Regular Meeting

Monday, July 18, 2022 6:00 PM
Central 301 District Office, 275 South St, P.O. Box 396, Burlington, IL 60109

1. **Meeting Call to Order - President Gorman**
A. Roll Call
B. Approval of Agenda
2. **Pledge of Allegiance**

3. **Public Open Forum**
A. Recognition of Visitors
B. Public Comments
4. **Action Reports**
A. Consent Agenda
1) Minutes
2) Regular Meeting June 20, 2022
3) Treasurer's Report
4) Payment of Bills
5) Payment of Bills - Northern Kane County Regional Vocational System
B. Approve Elementary Parent/School Handbook Revisions
C. Approve High School Parent/Student Handbook Revisions
D. Review Closed Session Items for Public Release
5. **Information Items**
A. Preparation of the Tentative Budget Timeframe
6. **Freedom of Information Act (FOIA)**
A. Michelle Diversey - Requested 2021-2022 payroll records for Steve Diversey
B. Illinois Retired Teachers Association - Requested the list of all retiring staff for the 21-22 school year.
7. **Executive Session**
A. Adjourn to Closed Session to hear information regarding:
The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Student disciplinary cases [5 ILCS 120/2(c)(9)]. *The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)].*

B. Open Session
C. Action Items from Closed Session
D. Approve the Personnel Report
E. Board Open Forum
F. Adjourn

Central Community Unit School District 301
Board of Education Minutes

Where:	Central CUSD #301 District Office	Meeting:	Regular
Date:	June 20, 2022	Time:	6:01 p.m.

Board Members Present		**Administrators Present**	
Afeef, Junaid	N	Stirn, Todd	Y
Falk, Marc	Y Via phone	Mongan, Esther	Y
Hemphill, Dornetia	Y	Pflug, Daina	Y
Nolan, Eric	Y	Ahlstedt, Carrie	N
Penar, Mitch	Y	Barr, Christine	N
Rabe, Laura	Y	Birkmeier, Shayne	N
Gorman, Jeff	Y	Britts-Axen, Cathy	N
		Diversey, Steve	N
		Engle, Graydon	Y
		Farrington, Sarah	Y
		Haug, Matthew	Y
		Jurs, Rebecca	N
		Lewis, Kim	N
		McCastland, Kerri	N
		Mills, Sofia	N
		Mirenda, Pamela	N
		Moretti, Megan	N
		Newquist, Matt	Y
		Paszt, Alex	N
		Polowy, Dan	Y
		Porto, Pam	N
		Potsic, Mike	N
		Schreiber, Jill	N
		Sharp, Lindsey	N
		Testone, Chris	Y
		Tobin, Brian	Y
		Vaughn, Michelle	N
		Walter, Carie	N

Roll Call — Roll was called at 6:01 p.m.

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

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

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

Consent Agenda	Motion by Nolan, second by Hemphill, to approve the consent agenda as presented.	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Middle School Handbook	Motion by Hemhill, second by Nolan to approve the Middle School Handbook.	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Approve Financial Depositories	Motion by Nolan, second by Hemphill, to approve the Financial Depositories	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Activity Treasurers	Motion by Nolan, second by Hemphill to approve the Activity Treasurers	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Audit Committee	Motion by Nolan, second by Falk, to approve the Audit Committee.	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Person to Prepare Budget	Motion by Falk, second by Penar, to appoint persons to prepare the tentative budget for the 2022-2023 school year.	
Resolution Designating Interest	Motion by Nolan, second by Hemphill, to approve the resolution designating Interest in the Education, Operations and Maintenance Fund, Transportation, and Working Cash Funds	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Resolution Authorizing Payments of Salaries	Motion by Falk, second by Nolan, to approve the resolution authorizing payment of custodial/ maintenance salaries and Utilities in the Operations and Maintenance Fund.	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef

Public Vendors	Motion by Falk, second by Hemphill, approve the contracts with public vendors that exceed $1,000 in net revenue.	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Paving Bid	Motion by Falk, second by Penar, to approve audit firm renewal .	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
HS Overnight Trip	Motion by Hemphill, second by Nolan, to approve the overnight trip for the high school boys track team to attend the State Track Meet	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
MS Overnight Trip	Motion by Nolan, second by Hemphill, to approve the overnight trip for the middle school track team to approve the IESA Middle School Track meet.	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Prom Contract	Motion by Hemphll, second by Nolan, to approve the contract with the Q Center for prom 2023	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Executive Session	Motion by Penar, second by Hemphill, to adjourn open session and move into executive session at 6:06 p.m.	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef
Open Session	Motion by Nolan, second by Hemphill, to adjourn executive session and return to open session at 7:41 p.m.	
	Voting yes:	Falk, Hemphill, Nolan, Penar, Rabe,Gorman
	Voting no:	None
	Absent:	Afeef

Personnel Report — Motion by Nolan, second by Hemphill, to approve the June 20, 2022, personnel report as presented.

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

Adjourn — Motion by Nolabn, second by Penar, to adjourn at 8:03 p.m.

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

BOE Meeting

1. Roll Call
2. Pledge of Allegiance
3. Public Open Forum
   - 3.1 Public Comments – Dr. Stirn and President Gorman welcomed guests and thanked guests attending remotely.
   - 3.2 Public Comments – Connie Collins commented on curriculum development and transgender
4. Action Items
   - 4.1 Consent Agenda– Business Manager Pflug presented the financials for June; revenues are at 52.28% compared to 56.37 a year ago. Expenditures are at 66.48% compared to 67.01% a year ago. The district did not receive any impact or transition fees this month, and the payables were typical for June.
   - 4.2 Approve Middle School Parent/Student Handbook – The handbook was presented in May, no new changes have occurred
   - 4.3 Approve the Financial Depositories – This is an annual board approval for Old Second Band, The Illinois Fund (State Treasurer's Investment Pool, and PMS Securities, Inc.) as the district primary depositories
   - 4.4 Approve the Student Activity Fund Treasurer's– this is an annual approval for student activity fund treasurers. Pam Israelson, Amy Rodriguez and Daina Pflug are recommended as the treasurers. All deposits, check requests and bank reconciliations come through Daina at the district office rather than the building level.
   - 4.5 Approve Audit Committee – Annually the board must appoint a chairperson and a member to serve on the committee. President Gorman and Dr. Nolan will serve on the committee.
   - 4.6 Appoint Persons to Prepare Tentative Budget – The board annually approves the appointment of Daina Pflug and Esther Mongan as the people to prepare the annual budget.
   - 4.7 Approve Resolution Designating Interest in the Education, Operations and Maintenance Fund, Transportation, and Working Cash Funds – the board is required to approve a resolution

designating interest in the four main operating funds so that interest does not become principal. The funds are Education, Operations and Maintenance, Transportation and Working Cash Funds.

4.8 Approve Resolution Authorizing Payment of Custodial/Maintenance Salaries and Utilities in Operations and Maintenance Fund – This annual resolution authorizes the payment of salaries for custodian and maintenance personnel and utilities be paid from the operations and maintenance fund, rather than the education fund.

4.9 Approve Contracts with Public Vendors that Exceed $1000 Net Revenue. – The board is required to approve contracts with public vendors that are expected to exceed $1,000 in net revenue for the 2022-2023 school year. The State requires the district to include this information in the budget.

4.10 Approve the Bid for Asphalt Paving at Prairie View Grade School – Bid requests were sent to three vendors June 10, 2022. Schroeder Asphalt Services were awarded the bid as the lowest responsible bidder.

4.11 Approve Overnight Trip for the Boys State Track Meet – The high school boys track team attended the State meet in Effingham May 26-28, 2022.

4.12 Approve the Middle School boys track team to attend the IESA State Tournament – Three teammates will attend the State tournament in East Peoria May 20 – 21, 2022 for track and field events.

4.13 Approve the Contract with the Q Center for Prom 2023 – High School staff and students are looking for approval to attend the 2023 prom at the Q Center in St. Charles. Prom was held at the Q Center in 2022 and it was a huge success.

5. Information Items

5.1 Elementary School Parent/Student Handbook Revisions – Principal Engle presented the revisions to the elementary school handbook. Most of the changes were removing COVID rules that were added during the pandemic.

5.2 High School Parent/Student Handbook Revisions – Assistant Principal Farrington presented the changes to the high school handbook. Most of the changes were removing COVID rules that were added during the pandemic. A few other areas were also revised (backpacks in classroom, dress code, etc.

5.3 Capital Projects Update – Director Polowy reported that things are going very well at Country Trails and Prairie Knolls cafeteria projects are ahead of schedule. The driveway at Prairie View should start by the end of this week, the change in the entrance and parking lot at Country Trails is ready to begin. In other buildings air handler updates and other HVAC work is underway. Other ongoing maintenance items include the inspection and repair of district playgrounds.

