell KACE
- Server management for JAMF server, Ghost server and CHS Apple caching server
- Support students and staff on a daily basis and utilize the helpdesk system

### **Glenbard HS District 87, Glen Ellyn, IL – District Network Technician**

August 1998 – May 2006 (7 years, 9 months)

- Novell, Active Directory & Apple admin for the district office and four high schools
- Network manager across district ICN WAN and LAN connections serving 9,500+ users
- Workstation & Server deployment, repair, patching & imaging across the district
- Special education hardware and software integration based on grants & programs
- Checkpoint Firewall and content filtering administrator (Sonicwall & Websense)

## EDUCATION & CERTIFICATIONS

- JAMF 200 Course Certified Tech (2018)
- CheckPoint Certified Expert – CCSE (2004)
- DeVry University. Addison, IL (1997 – 1998)
- William Rainey Harper College. Palatine, IL (1996 – 1998)

## REFERENCES

Available upon request.

# AMY E. LEJSNER

📍 924 Abbington Dr. Crystal Lake, IL 60014

☎ (815) 451 9029

✉ amylejsner@gmail.com

✉ aliz235@yahoo.com

## OBJECTIVE

To secure an elementary teaching position in a student centered environment in a progressive school district.

## EDUCATION

Western Illinois University, Macomb, IL – NCATE Institution

**Bachelor of Science in Education- Elementary Education**

May 2018

Cumulative GPA: 3.43/ 4.0

Major GPA: 3.63/4.0

## TEACHING EXPERIENCE

**Teacher, 4<sup>th</sup> Grade, Woods Creek Elementary School, Crystal Lake, IL** 2018-2019 School Year

- Responsible for a classroom of students with IEP's and 504's, 30% of classroom
- Collaborated with colleagues to promote student learning
- Strengthened teaching style

**Student Teacher, 1<sup>st</sup> Grade, Woods Creek Elementary School, Crystal Lake, IL** Spring 2018

- Worked with multiple students with IEP's and 504's, 25% of classroom
- Demonstrated positive and respectful attitude during the duration

**Pre- Student Teacher, 5<sup>th</sup> Grade, Lincoln Elementary School, Macomb, IL** Fall 2017

- Developed and created 30 lesson plans across the curriculum according to Illinois Learning Standards

**Teacher's Aide, 2<sup>nd</sup> Grade, St. Paul Elementary School, Macomb, IL** Spring 2017

- Applied theories and practices while participating in daily classroom instruction
- Worked with students in small groups and lead a classroom instruction

**Tutor, Read 100, Lincoln Elementary School, Macomb IL** Fall 2016- Spring 2017

- Worked with students in a small group environment and one-on-one.
- Demonstrated patience and understanding while giving instruction

**Tutor, 4<sup>th</sup> Grade, Edison Elementary School, Macomb IL** Fall 2016- Spring 2017

- Worked one-on-one with a student who was an ESL student
- Demonstrated understanding of other students needs while tutoring

**Part Time Daycare Teacher, Wesley Child Care Center, Macomb IL** Spring 2015- Fall 2017

- Work with children of all ages, 3 months old to School Age
- Demonstrate patience while working with the children

## LEADERSHIP EXPERIENCE

- Delta Zeta Sorority** Spring 2015-Spring 2018
- 1<sup>st</sup> Vice President of Membership, in charge of bringing in new members, as well as retaining current members
  - Served as 1<sup>st</sup> Row Activities Chair Position, collaborated with other Greek life leaders during Homecoming and Greek Week
- Dance Marathon Executive Board- Catering** Spring 2016
- Apart of raising \$123,000 for Children Miracle Networks, and receiving donations of food for the 12 hour event
- FYE Peer Mentor, Western Illinois University, Macomb, IL** Fall 2015-Spring 2016
- Aided in a University 100 course
  - Provided assistance to an incoming freshman class during their first semester

## AFFILIATION & HONORS

Delta Zeta	Reading Council
Kappa Delta Pi	Deans List
Sigma Alpha Lambda	Outstanding Pre-service Teaching Award Illinois