6. Freedom of Information Act (FOIA)

6.1 Nancy Holstein, Canon Solutions requested all current copier lease agreements and current maintenance agreements.

Executive Session

7.1 Return to Open Session

7.2 Action Items from Closed Session

7.2.1 The personnel report for June 20, 2022, was approved

8. Adjourn

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Jeff Gorman, President

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Marc Falk, Secretary

FD	Description	June 2021-22 Beginning Balance	June 2021-22 Deposits	June 2021-22 Withdrawals	June 2021-22 Monthly Activity	Ending Balance
10	IMPREST-DISTRICT	1,643.70		325.20	-325.20	1,318.50
10	IMPREST-CHS	2,280.95				2,280.95
10	CASH IN BANK-EDUCATION	3,769,105.04	3,864,091.65	7,269,574.61	-3,405,482.96	363,622.08
10	CASH IN BANK - PAYROLL	1,343.66	2,500,582.50	2,500,519.59	62.91	1,406.57
10	PAYFLEX ACCOUNT	1,809.57	15,010.96	12,214.08	2,796.88	4,606.45
10	DEBIT CARD ACCOUNT	252.46		252.46	-252.46	
10	PETTY CASH	1,380.00				1,380.00
10	INVESTMENT- BUSINESS NOW/SWEEP	13,099,167.31	16,773,097.72	2,997,422.34	13,775,675.38	26,874,842.69
10	CHS ACTIVITY CASH	226,515.17	50,981.00	16,655.25	34,325.75	260,840.92
10	ELEM MS ACTIVITY CASH	22,730.80	3,469.90	1,417.21	2,052.69	24,783.49
10	INTERGOVERNMENTAL A/R NK					
10		17,126,228.66	23,207,233.73	12,798,380.74	10,408,852.99	27,535,081.65
20	IMPREST-DISTRICT					
20	CASH IN BANK-O&M	726,683.60	3,286,242.80	3,170,842.17	115,400.63	842,084.23
20	CASH IN BANK - PAYROLL	1,205.05	169,457.82	169,557.84	-100.02	1,105.03
20	INVESTMENT-BUSINESS NOW/SWEEP	6,112,576.62	2,761,689.35	1,900,000.00	861,689.35	6,974,265.97
20		6,840,465.27	6,217,389.97	5,240,400.01	976,989.96	7,817,455.23
30	CASH IN BANK-DEBT SERVICE	546,257.31	1,239.02	493,375.00	-492,135.98	54,121.33
30	INVESTMENT-BUSINESS NOW/SWEEP	1,106,642.54	3,932,978.81		3,932,978.81	5,039,621.35
30		1,652,899.85	3,934,217.83	493,375.00	3,440,842.83	5,093,742.68
40	IMPREST-DISTRICT					
40	IMPREST-CHS					
40	CASH IN BANK-TRANSPORTATION	538,431.42	1,628.75	438,592.73	-436,963.98	101,467.44
40	CASH IN BANK - PAYROLL	671.71	199,710.61	199,389.57	321.04	992.75
40	INVESTMENT-BUSINESS NOW/SWEEP	4,894,647.97	1,300,712.46		1,300,712.46	6,195,360.43
40		5,433,751.10	1,502,051.82	637,982.30	864,069.52	6,297,820.62
50	CASH IN BANK-IMRF	34,294.24	230,128.05	258,745.11	-28,617.06	5,677.18
50	CASH IN BANK-PAYROLL		107,875.16	107,875.16		
50	INVESTMENT-BUSINESS NOW/SWEEP	1,714,187.88	936,646.98	120,000.00	816,646.98	2,530,834.86
50	INTERGOVERNMENTAL A/R NK					
50		1,748,482.12	1,274,650.19	486,620.27	788,029.92	2,536,512.04
60	CASH IN BANK-CAPITAL PROJECT	2,302,621.04	163,200.44	1,700,000.00	-1,536,799.56	765,821.48
60	INVESTMENTS-BUSINESS NOW/SWEEP	1,762,783.67	1,701,684.15		1,701,684.15	3,464,467.82
60		4,065,404.71	1,864,884.59	1,700,000.00	164,884.59	4,230,289.30
70	CASH IN BANK-WORKING CASH	443.66	12.40		12.40	456.06
70	INVESTMENT-BUSINESS NOW/SWEEP	2,549,700.21	41,784.15		41,784.15	2,591,484.36
70		2,550,143.87	41,796.55		41,796.55	2,591,940.42
80	CASH IN BANK-TORT	18,113.17	725,123.99	730,172.98	-5,048.99	13,064.18
80	INVESTMENT- BUSINESS NOW/SWEEP	862,062.39	394,253.37	725,000.00	-330,746.63	531,315.76
80		880,175.56	1,119,377.36	1,455,172.98	-335,795.62	544,379.94
	Grand Asset Totals	40,297,551.14	39,161,602.04	22,811,931.30	16,349,670.74	56,647,221.88

Number of Accounts: 32

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

Central Community Unit School Dist. 301
Revenue Summary Report
June 2022

	2021-22 Original Budget	% of Fund	June MTD	2021-22 FYTD	Remaining Budget	FYTD Percent
10-Education Fund						
Total Local Revenue	37,012,960.00	56.13%	17,030,079.48	38,312,555.60	(1,299,595.60)	103.51%
Total State Revenue	26,291,111.00	39.87%	18,972,823.66	24,791,241.30	1,499,869.70	94.30%
Total Federal Revenue	2,635,783.00	4.00%	556,019.86	3,813,102.73	(1,177,319.73)	144.67%
Total Education Fund	**65,939,854.00**	**100.00%**	**36,558,923.00**	**66,916,899.63**	**(977,045.63)**	**101.48%**
20-O&M Fund						
Total Local Revenue	5,576,000.00	54.19%	2,769,142.92	6,040,538.13	(464,538.13)	108.33%
Total State Revenue	1,369,335.00	13.31%	1,365,673.23	3,154,245.14	(1,784,910.14)	230.35%
Total Federal Revenue	3,344,212.00	32.50%	13,116.00	1,617,884.73	1,726,327.27	48.38%
Total O&M Fund	**10,289,547.00**	**100.00%**	**4,147,932.15**	**10,812,668.00**	**(523,121.00)**	**105.08%**
30-Debt Service Fund						
Total Local Revenue	8,566,600.00	100.00%	3,934,217.83	8,740,918.03	(174,318.03)	102.03%
Total Debt Service Fund	**8,566,600.00**	**100.00%**	**3,934,217.83**	**8,740,918.03**	**(174,318.03)**	**102.03%**
40-Transportation Fund						
Total Local Revenue	2,638,990.00	52.14%	1,301,685.88	2,704,006.13	(65,016.13)	102.46%
Total State Revenue	2,422,400.00	47.86%	-	2,843,182.79	(420,782.79)	117.37%
Total Transportation Fund	**5,061,390.00**	**100.00%**	**1,301,685.88**	**5,547,188.92**	**(485,798.92)**	**109.60%**
50-IMRF/SS Fund						
Total Local Revenue	2,156,280.00	100.00%	936,941.66	2,103,031.10	53,248.90	97.53%
Total IMRF/SS Fund	**2,156,280.00**	**100.00%**	**936,941.66**	**2,103,031.10**	**53,248.90**	**97.53%**
60-Capital Projects Fund						
Total Local Revenue	479,800.00	100.00%	164,884.59	1,185,552.20	(705,752.20)	247.09%
Total Capital Projects Fund	**479,800.00**	**100.00%**	**164,884.59**	**1,185,552.20**	**(705,752.20)**	**247.09%**
70-Working Cash Fund						
Total Local Revenue	87,385.00	100.00%	41,796.55	91,529.60	(4,144.60)	104.74%
Total Working Cash Fund	**87,385.00**	**100.00%**	**41,796.55**	**91,529.60**	**(4,144.60)**	**104.74%**
80-Tort Fund						
Total Local Revenue	891,410.00	100.00%	394,377.36	947,931.13	(56,521.13)	106.34%
Total Tort Fund	**891,410.00**	**100.00%**	**394,377.36**	**947,931.13**	**(56,521.13)**	**106.34%**
Revenue-All Funds						
1000 Total Local Revenue	57,409,425.00	61.42%	26,573,126.27	60,126,061.92	(2,716,636.92)	104.73%
3000 Total State Revenue	30,082,846.00	32.18%	20,338,496.89	30,788,669.23	(705,823.23)	102.35%
4000 Total Federal Revenue	5,979,995.00	6.40%	569,135.86	5,430,987.46	549,007.54	90.82%
Total Revenue-All Funds	**93,472,266.00**	**100.00%**	**47,480,759.02**	**96,345,718.61**	**(2,873,452.61)**	**103.07%**

Central Community Unit School Dist. 301
Revenue Detail Report
June 2022

Account Number	Description	2021-22 Original Budget	June MTD	2021-22 FYTD	Remaining Budget	FYTD Percent
10R000 1110 0000	TAXES	28,964,385.00	13,890,529.60	29,458,426.78	(494,041.78)	101.71%
10R000 1140 0000	SPECIAL ED TAXES	5,923,425.00	2,875,334.71	6,003,666.27	(80,241.27)	101.35%
10R001 1510 0000	INTEREST	19,500.00	12,514.82	26,964.74	(7,464.74)	138.28%
10R002 1611 0000	LUNCH, STUDENTS	272,000.00	(369.35)	460,601.65	(188,601.65)	169.34%
10R002 1620 0000	LUNCH, ADULTS	4,050.00	-	3,163.15	886.85	78.10%
10R000 1711 0000	ATHLETIC ADMISSION	17,000.00	210.00	34,083.00	(17,083.00)	200.49%
10R000 1720 0000	ATHLETIC PART FEE	76,000.00	600.00	139,495.50	(63,495.50)	183.55%
10R002 1720 0000	OTHER FEES	172,100.00	11,519.49	228,104.30	(56,004.30)	132.54%
10R000 1790 0000	ACTIVITY ACCOUNTS REVENUE	440,000.00	54,450.90	427,231.50	12,768.50	97.10%
10R000 1811 0000	TEXTBOOK INCOME	450,000.00	91,409.39	742,179.52	(292,179.52)	164.93%
10R000 1830 0000	TECHNOLOGY FEES	250,000.00	46,169.00	415,274.48	(165,274.48)	166.11%
10R000 1930 0000	TRANSITION FEES	140,000.00	-	54,320.14	85,679.86	38.80%
10R000 1950 0000	REFUND OF PRIOR YEAR EXPEND	20,000.00	2,460.92	118,064.15	(98,064.15)	590.32%
10R000 1970 0000	DRIVERS ED B-T-W	45,000.00	1,000.00	33,145.67	11,854.33	73.66%
10R002 1991 0000	CAREER PATHWAYS	189,500.00	44,250.00	143,250.00	46,250.00	75.59%
10R000 1999 0000	OTHER LOCAL REVENUES	30,000.00	-	24,584.75	5,415.25	81.95%
Total Local Revenue		**37,012,960.00**	**17,030,079.48**	**38,312,555.60**	**(1,299,595.60)**	**103.51%**
10R000 3001 0000	EVIDENCE-BASE FUNDING	6,177,595.00	(681,534.00)	4,429,965.00	1,747,630.00	71.71%
10R001 3001 0000	EVIDENCE-BASE FUNDING-MV COOP	208,540.00	48,196.86	179,347.82	29,192.18	86.00%
10R002 3001 0000	EVIDENCE BASED FUNDING-ALOP	-	-	56,312.00	(56,312.00)	0.00%
10R000 3100 0000	SPECIAL ED - PRIVATE FACILITY	200,000.00	-	408,897.54	(208,897.54)	204.45%
10R000 3120 0000	SPECIAL ED - ORPHANAGE	2,000.00	-	-	2,000.00	0.00%
10R000 3220 0000	CAREER & TECHNICAL EDUCATION	26,502.00	-	22,065.10	4,436.90	83.26%
10R000 3235 0000	CTE AGRICULTURE EDUCATION	4,700.00	-	2,992.00	1,708.00	63.66%
10R002 3235 0000	CTE FFA 3 CIRCLES GRANT	21,574.00	3,326.00	22,898.00	(1,324.00)	106.14%
10R000 3360 0000	STATE FREE LUNCH & BREAKFAST	2,000.00	2,834.80	16,715.42	(14,715.42)	835.77%
10R000 3370 0000	DRIVER ED	35,000.00	-	47,719.88	(12,719.88)	136.34%
10R000 3998 0000	TRS-ON BEHALF PAYMENTS	19,600,000.00	19,600,000.00	19,600,000.00	-	100.00%
10R000 3999 0000	OTHER STATE REVENUE	10,000.00	-	-	10,000.00	0.00%
10R001 3999 0000	LIBRARY GRANT	3,200.00	-	4,328.54	(1,128.54)	135.27%
Total State Revenue		**26,291,111.00**	**18,972,823.66**	**24,791,241.30**	**1,499,869.70**	**94.30%**
10R000 4210 0000	NAT'L SCHOOL LUNCH PROGRAM	5,000.00	323,344.36	1,714,190.24	(1,709,190.24)	0.00%
10R000 4225 0000	SUMMER FOOD SERVICE PROGRAM	750,000.00	-	-	750,000.00	0.00%
10R000 4300 0000	TITLE I LOW INCOME	285,650.00	33,746.00	426,717.00	(141,067.00)	149.38%
10R000 4400 0000	TITLE IV-A SSAE GRANT	25,800.00	-	-	25,800.00	0.00%
10R000 4600 0000	IDEA PRESCHOOL	7,181.00	320.00	5,066.00	2,115.00	70.55%
10R000 4620 0000	IDEA FLOW THROUGH	790,619.00	24,680.00	777,185.00	13,434.00	98.30%
10R000 4625 0000	IDEA FLOW THROUGH ROOM & BOARD	100,000.00	36,540.38	138,902.59	(38,902.59)	138.90%
10R000 4745 0000	CARL PERKINS	20,744.00	3,100.00	27,122.64	(6,378.64)	130.75%
10R000 4905 0000	TITLE III IEP GRANT	1,200.00	-	1,200.00	-	100.00%
10R000 4909 0000	TITLE III ELL-TBE/TPI LIPLEPS	35,235.00	-	32,238.00	2,997.00	91.49%
10R001 4909 0000	TITLE III EL BILINGUAL ED PD	4,000.00	-	3,818.00	182.00	95.45%
10R000 4932 0000	TITLE II-TEACHER QUALITY	55,814.00	3,445.00	19,919.00	35,895.00	35.69%
10R000 4991 0000	MEDICAID MATCHING-ADMIN OUTREACH	90,000.00	33,195.69	97,671.96	(7,671.96)	108.52%
10R000 4992 0000	MEDICAID MATCHING-FEE FOR SVC	55,000.00	29,607.43	102,756.03	(47,756.03)	186.83%
10R000 4998 0000	ESSER GRANT (CARES ACT)	107,760.00	7,907.00	109,487.00	(1,727.00)	101.60%
10R002 4998 0000	ESSER II GRANT (CRRSA)	158,315.00	-	-	158,315.00	0.00%
10R003 4998 0000	ESSER III GRANT (ARP)	143,465.00	60,134.00	356,829.27	(213,364.27)	248.72%
Total Federal Revenue		**2,635,783.00**	**556,019.86**	**3,813,102.73**	**(1,177,319.73)**	**144.67%**
Total Education Fund		**65,939,854.00**	**36,558,923.00**	**66,916,899.63**	**(977,045.63)**	**101.48%**
20R000 1111 0000	TAXES	5,262,350.00	2,754,802.05	5,543,728.65	(281,378.65)	105.35%
20R000 1230 0000	CORP PERSONAL PROPERTY TAX	151,000.00	-	342,893.05	(191,893.05)	227.08%
20R001 1510 0000	INTEREST	6,150.00	7,733.27	15,387.93	(9,237.93)	250.21%
20R001 1720 0000	PARKING FEES	29,000.00	-	31,825.00	(2,825.00)	109.74%
20R000 1910 0000	RENTALS	82,500.00	6,183.00	84,167.00	(1,667.00)	102.02%
20R000 1950 0000	REFUND OF PRIOR YEAR EXPENDITURES	15,000.00	-	-	15,000.00	0.00%
20R000 1999 0000	OTHER REVENUE	30,000.00	424.60	22,536.50	7,463.50	75.12%
Total Local Revenue		**5,576,000.00**	**2,769,142.92**	**6,040,538.13**	**(464,538.13)**	**108.33%**
20R000 3001 0000	EVIDENCE-BASE FUNDING	1,319,335.00	1,365,673.23	3,104,245.14	(1,784,910.14)	235.29%
20R000 3925 0000	SCHOOL MAINTENANCE GRANT	50,000.00	-	50,000.00	-	0.00%

Central Community Unit School Dist. 301
Revenue Detail Report
June 2022

Account Number	Description	2021-22 Original Budget	June MTD	2021-22 FYTD	Remaining Budget	FYTD Percent
Total State Revenue		**1,369,335.00**	**1,365,673.23**	**3,154,245.14**	**(1,784,910.14)**	**230.35%**
20R000 4998 0000	ESSER GRANT (CARES ACT)	15,312.00	-	13,584.00	1,728.00	88.71%
20R002 4998 0000	ESSER II GRANT (CRRSA)	884,155.00	-	929,710.00	(45,555.00)	105.15%
20R003 4998 0000	ESSER III GRANT (ARP)	2,444,745.00	13,116.00	674,590.73	1,770,154.27	27.59%
Total Federal Revenue		**3,344,212.00**	**13,116.00**	**1,617,884.73**	**1,726,327.27**	**48.38%**
Total O&M Fund		**10,289,547.00**	**4,147,932.15**	**10,812,668.00**	**(523,121.00)**	**105.08%**
30R000 1112 0000	TAXES	8,041,400.00	3,933,160.56	8,215,112.32	(173,712.32)	102.16%
30R001 1510 0000	INTEREST	3,200.00	1,057.27	2,530.71	669.29	79.08%
30R000 1930 0000	IMPACT FEES	522,000.00	-	523,275.00	(1,275.00)	100.24%
Total Local Revenue		**8,566,600.00**	**3,934,217.83**	**8,740,918.03**	**(174,318.03)**	**102.03%**
Total Debt Service Fund		**8,566,600.00**	**3,934,217.83**	**8,740,918.03**	**(174,318.03)**	**102.03%**
40R000 1113 0000	TAXES	2,632,390.00	1,296,444.58	2,683,857.95	(51,467.95)	101.96%
40R000 1415 0000	FIELD TRIP FEES	500.00	565.00	565.00	(65.00)	113.00%
40R001 1510 0000	INTEREST	4,100.00	4,676.30	8,735.67	(4,635.67)	213.07%
40R000 1999 0000	OTHER REVENUE	2,000.00	-	10,847.51	(8,847.51)	542.38%
Total Local Revenue		**2,638,990.00**	**1,301,685.88**	**2,704,006.13**	**(65,016.13)**	**102.46%**
40R000 3500 0000	STATE AID, REGULAR	1,492,000.00	-	1,772,141.28	(280,141.28)	118.78%
40R000 3510 0000	STATE AID, SPECIAL ED	930,400.00	-	1,071,041.51	(140,641.51)	115.12%
Total State Revenue		**2,422,400.00**	**-**	**2,843,182.79**	**(420,782.79)**	**117.37%**
Total Transportation Fund		**5,061,390.00**	**1,301,685.88**	**5,547,188.92**	**(485,798.92)**	**109.60%**
50R000 1114 0000	IMRF TAXES	1,046,590.00	467,651.97	1,019,351.26	27,238.74	97.40%
50R000 1151 0000	SOC SEC/MEDICARE TAXES	1,046,590.00	467,651.97	1,019,351.26	27,238.74	97.40%
50R000 1230 0000	CORP PERSONAL PROPERTY TAX	60,000.00	-	60,725.53	(725.53)	101.21%
50R001 1510 0000	INTEREST	3,100.00	1,637.72	3,603.05	(503.05)	116.23%
Total Local Revenue		**2,156,280.00**	**936,941.66**	**2,103,031.10**	**53,248.90**	**97.53%**
Total IMRF/SS Fund		**2,156,280.00**	**936,941.66**	**2,103,031.10**	**53,248.90**	**97.53%**
60R001 1510 0000	INTEREST	1,800.00	1,684.15	3,140.71	(1,340.71)	174.48%
60R000 1930 0000	IMPACT FEES	478,000.00	163,200.44	1,182,411.49	(704,411.49)	247.37%
Total Local Revenue		**479,800.00**	**164,884.59**	**1,185,552.20**	**(705,752.20)**	**247.09%**
Total Capital Projects Fund		**479,800.00**	**164,884.59**	**1,185,552.20**	**(705,752.20)**	**247.09%**
70R000 1115 0000	TAXES	85,365.00	39,360.60	86,993.59	(1,628.59)	101.91%
70R001 1510 0000	INTEREST	2,020.00	2,435.95	4,536.01	(2,516.01)	224.55%
Total Local Revenue		**87,385.00**	**41,796.55**	**91,529.60**	**(4,144.60)**	**104.74%**
Total Working Cash Fund		**87,385.00**	**41,796.55**	**91,529.60**	**(4,144.60)**	**104.74%**
80R000 1120 0000	TAXES	880,710.00	393,553.75	855,313.77	25,396.23	97.12%
80R001 1510 0000	INTEREST	700.00	823.61	1,487.36	(787.36)	212.48%
80R000 1999 0000	REFUND PRIOR YEAR EXPENDITURES	10,000.00	-	91,130.00	(81,130.00)	0.00%
Total Local Revenue		**891,410.00**	**394,377.36**	**947,931.13**	**(56,521.13)**	**106.34%**
Total Tort Fund		**891,410.00**	**394,377.36**	**947,931.13**	**(56,521.13)**	**106.34%**
	Revenue-All Funds					
1000	Total Local Revenue	57,409,425.00	26,573,126.27	60,126,061.92	(2,716,636.92)	104.73%
3000	Total State Revenue	30,082,846.00	20,338,496.89	30,788,669.23	(705,823.23)	102.35%
4000	Total Federal Revenue	5,979,995.00	569,135.86	5,430,987.46	549,007.54	90.82%
	Total Revenue-All Funds	**93,472,266.00**	**47,480,759.02**	**96,345,718.61**	**(2,873,452.61)**	**103.07%**