## WORK EXPERIENCE

- Fourth Grade Teacher, *Woods Creek Elementary School*, Crystal Lake, IL 2018-2019 School Year
  - Responsible for a classroom of students with IEP's and 504's, 30% of classroom
  - Collaborated with colleagues to promote student learning
  - Strengthened teaching style
- KinderCare Teacher, *Algonquin Kinder Care*, Algonquin, IL Summer 2018
  - Assisted in classrooms in all ages, but mainly in the ¾ year old room.
- Substitute Teacher, *Martin Luther Child Development Center*, Stoughton, WI Summer 2017
  - Assisted in classrooms ages ranging from infant to 12 year olds
  - Assisted in School-Aged Field trips
- Part time Daycare Teacher, *Wesley Child Care Center*, Macomb IL Spring 2015-Fall 2017
  - Work with children of all ages, 3 months old to School Age
  - Demonstrate patience while working with the children
- McHenry County Conservation District, Crystal Lake, IL Summer 2016
  - Assisted with canoe and fishing lessons
  - Demonstrated positive communication skills with park users
- Baskin Robbins, Algonquin, IL Summer 2013- Fall 2016
  - Demonstrated hard work, dedication and positive customer service skills

## REFERENCES

Abha Singh, Ph. D.  
Western Illinois University  
College Professor  
309-654-4312  
a-singh@wiu.edu

LuAnn Napoleoni  
Woods Creek Elementary School  
Colleagues  
lnapoleoni@d47.org

Lindsay Smith  
Woods Creek Elementary School  
Colleagues  
773-793-4717  
lksmith@d47.org



# Amy E. Lejsner

✉ amylejsner@gmail.com ✉ aliz235@yahoo.com

☎ (815)-451-9029 📍 924 Abbington Dr. Crystal Lake, IL 60014

March 7<sup>th</sup>, 2019

To Whom It May Concern:

My name is Amy Lejsner, and I am writing in regards to a teaching position in your school district. I am currently in my first year of teaching and looking for new opportunities. After student teaching I got hired right away at my school and love it, but I see myself relocating looking forward. I believe my knowledge and skills I have gained during my first year and during college I will make a valuable member in your district.

Empowerment of all learners is just one of the things I have learned during my first year of teaching. Making a student stronger and more confident in their learning but also in them is key to a successful learner. Some students may be resilient to learning, but staying positive and cheerful is something I take pride in, which will aid in student learning. To make sure that my students are successful I will accommodate and modify my lessons to students needs. My personal goal is to make a difference in my students.

I would be a positive addition to your school district because I am a caring person that learns from mistakes. During my time in my first year of teaching I have gained skills and learned about myself as a teacher while learning from my successes and mistakes. I can bring in new ideas and different ways to incorporate technology. I possess a positive and effective teaching style with the willingness to work above and beyond the call of duty. I believe these skills and attributes make me an ideal candidate for this role.

Attached is my resume for further reference. I would enjoy discussing this position with you further and am happy to provide any additional information if needed. Thank you for your time and consideration.

Sincerely,

Amy E. Lejsner

# Meagan A. Pozzi

Illinois State University Teaching Candidate

[meaganpozzi@gmail.com](mailto:meaganpozzi@gmail.com)

815-488-7774

2012 South Main St.

Princeton, Illinois 61356



## Education

- **Illinois Valley Community College**
  - Associate's Degree in Science
- **Illinois State University**
  - Bachelor's Degree in Elementary Education

## Endorsement Areas

- |                 |               |
|-----------------|---------------|
| Social Science  | Language Arts |
| General Science | Middle School |

## Field Experiences

- Jefferson Elementary School (2017-current)
  - Second grade teacher with full instruction of literacy, math, science, RTI, and social studies
  - Member of the NGSS 2nd grade curriculum team
  - Member of the English Language Arts 2nd and 3rd grade Curriculum Team
  - Member of the PBIS team
- Dimmick Elementary School (2015)
  - Completed 15 observation hours in a Special Education classroom
  - Participated in volunteer work as a STEM teaching aid for 5-8th grade
- Northview Elementary School, Peru, Illinois (2014)
  - Completed 15 observation hours in a kindergarten classroom and participated as a volunteer aid
- Christian Calvary Elementary School, Bloomington, Illinois (2016)
  - Completed 5 hours tutoring mathematics in a fifth grade classroom
- El Paso School, El Paso, Illinois (2016)
  - Completed 150 hours teaching math, science, RTI, social studies, and literacy in 3rd grade
- Goodfield Elementary School, Goodfield, Illinois (2017)
  - Completed 17 weeks of teaching mathematics, science, social studies, differentiated reading groups, and literacy in a second grade classroom.