Central Community Unit School Dist. 301
Expenditure Summary by Fund Report
June 2022

	2021-22 Original Budget	% of Fund	June MTD	2021-22 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
10-Education							
1000 Salaries	28,500,721.00	41.92%	2,432,494.19	28,098,020.39	-	402,700.61	98.59%
2000 Benefits	8,351,150.00	12.28%	666,448.95	8,201,826.41	-	149,323.59	98.21%
3000 Purchased Services	3,549,332.00	5.22%	732,584.28	3,052,056.37	7,618.48	489,657.15	86.20%
4000 Supplies	3,435,557.00	5.05%	898,545.90	2,979,204.92	58,982.92	397,369.16	88.43%
5000 Capital Outlay	248,200.00	0.37%	55,179.68	81,181.78	-	167,018.22	32.71%
6000 Other/Dues/Fees	23,377,600.00	34.39%	1,713,933.62	4,021,737.82	19,600,000.00	(244,137.82)	101.04%
7000 Non-Capital Equipment	522,898.00	0.77%	54,841.83	197,114.93	80,657.00	245,126.07	53.12%
Total Education Fund	**67,985,458.00**	**100.00%**	**6,554,028.45**	**46,631,142.62**	**19,747,258.40**	**1,607,056.98**	**97.64%**
20-O&M							
1000 Salaries	2,283,220.00	21.02%	169,456.98	1,947,227.69	-	335,992.31	85.28%
2000 Benefits	592,100.00	5.45%	43,374.96	513,981.93	-	78,118.07	86.81%
3000 Purchased Services	1,100,000.00	10.13%	460,142.89	1,261,152.29	123.03	(161,275.32)	114.66%
4000 Supplies	1,504,312.00	13.85%	164,427.42	1,372,847.31	1,679.75	129,784.94	91.37%
5000 Capital Outlay	5,103,900.00	46.99%	2,296,790.29	4,559,281.33	184,175.82	360,442.85	92.94%
6000 Other/Dues/Fees	102,000.00	0.94%	132.00	1,362.00	-	100,638.00	1.34%
7000 Non-Capital Equipment	175,000.00	1.61%	36,619.17	135,189.08	17,349.69	22,461.23	87.17%
Total O&M	**10,860,532.00**	**100.00%**	**3,170,943.71**	**9,791,041.63**	**203,328.29**	**866,162.08**	**92.02%**
30-Debt Service							
3000 Purchased Services	4,000.00	0.05%	-	1,375.00	-	2,625.00	34.38%
6000 Other/Bonds	8,382,376.00	99.95%	493,375.00	8,382,375.00	-	1.00	100.00%
Total Debt Service	**8,386,376.00**	**100.00%**	**493,375.00**	**8,383,750.00**	**-**	**2,626.00**	**99.97%**
40-Transportation							
1000 Salaries	2,323,940.00	49.80%	199,087.06	2,281,047.48	-	42,892.52	98.15%
2000 Benefits	138,355.00	2.97%	10,891.92	140,199.43	-	(1,844.43)	101.33%
3000 Purchased Services	1,539,610.00	33.00%	120,256.12	1,693,066.18	4,521.38	(157,977.56)	110.26%
4000 Supplies	414,200.00	8.88%	80,736.67	473,804.53	2,695.74	(62,300.27)	115.04%
5000 Capital Outlay	-	0.00%	22,089.00	22,089.00	-	(22,089.00)	0.00%
6000 Other/Dues/Fees	220,000.00	4.71%	3,835.60	13,010.60	658.00	206,331.40	6.21%
7000 Non-Capital Equipment	30,000.00	0.64%	719.99	1,250.33	-	28,749.67	4.17%
Total Transportation	**4,666,105.00**	**100.00%**	**437,616.36**	**4,624,467.55**	**7,875.12**	**33,762.33**	**99.28%**
50-IMRF/SS							
2000 Benefits	1,829,431.00	100.00%	148,911.74	1,772,378.42	-	57,052.58	96.88%
Total IMRF/SS	**1,829,431.00**	**100.00%**	**148,911.74**	**1,772,378.42**	**-**	**57,052.58**	**96.88%**
60-Capital Projects							
5000 Capital Outlay	450,000.00	100.00%	-	9,453.00	-	440,547.00	2.10%
Total Capital Projects	**450,000.00**	**100.00%**	**-**	**9,453.00**	**-**	**440,547.00**	**2.10%**
70-Working Cash							
6000 Transfers	-		-	-	-	-	0.00%
Total Working Cash	**-**	**0.00%**	**-**	**-**	**-**	**-**	**0.00%**
80-Tort							
3000 Purchased Services	875,000.00	100.00%	730,172.98	973,102.78	-	(98,102.78)	111.21%
Total Tort	**875,000.00**	**100.00%**	**730,172.98**	**973,102.78**	**-**	**(98,102.78)**	**111.21%**
Total Expenditures	**95,052,902.00**		**11,535,048.24**	**72,185,336.00**	**19,958,461.81**	**2,909,104.19**	**96.94%**
Expenditures Across All Funds							
1000 Salaries	33,107,881.00	34.83%	2,801,038.23	32,326,295.56	-	781,585.44	97.64%
2000 Benefits	10,911,036.00	11.48%	869,627.57	10,628,386.19	-	282,649.81	97.41%
3000 Purchased Services	7,067,942.00	7.44%	2,043,156.27	6,980,752.62	12,262.89	74,926.49	98.94%
4000 Supplies	5,354,069.00	5.63%	1,143,709.99	4,825,856.76	63,358.41	464,853.83	91.32%
5000 Capital Outlay	5,802,100.00	6.10%	2,351,969.97	4,649,916.11	184,175.82	968,008.07	83.32%
6000 Other/Dues/Fees/Bonds	32,081,976.00	33.75%	2,211,276.22	12,418,485.42	19,600,658.00	62,832.58	99.80%
7000 Non-Capital Equipment	727,898.00	0.77%	92,180.99	333,554.34	98,006.69	296,336.97	59.29%
Total Expenditures Across all Funds	**95,052,902.00**	**100.00%**	**11,512,959.24**	**72,163,247.00**	**19,958,461.81**	**2,931,193.19**	**96.92%**

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
A & G GLASS & MIRROR	4924	Window Repair DO	20E001 2540 3230 00 000000 0000	208.00
A & G GLASS & MIRROR	4925	Window Repair CT	20E001 2540 3230 00 000000 0000	325.00
A & G GLASS & MIRROR	4941	PV Window Repair	20E001 2540 3230 00 000000 0000	450.00
			Totals for A & G GLASS & MIRROR, INC	983.00
ABURMISHAN, NIDAA	Lunch Refund	Food Service Refund CHS (SA)	10R002 1611 0000 00 000000 0000	13.65
			Totals for ABURMISHAN, NIDAA	13.65
ADVANCE AUTO PARTS	2454-469392	Fuel Nozzle	40E001 2550 4100 00 000000 0000	78.71
ADVANCE AUTO PARTS	2454-469408	Clip Nut Assortment	40E001 2550 4100 00 000000 0000	18.42
ADVANCE AUTO PARTS	2454-469636	4 Pc Socket Set	40E001 2550 4100 00 000000 0000	18.39
ADVANCE AUTO PARTS	2454-469271	Oil Filters	40E001 2550 4100 00 000000 0000	25.08
ADVANCE AUTO PARTS	2454-469788	Headlights	40E001 2550 4100 00 000000 0000	37.76
ADVANCE AUTO PARTS	2454-469657	Fuel Transfer Pump	40E001 2550 7100 00 000000 0000	719.99
			Totals for ADVANCE AUTO PARTS	898.35
ADVOCATE SHERMAN OCC	825898	Bus Driver Physicals Random & Yearly	40E001 2550 3190 00 000000 0000	215.00
ADVOCATE SHERMAN OCC	825949	Bus Driver Physicals Random & Yearly	40E001 2550 3190 00 000000 0000	612.00
			Totals for ADVOCATE SHERMAN OCCUPATIONAL	827.00
AHW LLC	I08958044A	2020 John Deere Rotary Cutter	20E001 2540 5400 00 000000 0000	5,999.00
AHW LLC	11394232	Grounds Supplies	20E001 2540 4120 00 000000 0000	15.94
AHW LLC	11393174	Grounds Supplies	20E001 2540 4120 00 000000 0000	225.96
			Totals for AHW LLC	6,240.90
ALEXANDER LEIGH CENT	3800	Monthly tuition June 2022	10E001 1912 6700 00 000000 0000	12,599.04
			Totals for ALEXANDER LEIGH CENTER FOR AU	12,599.04
AMAZON.COM	458955848393	Supplies	10E011 1120 4900 00 000000 0000	53.98
AMAZON.COM	939783483639	Library supplies	10E002 2220 4100 00 000000 0000	18.86
AMAZON.COM	439655799579	Dual Credit Science supplies	10E002 1130 4100 00 000000 0000	79.99
AMAZON.COM	966479344579	Dual Credit Science supplies	10E002 1130 4100 00 000000 0000	630.54
AMAZON.COM	838855669883	FL supplies	10E002 1130 4100 00 000000 0000	17.30
AMAZON.COM	446763368744	FL supplies	10E002 1130 4100 00 000000 0000	93.98
AMAZON.COM	767694533359	FL supplies	10E002 1130 4100 00 000000 0000	5.27
AMAZON.COM	435649383589	Student supplies	10E002 2120 4100 00 000000 0000	404.51
AMAZON.COM	456367897844	Student supplies	10E002 2120 4100 00 000000 0000	-35.96
AMAZON.COM	469667465863	Student supplies	10E002 2120 4100 00 000000 0000	-53.98
AMAZON.COM	846564686979	Student supplies	10E002 2120 4100 00 000000 0000	-26.87
AMAZON.COM	953484557787	Dual Credit Science supplies	10E002 1130 4100 00 000000 0000	151.92
AMAZON.COM	956973364374	SpEd supplies	10E002 1205 4100 00 000000 0000	26.49
AMAZON.COM	765697799664	SpEd supplies	10E002 1205 4100 00 000000 0000	56.99
AMAZON.COM	797858833884	SpEd supplies	10E002 1205 4100 00 000000 0000	259.73
AMAZON.COM	747473345455	Retreat Supplies	10E001 2212 4100 00 000000 0000	2,062.17
AMAZON.COM	779946644473	Supplies	10E002 1130 4100 00 322000 0000	2,000.00
AMAZON.COM	563656498593	Supplies	10E002 1130 4100 00 322000 0000	138.00
AMAZON.COM	433497498789	Supplies	10E002 1130 4100 00 322000 0000	284.86
AMAZON.COM	789878754584	K'nex Construction Educational Toy	10E001 1100 4100 00 430000 0000	5,759.04
AMAZON.COM	666969637564	IC books	10E002 2212 4100 00 000000 0000	89.85
AMAZON.COM	756836766389	IC books	10E002 2212 4100 00 000000 0000	336.39
AMAZON.COM	548463965349	IC books	10E002 2212 4100 00 000000 0000	33.58
AMAZON.COM	936978743377	Supplies	10E002 1130 4100 00 322000 0000	13.53
AMAZON.COM	436844446753	STEM Grades 2-3	10E001 1100 4100 00 430000 0000	208.38

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	697337448998	STEM Grades 2-3	10E001 1100 4100 00 430000 0000	655.12
AMAZON.COM	485388847497	STEM 4-5	10E001 1100 4100 00 430000 0000	695.15
AMAZON.COM	449456868487	STEM 4-5	10E001 1100 4100 00 430000 0000	35.96
AMAZON.COM	435598894648	STEM 4-5	10E001 1100 4100 00 430000 0000	33.01
AMAZON.COM	435863575337	STEM 4-5	10E001 1100 4100 00 430000 0000	177.39
AMAZON.COM	838763953356	Steam material K-1	10E001 1100 4100 00 430000 0000	158.38
AMAZON.COM	574795378374	Steam material K-1	10E001 1100 4100 00 430000 0000	270.15
AMAZON.COM	474367387387	ELL Books	10E001 1800 4100 00 490500 0000	11.39
AMAZON.COM	978586954386	ELL Books	10E001 1800 4100 00 490500 0000	196.52
AMAZON.COM	987574779433	General classroom supplies	10E004 1110 4100 00 000000 0000	106.64
AMAZON.COM	687577647788	Classroom supplies	10E004 1110 4100 00 000000 0000	11.69
AMAZON.COM	595674643478	Classroom supplies	10E004 1110 4100 00 000000 0000	53.00
AMAZON.COM	438753633899	Supplies for Opening Day Staff Meetings	10E004 2410 4100 00 000000 0000	292.72
AMAZON.COM	433863674897	Supplies office	10E004 2410 4100 00 000000 0000	277.15
AMAZON.COM	444553753749	Library supplies	10E004 2220 4100 00 000000 0000	36.54
AMAZON.COM	587848554975	Supplies for moving classrooms	10E004 2410 4100 00 000000 0000	48.80
AMAZON.COM	789846874764	Classroom supplies	10E004 1110 4100 00 000000 0000	24.36
AMAZON.COM	434369939877	Supplies for moving classrooms	10E004 2410 4100 00 000000 0000	76.58
AMAZON.COM	735668986756	Office Supplies	10E001 2330 4100 00 000000 0000	26.79
AMAZON.COM	995356386997	CMS library grant books	10E001 2220 4100 00 399900 0000	216.15
AMAZON.COM	586895677495	CMS library grant books	10E001 2220 4100 00 399900 0000	-1.00
AMAZON.COM	464888648399	CMS library grant books	10E001 2220 4100 00 399900 0000	32.18
AMAZON.COM	639588858669	Computer Cable	40E001 2550 4110 00 000000 0000	6.99
AMAZON.COM	436566558777	Classroom Supplies	10E005 2150 4100 00 000000 0000	75.91
AMAZON.COM	494494634456	Classroom Supplies	10E005 1110 4100 00 000000 0000	139.37
AMAZON.COM	646643646658	Classroom Supplies	10E005 1110 4100 00 000000 0000	28.58
AMAZON.COM	663688383953	Classroom Supplies	10E005 1110 4100 00 000000 0000	60.42
AMAZON.COM	845938764539	Classroom Supplies	10E005 1110 4100 00 000000 0000	94.24
AMAZON.COM	463947649655	Professional Library, Equipped for Reading Success	10E005 2220 4300 00 000000 0000	53.00
AMAZON.COM	468635559467	Supplies	10E001 2660 4100 00 000000 0000	61.68
AMAZON.COM	454778649665	Supplies, display port to HDMI cable	10E001 2660 4100 00 000000 0000	1,820.40
AMAZON.COM	449577578585	Office supplies	10E002 2410 4100 00 000000 0000	2,689.45
AMAZON.COM	635569593998	Office supplies	10E002 2410 4100 00 000000 0000	121.48
AMAZON.COM	454539335364	Office supplies	10E002 2410 4100 00 000000 0000	29.78
AMAZON.COM	774848375478	Office supplies	10E002 2410 4100 00 000000 0000	28.18
AMAZON.COM	696955853649	Refund	10E001 2310 4100 00 000000 0000	-53.99
AMAZON.COM	974695578969	Books	10E001 2520 4100 00 000000 0000	20.49
AMAZON.COM	789486465855	Books	10E001 2520 4100 00 000000 0000	46.49
AMAZON.COM	549935339883	Supplies	10E001 2310 4100 00 000000 0000	51.98
AMAZON.COM	437469685958	Supplies	10E001 2310 4100 00 000000 0000	107.98
AMAZON.COM	798866568998	Supplies	10E001 2310 4100 00 000000 0000	-53.99
AMAZON.COM	987745386557	Classroom Supplies	10E005 1110 4100 00 000000 0000	91.69
			Totals for AMAZON.COM	21,463.35
AROMIN, MARY ANN	Lunch Refund	Food Service Refund CHS (LA)	10R002 1611 0000 00 000000 0000	65.75
			Totals for AROMIN, MARY ANN	65.75
BERG, CHERYL	Jun 16	Reimb for Mileage	10E001 1205 3320 00 000000 0000	39.66
			Totals for BERG, CHERYL	39.66
BLUEPOINT ALERT SOLU	INV-T-00361	BluePoint System PK	20E001 2540 3230 00 000000 0000	120.00
			Totals for BLUEPOINT ALERT SOLUTIONS LLC	120.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BOB JASS CHEVROLET I	270800	Air Conditioning Recharge	40E001 2550 3230 00 000000 0000	287.41
BOB JASS CHEVROLET I	270745	Front End Alignment	40E001 2550 3230 00 000000 0000	157.45
			Totals for BOB JASS CHEVROLET INC	444.86
BSN SPORTS, INC	917426129	CHS Lacrosse Equipment start up	10E002 1500 4100 00 000000 0000	30,101.44
BSN SPORTS, INC	917426129	CHS Lacrosse Equipment start up	10E002 1500 7100 00 000000 0000	1,100.00
			Totals for BSN SPORTS, INC	31,201.44
BULK BOOKSTORE	109384	Removing Labels Books	10E001 2210 4100 60 490900 0000	658.80
			Totals for BULK BOOKSTORE	658.80
BURESH, THOMAS	June 22	Pesticide License Test Fee	20E001 2540 6400 00 000000 0000	12.00
BURESH, THOMAS	June 22a	Pesticide License Class Access to General Standards	20E001 2540 6400 00 000000 0000	45.00
			Totals for BURESH, THOMAS	57.00
BUTTICE, GERALD	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	75.00
			Totals for BUTTICE, GERALD	75.00
CAROLINA BIOLOGICAL	51812835 RI	Dual Credit Science supplies	10E002 1130 7100 00 000000 0000	2,675.00
			Totals for CAROLINA BIOLOGICAL SUPPLY CO	2,675.00
CINTAS CORPORATION #	4123603654	Service Mats	40E001 2550 3700 00 000000 0000	75.44
			Totals for CINTAS CORPORATION #355	75.44
CITY OF ELGIN	330845-39520 05/	Water Service PK	20E001 2540 3700 00 000000 0000	1,653.28
CITY OF ELGIN	330845-42337 05/	Water Service CT	20E001 2540 3700 00 000000 0000	1,190.54
			Totals for CITY OF ELGIN	2,843.82
CONSERV FS	6416482	Grounds Supplies	20E001 2540 4120 00 000000 0000	15,555.00
			Totals for CONSERV FS	15,555.00
CONSOLIDATED FLOORIN	33498	Fitness Room Flooring PKMS	20E001 2540 5300 00 000000 0000	11,161.00
CONSOLIDATED FLOORIN	33497	Fitness Room Flooring PKMS	20E001 2540 5300 00 000000 0000	20,207.00
CONSOLIDATED FLOORIN	33506	Flooring PV	20E001 2540 5300 00 000000 0000	22,522.00
CONSOLIDATED FLOORIN	33507	Flooring HBT	20E001 2540 5300 00 000000 0000	22,522.00
			Totals for CONSOLIDATED FLOORING OF CHIC	76,412.00
CONTINENTAL RESOURCE	91122764	Production, Academic Support Coverage 7/2/2022-6/8/2027	10E001 2660 3160 00 000000 0000	45,766.00
CONTINENTAL RESOURCE	91122861	Academic Production Support 7/2/2022-6/8/2027	10E001 2660 3160 00 000000 0000	7,810.00
CONTINENTAL RESOURCE	91123702	Aruba Clearpass 5 Year	10E001 2660 3160 00 000000 0000	128,215.00
CONTINENTAL RESOURCE	BL520346	Phones	10E001 2660 4100 00 000000 0000	17,825.00
CONTINENTAL RESOURCE	BL523891	NIMBLE 5 year	10E001 2660 5400 00 000000 0000	55,179.68
			Totals for CONTINENTAL RESOURCES, INC	254,795.68
CORE ACADEMY	SESINV-021532	Monthly tuition June 2022	10E001 1912 6700 00 000000 0000	1,725.68
			Totals for CORE ACADEMY	1,725.68
CPI	CUS0294275	NCI Blended Learning Online Course & Workbooks	40E001 2550 6400 00 000000 0000	1,189.70
CPI	CUS0294275	NCI Blended Learning Online Course & Workbooks	10E001 2210 3100 01 499800 0000	2,709.30
CPI	12201137	NCI Blended Learning Online Course & Workbook	40E001 2550 6400 00 000000 0000	409.90