## Background Information

- Librarian Assistant, Peru Children's Library 2011-2012
- Fetching Frieda's Dog and Cat Emporium, Cashier, LaSalle, Illinois 2011-2015
- Assistant Coach, Girls Dance Team, LaSalle-Peru High School 2013-2015
- Target, Guest Service Manager, Peru, Illinois and Bloomington, Illinois 2013- 2018
- Recipient, Employee of the Month, Target, Peru, Illinois January and November of 2014, February and April of 2015
- Summer Tutor, Peru, Illinois 2015

## Educational Philosophy

As an educator I will embrace changes in the education curriculum as well as the challenges the students may have. My goal as a teacher is to ensure all student feels confident with the work they are doing and are able to reach their full potential. I understand that teaching in the twenty-first century is much different than teaching in the past. The new teaching standards reflect the importance of using technological tools to enhance learning, and, as technology changes, I will embrace learning new ideas and implementing them in my classroom. By implementing changes in curriculum based on best practice, I believe the students will be more engaged and open to learning.

## Related Skills/Specializations

- Computer Skills- Google Drive, Microsoft Office 360, Word, Excel, Powerpoint, and Aims Web
- 3 years foreign language skills
- NGSS Curriculum Training

Meagan Pozzi  
2012 South Main St.  
Princeton, Illinois 61356

Dear Mrs. Courtney Balestri and Staff,

I am writing to express my interest in the available elementary education teaching position at Putnam County Elementary School. I believe that you will find me a dedicated and motivated educator.

My resume will reflect the many opportunities that I have taken to further my own education and increase my ability to teach. After receiving my Associate of Science Degree from Illinois Valley Community College, I went on to further my education at Illinois State University. Here I graduated with my Bachelor's Degree in Elementary Education. I am now certified in elementary education with endorsements in social science, general science, and English language arts. I have taught at Jefferson Elementary as a second grade teacher for two years. There I took NGSS training and began creating their Next Generation Science curriculum. I was also a part of the second and third grade English Language Arts curriculum team and the PBIS team. In my classroom I teach Daily 3 and Daily 5 while incorporating technology and hands on learning activities to keep students engaged.

As a developing educator, I love to show my students the joy of learning all academic areas. Through differentiated math and reading stations students are able to master skills at their individual levels. I strive to teach students the importance of learning and developing their academic skills. I implement hands-on learning activities to allow students to connect learning to their everyday lives. As stated before, I incorporate technology into my daily lessons. I believe teaching students how to appropriately use technology is very important when technology is used to differentiate and individual my instruction. This direct and interactive teaching style responds to the continuing needs of the students.

Thank you and I look forward to the possible opportunity of discussing how I can become a part Putnam County Elementary School. Feel free to contact me at (815) 488-7773 or [meaganpozzi@gmail.com](mailto:meaganpozzi@gmail.com).

Very respectfully,

Meagan Pozzi



**Putnam County Elementary School**

***326 S. 5<sup>th</sup> St.  
Hennepin, IL 61327***

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

Josie Hall and I interviewed four candidates for the two elementary vacancies for the 2019-20 school year. Originally, there were five interviews scheduled, unfortunately one candidate was a no call/no show. After interviewing the four candidates, reviews paperwork and references, we have determined the following candidates would be an outstanding addition to PCES.

**3<sup>rd</sup> Grade General Education Teacher – Ms. Meagan Pozzi**

Current 3<sup>rd</sup> grade teacher, Mrs. Chelsi Straughn will be internally transferred to PCHS next school year to fulfill the role of math teacher. With this vacancy, Mrs. Hall and I unanimously agreed that Ms. Megan Pozzi is an excellent candidate for this position. Ms. Pozzi is an ISU graduate who is nearing the completion of her second year of teaching 2<sup>nd</sup> grade in Dixon, IL. Ms. Pozzi provided many examples and pictures to support her abilities in the classroom. Ms. Pozzi is enthusiastic and eager to be a part of our PCES team.