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
			Totals for CPI	4,308.90
DECKER INC	427517a	CHS Partitions	20E001 2540 4110 00 000000 0000	96.20
			Totals for DECKER INC	96.20
DEERE & COMPANY	117358414	John Deere Tractor, Cab Operator Station	20E001 2540 5400 00 000000 0000	18,974.80
			Totals for DEERE & COMPANY	18,974.80
DELL MARKETING LP	10593259856	Chromebooks	10E001 1100 4110 00 000000 0000	590,000.00
DELL MARKETING LP	10595349349	Mobile Precision Workstations 3571	10E001 2660 7100 00 000000 0000	7,800.00
			Totals for DELL MARKETING LP	597,800.00
DEMCO	7140755	Classroom Supplies	10E010 1110 4100 00 000000 0000	27.69
			Totals for DEMCO	27.69
DIAZ, ROSARIO	Lunch Refunda	Food Service Refund CHS (PT)	10R002 1611 0000 00 000000 0000	31.25
			Totals for DIAZ, ROSARIO	31.25
DIRECT ENERGY BUSINE	HS23065810	Gas Service All Buildings	20E001 2540 4650 00 000000 0000	92.07
DIRECT ENERGY BUSINE	HS23065810	Gas Service All Buildings	20E002 2540 4650 00 000000 0000	2,629.27
DIRECT ENERGY BUSINE	HS23065810	Gas Service All Buildings	20E003 2540 4650 00 000000 0000	1,138.81
DIRECT ENERGY BUSINE	HS23065810	Gas Service All Buildings	20E004 2540 4650 00 000000 0000	473.67
DIRECT ENERGY BUSINE	HS23065810	Gas Service All Buildings	20E005 2540 4650 00 000000 0000	109.35
DIRECT ENERGY BUSINE	HS23065810	Gas Service All Buildings	20E008 2540 4650 00 000000 0000	758.87
DIRECT ENERGY BUSINE	HS23065810	Gas Service All Buildings	20E010 2540 4650 00 000000 0000	791.74
DIRECT ENERGY BUSINE	HS23065810	Gas Service All Buildings	20E011 2540 4650 00 000000 0000	1,444.21
			Totals for DIRECT ENERGY BUSINESS	7,437.99
DOLLAMUR LP	171777	CHS Wrestling Mats	10E002 1500 7100 00 000000 0000	10,550.00
			Totals for DOLLAMUR LP	10,550.00
DOMANICO PSYCHOLOGIC	2697	Bilingual Psych Eval	10E001 2140 3140 00 000000 0000	1,580.00
			Totals for DOMANICO PSYCHOLOGICAL SERVIC	1,580.00
DOMICH, EUGENE	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	266.00
			Totals for DOMICH, EUGENE	266.00
ECOWATER/DEKALB BOTT	10025 06-22	Water for Athletic Office	10E002 1500 4100 00 000000 0000	56.60
			Totals for ECOWATER/DEKALB BOTTLED WATER	56.60
ELGIN KEY & LOCK CO	220862	Maintenance Supplies	20E001 2540 4110 00 000000 0000	2,149.69
			Totals for ELGIN KEY & LOCK CO INC	2,149.69
EMERGENCY MEDICAL PR	2456396	Foam Hand Sanitizer	10E005 1110 4250 00 000000 0000	279.48
			Totals for EMERGENCY MEDICAL PRODUCTS, I	279.48
ENGBERG, LISA	Lunch Refund	Food Service Refund CHS (CE)	10R002 1611 0000 00 000000 0000	15.20
			Totals for ENGBERG, LISA	15.20
ENTEC SERVICES INC	SIN044728	Main Office Control Upgrade CHS	20E001 2540 5400 00 000000 0000	11,545.00
			Totals for ENTEC SERVICES INC	11,545.00
ESPECIAL NEEDS, LLC	302785	Chair for student	10E001 1200 4100 00 462000 0000	934.00
			Totals for ESPECIAL NEEDS, LLC	934.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
EVERYDAY SPEECH LLC	32222	SEL Site License 8/15/2022-8/15/2023	10E001 2212 3800 00 000000 0000	34,930.00
			Totals for EVERYDAY SPEECH LLC	34,930.00
FEDAK, ANNA	Lunch Refund	Food Service Refund CHS (TF)	10R002 1611 0000 00 000000 0000	29.45
			Totals for FEDAK, ANNA	29.45
FEECE OIL COMPANY	3889398	Fuel	40E001 2550 4640 00 000000 0000	2,869.76
FEECE OIL COMPANY	3892993	Fuel	40E001 2550 4640 00 000000 0000	6,171.59
FEECE OIL COMPANY	3892994	Fuel	40E001 2550 4640 00 000000 0000	4,650.43
			Totals for FEECE OIL COMPANY	13,691.78
FETTING, RONALD	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	221.39
			Totals for FETTING, RONALD	221.39
FITZGERALD LIGHTING	36385	HBT Pole Light LED Replacement	20E001 2540 4110 00 000000 0000	6,492.50
			Totals for FITZGERALD LIGHTING	6,492.50
FLINN SCIENTIFIC, IN	2715323	Dual Credit Science supplies	10E002 1130 4100 00 000000 0000	84.32
FLINN SCIENTIFIC, IN	2714003	Dual Credit Science supplies	10E002 1130 4100 00 000000 0000	4,196.44
			Totals for FLINN SCIENTIFIC, INC	4,280.76
FOX VALLEY FIRE & SA	IN00528459	Annual Ansul Inspections HBT	20E001 2540 3100 00 000000 0000	109.50
FOX VALLEY FIRE & SA	IN00528679	Annual Ansul Inspections PV	20E001 2540 3100 00 000000 0000	116.50
FOX VALLEY FIRE & SA	IN00528461	Annual Ansul Inspections LL	20E001 2540 3100 00 000000 0000	117.49
FOX VALLEY FIRE & SA	IN00528464	Annual Ansul Inspections CMS	20E001 2540 3100 00 000000 0000	118.50
FOX VALLEY FIRE & SA	IN00528681	Annual Ansul Inspections PKMS	20E001 2540 3100 00 000000 0000	151.50
FOX VALLEY FIRE & SA	IN00528683	Annual Ansul Inspections CT	20E001 2540 3100 00 000000 0000	151.50
FOX VALLEY FIRE & SA	IN00528466	Annual Ansul Inspections CHS	20E001 2540 3100 00 000000 0000	184.50
FOX VALLEY FIRE & SA	IN00528468	Annual Fire Extinguisher Inspection See Saw Day Care Center	20E001 2540 3100 00 000000 0000	50.00
FOX VALLEY FIRE & SA	IN00528684	Annual Fire Extinguisher Inspection CT	20E001 2540 3100 00 000000 0000	67.20
FOX VALLEY FIRE & SA	IN00528680	Annual Fire Extinguisher Inspection PV	20E001 2540 3100 00 000000 0000	69.30
FOX VALLEY FIRE & SA	IN00528465	Annual Fire Extinguisher Inspection CMS	20E001 2540 3100 00 000000 0000	94.50
FOX VALLEY FIRE & SA	IN00528463	Annual Fire Extinguisher Inspection Trans	20E001 2540 3100 00 000000 0000	239.20
FOX VALLEY FIRE & SA	IN00528682	Annual Fire Extinguisher Inspection PKMS	20E001 2540 3100 00 000000 0000	239.40
FOX VALLEY FIRE & SA	IN00528467	Annual Fire Extinguisher Inspection CHS	20E001 2540 3100 00 000000 0000	243.60
FOX VALLEY FIRE & SA	IN00528460	Annual Fire Extinguisher Inspection HBT	20E001 2540 3100 00 000000 0000	275.90
FOX VALLEY FIRE & SA	IN00528462	Annual Fire Extinguisher Inspection LL	20E001 2540 3100 00 000000 0000	570.90
			Totals for FOX VALLEY FIRE & SAFETY CO	2,799.49
GARLAND/DBS, INC	42785237483	Roofing Material and Services Project CMS Library	20E001 2540 5300 00 000000 0000	58,825.54
			Totals for GARLAND/DBS, INC	58,825.54
GEM DOCK & DOOR INC	5514	Bus Garage Yearly Maintenance &	40E001 2550 3700 00 000000 0000	1,502.80

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Adjustments		
GEM DOCK & DOOR INC	5519	New Door Stops Door 3 & 8	40E001 2550 3700 00 000000 0000	430.40
			Totals for GEM DOCK & DOOR INC	1,933.20
GRAINGER	9335593605	Maintenance Supplies	20E001 2540 4110 00 000000 0000	336.80
GRAINGER	9335593613	Maintenance Supplies	20E001 2540 4110 00 000000 0000	174.63
GRAINGER	9335209590	Maintenance Supplies	20E001 2540 4110 00 000000 0000	108.70
GRAINGER	9285645033	Maintenance Supplies	20E001 2540 4110 00 000000 0000	278.61
GRAINGER	9343643913	Maintenance Supplies	20E001 2540 4110 00 000000 0000	560.55
			Totals for GRAINGER	1,459.29
GRAYSLAKE CENTRAL HI	Aug 21	CHS Golf Tourney Fee for 8/21/21	10E002 1500 6400 00 000000 0000	35.00
			Totals for GRAYSLAKE CENTRAL HIGH SCHOOL	35.00
HEINEMANN	7449154	Resources LLI Books	10E005 1110 4200 00 000000 0000	1,392.05
			Totals for HEINEMANN	1,392.05
HENRY SCHEIN, INC	21388205	Supplies	10E002 1500 4100 00 000000 0000	50.93
HENRY SCHEIN, INC	21527877	Athletic Tape	10E002 1500 4100 00 000000 0000	219.88
			Totals for HENRY SCHEIN, INC	270.81
HERFF JONES, INC	1135137	Diplomas	10E002 2410 4100 00 000000 0000	23.40
			Totals for HERFF JONES, INC	23.40
HINCKLEY SPRING WATE	2448865 062522	Water Filtration System	40E001 2550 3700 00 000000 0000	70.03
			Totals for HINCKLEY SPRING WATER COMPANY	70.03
HJELM, JAIME	Lunch Refund	Food Service Refund CHS (AB)	10R002 1611 0000 00 000000 0000	14.95
HJELM, JAIME	Lunch Refunda	Food Service Refund CHS (HB)	10R002 1611 0000 00 000000 0000	28.00
			Totals for HJELM, JAIME	42.95
HOME DEPOT PRO	689289957	Custodial Supplies	20E001 2540 4100 00 000000 0000	12.41
HOME DEPOT PRO	689018182	Custodial Supplies	20E001 2540 4100 00 000000 0000	123.93
HOME DEPOT PRO	689289940	Custodial Supplies	20E001 2540 4100 00 000000 0000	136.00
HOME DEPOT PRO	689553824	Custodial Supplies	20E001 2540 4100 00 000000 0000	603.98
HOME DEPOT PRO	690823448	Custodial Supplies	20E001 2540 4100 00 000000 0000	2.40
HOME DEPOT PRO	689823011	Custodial Supplies	20E001 2540 4100 00 000000 0000	187.92
HOME DEPOT PRO	689823003	Custodial Supplies	20E001 2540 4100 00 000000 0000	387.20
HOME DEPOT PRO	690429436	Custodial Supplies	20E001 2540 4100 00 000000 0000	1,238.92
HOME DEPOT PRO	690823455	Scrubber Drier	20E001 2540 5400 00 000000 0000	5,702.26
HOME DEPOT PRO	691092902	Custodial Supplies, bath tissue, paper towel	20E001 2540 4100 00 000000 0000	11,123.98
HOME DEPOT PRO	691846273	Maintenance Supplies	20E001 2540 4110 00 000000 0000	58.06
HOME DEPOT PRO	691764823	Maintenance Supplies	20E001 2540 4110 00 000000 0000	23.74
HOME DEPOT PRO	691772883	Maintenance Supplies	20E001 2540 4110 00 000000 0000	380.44
HOME DEPOT PRO	691771315	Maintenance Supplies	20E001 2540 7100 00 000000 0000	569.00
HOME DEPOT PRO	691771331	Maintenance Supplies	20E001 2540 4110 00 000000 0000	298.00
HOME DEPOT PRO	691604334	Custodial Supplies	20E001 2540 4100 00 000000 0000	547.00
HOME DEPOT PRO	691604342	Custodial Supplies	20E001 2540 4100 00 000000 0000	814.52
HOME DEPOT PRO	691846281	Custodial Pivot Floor Prep Machine	20E001 2540 7100 00 000000 0000	16,259.45
			Totals for HOME DEPOT PRO	38,469.21
IHSA	AR22-0171	CHS IHSA Baseball Regional	10E002 1500 3900 00 000000 0000	489.00
			Totals for IHSA	489.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ILLUMINATE EDUCATION	INV0000067050	FastBridge usage overage for 21-22	10E001 2212 3800 00 000000 0000	7,184.75
			Totals for ILLUMINATE EDUCATION, INC	7,184.75
ISRAELSON, PAMELA	Jun 21	Supplies	10E001 2520 4100 00 000000 0000	33.70
			Totals for ISRAELSON, PAMELA	33.70
K&J PAINTING LLC	2218	Painting Projects District Wide	20E001 2540 3230 00 000000 0000	26,577.50
			Totals for K&J PAINTING LLC	26,577.50
KANE COUNTY REGIONAL	2002200164	The Burnout Cure K. McCastland	10E001 2210 6400 00 000000 0000	25.00
			Totals for KANE COUNTY REGIONAL OFFICE O	25.00
KRAUS, DANIEL JR	Uniform FY22a	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	154.37
			Totals for KRAUS, DANIEL JR	154.37
LARSON & DARBY GROUP	42466	Cafeteria Expansion for PKMS and CT	20E003 2540 5400 00 499800 0000	69,677.40
LARSON & DARBY GROUP	42468	New Maintenance Facility	20E001 2540 3100 00 000000 0000	6,528.00
LARSON & DARBY GROUP	42467	Lily Lake Upgrades	20E001 2540 3100 00 000000 0000	825.00
			Totals for LARSON & DARBY GROUP	77,030.40
LAUREATE DAY SCHOOL	LDS 66653	Monthly tuition April 2022	10E001 1912 6700 00 000000 0000	6,810.66
LAUREATE DAY SCHOOL	LDS 66810	Monthly tuition May 2022	10E001 1912 6700 00 000000 0000	7,945.77
LAUREATE DAY SCHOOL	LDS 66889	Monthly tuition June 2022	10E001 1912 6700 00 000000 0000	1,135.11
			Totals for LAUREATE DAY SCHOOL	15,891.54
LAWRENCE, JENNIFER	Lunch Refund	Food Service Refund CHS (ZL)	10R002 1611 0000 00 000000 0000	21.20
			Totals for LAWRENCE, JENNIFER	21.20
LEON, CINDI	Lunch Refund	Food Service Refund CHS (CL)	10R002 1611 0000 00 000000 0000	52.35
			Totals for LEON, CINDI	52.35
LINE-X OF GREATER CH	100919	Grounds Vehicle Bed Liner	20E001 2540 4120 00 000000 0000	904.00
			Totals for LINE-X OF GREATER CHICAGO	904.00
LUCKY LOCATORS INC	28097	Locate Electric for Soccer Scoreboard at CHS	20E001 2540 3100 00 000000 0000	310.00
			Totals for LUCKY LOCATORS INC	310.00
LUTZ, DANIEL	Uniform FY22a	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	12.21
			Totals for LUTZ, DANIEL	12.21
MAJEWSKI, KRISTIE	Lunch Refund	Food Service Refund CHS (NM)	10R002 1611 0000 00 000000 0000	9.20
			Totals for MAJEWSKI, KRISTIE	9.20
MARENGO AUTO BODY AN	30001	Windshield Replacement	40E001 2550 3230 00 000000 0000	594.80
			Totals for MARENGO AUTO BODY AND GLASS	594.80
MAYEN, ANGEL	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	174.63
			Totals for MAYEN, ANGEL	174.63
MENARDS, ELGIN	37061	Maintenance Supplies	20E001 2540 4110 00 000000 0000	212.71
MENARDS, ELGIN	37530	Grounds Supplies	20E001 2540 4120 00 000000 0000	60.77
			Totals for MENARDS, ELGIN	273.48