**5<sup>th</sup> Grade General Education Teacher – Ms. Amy Lejsner**

Current 5<sup>th</sup> grade teacher Mrs. Monica Frund will be internally transferred to PCES special education teacher. To fill this 5<sup>th</sup> grade general education vacancy, Mrs. Hall and I both agree that Ms. Amy Lejsner would successfully fulfill this role. Ms. Lejsner is a recent Western Illinois University graduate. She is nearing the completion of her first year of teaching in Crystal Lake, IL. Ms. Lejsner shared a variety of strengths in the classroom including effective teaching methods and behavior management that lends itself to upper elementary aged students.

***Where all students will learn and succeed and all means ALL  
Principal—Mrs. Courtney Balestri  
Secretary—Mrs. Brenda Schmidt***

## 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.

- Amy DeVerteuil – HS Physical Education Teacher
- Brandi LeQuia – HS Family & Consumer Sciences & Soph. Class Sponsor
- Jenna Hambly – Kindergarten Teacher
- Daniel Ramirez – District Technology Director
- Amy Lejsner – 5<sup>th</sup> Grade Teacher
- Meagan Pozzi – 3<sup>rd</sup> Grade Teacher
  
- The summer school staff as recommended by building administrators:
- Primary: Carrie Schorn, Morgan Himelick – Summer Reading Book Bus
- High School: Jackie Gerling & Bethany Newsome

As Superintendent, I recommend the approval of the internal transfers as per listed:

- Chelsi Straughn-Niewinski from 3<sup>rd</sup> grade to HS Math
- Michelle Erickson from JH SPED to Primary School SPED
- Monica Frund from 5<sup>th</sup> Grade to Elementary SPED

As superintendent, I recommend approval of the resignation with regrets as per listed

- Kearsten Zelinski – JH Special Education Teacher
- Kaylee Sienza – Speech Language Pathologist
- Caroline Whiteside – Family & Consumer Science and Panteras Coach
- Bethany Newsome – Freshmen Volleyball Coach
- Brooklyn Purcell – JH Cheer Sponsor

As superintendent, I would like to recognize the following retirement from our District

- Janice Ossola – Special Education Teacher 17 years in district/26 total
- Dave Myers – HS Science Teacher 31 years in district/ 34 total

### District Goal

Demonstrate increased academic achievement for all students.

April 23, 2019

Mr. Newsome,

It is with a heavy heart that I submit this letter resigning the position of freshman volleyball coach. I have sincerely enjoyed pursuing my passion for the sport of volleyball and working with the young girls eager to learn and hone their skills.

I am moving forward in my pursuit of a graduate degree and will be focusing my time outside of school on both that and watching my daughter Kennedy as she begins to play sports for her school.

Please let me know if you have any questions or concerns.

Thank you for a wonderful two years as freshman coach. I look forward to supporting the Lady Panthers on from the stands!

Sincerely,

Bethany M. Newsome  
815-953-9829  
newsomeb@pcschools535.org

Caroline Whiteside  
2401 W Alta Rd  
Unit #3007  
Peoria, IL 61615

April 22, 2019

Clayton Theisinger  
Putnam County High School Principal  
402 E Silverspoon Ave  
Granville, IL 61326

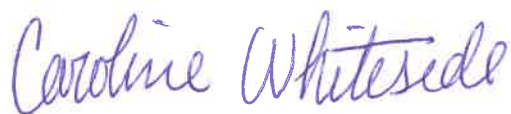
Dear Mr. Theisinger,

I have thoroughly enjoyed the past two years at Putnam County High School as the Family and Consumer Science Teacher. The supportive administration, welcoming staff members, and incredible students have made teaching at PCHS such a wonderful experience for me.

However, I am writing to notify you that I am resigning from this Family and Consumer Science Teaching position at Putnam County High School at the end of this school year. My last day of employment will be May 31, 2019. Although this was a difficult decision for me to make, the time has come for me to work closer to my home in Peoria.

It has been a pleasure working at Putnam County, and I will miss my coworkers and the students at PCHS very much. Thank you for this learning opportunity, and if I can be of any assistance during this transition, I would be happy to help out.

Sincerely,



Caroline Whiteside  
Family and Consumer Science Teacher

Caroline Whiteside  
2401 W Alta Rd  
Unit #3007  
Peoria, IL 61615

April 22, 2019

Christopher Newsome  
PCHS Athletic Director  
402 E Silverspoon Ave  
Granville, IL 61326

Dear Mr. Newsome,

I have thoroughly enjoyed the past year serving as the Pantera Coach. It was a wonderful and dedicated group of girls to work with.

However, I am writing to notify you that I am resigning from the Pantera Coach position at Putnam County High School. I have accepted another teaching position closer to my home in Peoria, making me unable to continue serving as a coach at PCHS. My last day of employment will be May 31, 2019, and I will continue to fulfill duties as their coach until this date, or until another coach is found.

It has been a pleasure working at Putnam County, and I will miss the girls on the Pantera team very much. Thank you for this opportunity, and I wish the Panteras the best of luck for the 2019-2020 season. I will gladly help with transitioning the new coach when the time comes.

Sincerely,



Caroline Whiteside  
PCHS Pantera Coach

Kaylee Sienza  
241 E. Porter St.  
Oglesby, IL 61348  
815-252-3181

May 1, 2019

Putnam County CUSD #535  
400 E Silverspoon Ave  
Granville, IL 61326

Dear Putnam County Administration,

I am writing to inform all of you of my decision to accept a full-time speech language pathology position offered to me at Spring Valley Elementary District #99. After some time thinking about both positions, I knew it was going to be a tough decision. Honestly, if not for this being my dream job for years, I would be coming to Putnam County. I have spent the last several years getting involved in Spring Valley Schools doing observation hours, preschool screenings every year, and most recently completing my full-time internship there this winter. My mentor, who helped me decide to pursue speech-language pathology and has helped shape me into the speech-language pathologist I am, will be working alongside me. Over several years, I have had the pleasure of getting to know many of their students and the opportunity to see their growth. I am so thankful for the offer from Putnam County Schools and appreciate everything you have done for me through the process.

Sincerely,

A handwritten signature in black ink that reads "Kaylee Sienza". The signature is written in a cursive, flowing style.

Kaylee Sienza

April 26, 2019

Mr. Olson,

Please accept this as my formal resignation of Special Education teacher at Putnam County Junior High effective at the end of the 2018-2019 school year.

Please accept my sincere thank you for the time in this building. It has given me great pleasure to have such a wonderful group of students to build relationships and to watch them learn and grow. My fellow teachers and paras have been nothing but supportive and I will forever be grateful to them.

I wish everyone in the building nothing but the best in the upcoming year.

Sincerely,



Kearsten Zielinski

5/15/2019

(no subject) - olsonm@pcschoools535.org - Putnam County CUSD #535 Mail

**Brooklyn Purcell**

to me

Mon, May 13, 6:20 PM (2 days ago)

I resign from being the cheerleading coach for PCJH

## 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.

- Amy DeVerteuil – HS Physical Education Teacher
- Brandi LeQuia – HS Family & Consumer Sciences & Soph. Class Sponsor
- Jenna Hambly – Kindergarten Teacher
- Daniel Ramirez – District Technology Director
- Amy Lejsner – 5<sup>th</sup> Grade Teacher
- Meagan Pozzi – 3<sup>rd</sup> Grade Teacher
  
- The summer school staff as recommended by building administrators:
  - Primary: Carrie Schorn, Morgan Himelick – Summer Reading Book Bus
  - High School: Jackie Gerling & Bethany Newsome

As Superintendent, I recommend the approval of the internal transfers as per listed:

- Chelsi Straughn-Niewinski from 3<sup>rd</sup> grade to HS Math
- Michelle Erickson from JH SPED to Primary School SPED
- Monica Frund from 5<sup>th</sup> Grade to Elementary SPED

As superintendent, I recommend approval of the resignation with regrets as per listed

- Kearsten Zelinski – JH Special Education Teacher
- Kaylee Sienza – Speech Language Pathologist
- Caroline Whiteside – Family & Consumer Science and Panteras Coach
- Bethany Newsome – Freshmen Volleyball Coach
- Brooklyn Purcell – JH Cheer Sponsor

As superintendent, I would like to recognize the following retirement from our District

- Janice Ossola – Special Education Teacher 17 years in district/26 total
- Dave Myers – HS Science Teacher 31 years in district/ 34 total

### District Goal

Demonstrate increased academic achievement for all students.