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
METRO PREP	MPG 66604	Monthly Tuition April 2022	10E001 1912 6700 00 000000 0000	4,670.28
METRO PREP	MPG 66759	Monthly Tuition May 2022	10E001 1912 6700 00 000000 0000	5,448.66
METRO PREP	MPG 66839	Monthly Tuition June 2022	10E001 1912 6700 00 000000 0000	778.38
			Totals for METRO PREP	10,897.32
MEYER, JULIE	Lunch Refund	Food Service Refund CHS (LM)	10R002 1611 0000 00 000000 0000	2.10
			Totals for MEYER, JULIE	2.10
MID VALLEY SP ED COO	FY23 Tuition	FY23 Tuition Invoice	10E001 4120 3190 00 000000 0000	149,524.00
MID VALLEY SP ED COO	FY23 Tuition	FY23 Tuition Invoice	10E001 4220 6700 00 000000 0000	1,362,472.00
MID VALLEY SP ED COO	FY23 Tuition	FY23 Tuition Invoice	10E001 4290 6700 00 000000 0000	7,016.00
			Totals for MID VALLEY SP ED COOPERATIVE	1,519,012.00
MIDWEST COMPUTER PRO	719452	Short Throw Projector	10E001 2660 7100 00 000000 0000	2,308.00
			Totals for MIDWEST COMPUTER PRODUCTS, IN	2,308.00
MIDWEST TRANSIT EQUI	R331001712:02	Engine Light Diagnostic	40E001 2550 3320 00 000000 0000	164.30
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	164.30
MILLENNIUM INVESTIGA	10696	Surveillance	10E001 2310 3100 00 000000 0000	437.50
MILLENNIUM INVESTIGA	10698	Surveillance	10E001 2310 3100 00 000000 0000	1,875.00
MILLENNIUM INVESTIGA	10697	Surveillance	10E001 2310 3100 00 000000 0000	1,712.50
			Totals for MILLENNIUM INVESTIGATIONS	4,025.00
NATIONAL LIFT TRUCK	IV220610669	Annual Inspection of One Man Lifts and Fork Lift	20E001 2540 3100 00 000000 0000	502.53
NATIONAL LIFT TRUCK	IV220610668	Annual Inspection of One Man Lifts and Fork Lift	20E001 2540 3100 00 000000 0000	271.53
NATIONAL LIFT TRUCK	IV220610666	Annual Inspection of One Man Lifts and Fork Lift	20E001 2540 3100 00 000000 0000	229.53
NATIONAL LIFT TRUCK	IV220610673	Annual Inspection of One Man Lifts and Fork Lift	20E001 2540 3100 00 000000 0000	199.73
NATIONAL LIFT TRUCK	IV220610672	Annual Inspection of One Man Lifts and Fork Lift	20E001 2540 3100 00 000000 0000	199.73
			Totals for NATIONAL LIFT TRUCK	1,403.05
NIETO, LUIS	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	164.98
			Totals for NIETO, LUIS	164.98
NORTHWESTERN ILLINOI	220328	Interpreter Services during Driver's Ed BTW	10E001 4120 3190 00 000000 0000	131.51
			Totals for NORTHWESTERN ILLINOIS ASSOCIA	131.51
O'BRIEN, JOHN	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	135.61
			Totals for O'BRIEN, JOHN	135.61
O'BRIEN, SEON YEUP	Lunch Refund	Food Service Refund CHS (IO)	10R010 1611 0000 00 000000 0000	62.60
			Totals for O'BRIEN, SEON YEUP	62.60
OFFICE DEPOT/ODP BUS	243121973001	Classroom Supplies	10E005 1205 4100 00 000000 0000	30.29
OFFICE DEPOT/ODP BUS	243121981001	Classroom Supplies	10E005 1205 4100 00 000000 0000	13.81
OFFICE DEPOT/ODP BUS	243121957001	Classroom Supplies	10E005 1205 4100 00 000000 0000	12.74
OFFICE DEPOT/ODP BUS	243110493001	Classroom Supplies	10E005 1205 4100 00 000000 0000	16.09
OFFICE DEPOT/ODP BUS	243122006001	Classroom Supplies	10E005 1205 4100 00 000000 0000	61.13
			Totals for OFFICE DEPOT/ODP BUSINESS SOL	134.06

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ORKIN EXTERMINATING	232217899	Power Spray DO	20E001 2540 3100 00 000000 0000	600.00
			Totals for ORKIN EXTERMINATING	600.00
PACE ANALYTICAL SERV	I9515649	Water Sample Testing CMS	20E001 2540 3100 00 000000 0000	140.75
PACE ANALYTICAL SERV	I9516169	Water Sample Testing CMS	20E001 2540 3100 00 000000 0000	75.97
PACE ANALYTICAL SERV	I9516578	Water Sample Testing PV	20E001 2540 3100 00 000000 0000	1,436.24
PACE ANALYTICAL SERV	I9516577	Water Sample Testing CHS	20E001 2540 3100 00 000000 0000	1,436.24
PACE ANALYTICAL SERV	I9516576	Water Sample Testing HBT	20E001 2540 3100 00 000000 0000	1,436.24
PACE ANALYTICAL SERV	I9516575	Water Sample Testing CMS	20E001 2540 3100 00 000000 0000	1,436.24
PACE ANALYTICAL SERV	I9516574	Water Sample Testing LL	20E001 2540 3100 00 000000 0000	1,436.24
			Totals for PACE ANALYTICAL SERVICES, LLC	7,397.92
PATEL, AVANI	Refund FY22	FY22 Refund Fees	10R000 1811 0000 00 000000 0000	310.00
			Totals for PATEL, AVANI	310.00
PERKINS, JESSICA	SIN299360	Reimb for Evaluation EK-Lindamood Bell Learning Processes	10E001 1205 3190 00 000000 0000	99.00
			Totals for PERKINS, JESSICA	99.00
PERMA-BOUND	1924533-01	Textbooks ELA	10E003 1120 4200 00 000000 0000	179.04
			Totals for PERMA-BOUND	179.04
PETTY CASH	June 21	Petty Cash DO	10E001 2210 6400 00 000000 0000	15.05
PETTY CASH	June 21	Petty Cash DO	10E001 2310 4100 00 000000 0000	60.87
PETTY CASH	June 21	Petty Cash DO	10E001 2520 4100 00 000000 0000	107.63
PETTY CASH	June 21	Petty Cash DO	10E003 2410 3410 00 000000 0000	10.10
PETTY CASH	June 21	Petty Cash DO	10E001 2520 3410 00 000000 0000	59.64
			Totals for PETTY CASH	253.29
PIONEER MANUFACTURIN	INV841711	Grounds Supplies Paint Acct #CE5575	20E001 2540 4120 00 000000 0000	3,666.70
			Totals for PIONEER MANUFACTURING CO/ATHL	3,666.70
PSAT-COLLEGE ENTRANC	392212602A	PSAT 8/9 April 2022 admin	10E001 2212 3800 00 000000 0000	4,422.60
			Totals for PSAT-COLLEGE ENTRANCE EXAMINA	4,422.60
PSIC	W/C FY22-23	Workers Compensation Program	80E001 2362 3820 00 000000 0000	232,509.40
PSIC	P/C FY22-23	Property and Casualty Insurance	40E001 2550 3840 00 000000 0000	50,000.00
PSIC	P/C FY22-23	Property and Casualty Insurance	80E001 2371 3840 00 000000 0000	415,981.08
			Totals for PSIC	698,490.48
REALLY GOOD STUFF	7945112	Classroom Supplies	10E005 1110 4100 00 000000 0000	92.70
			Totals for REALLY GOOD STUFF	92.70
RECAST SOFTWARE, INC	INV-01774	Right Click Tools Subscription 6/28/22-6/27/23	10E001 2660 3160 00 000000 0000	11,100.00
			Totals for RECAST SOFTWARE, INC	11,100.00
RIDDELL ALL AMERICAN	60451844	CHS Football Helmet Reconditioning	10E002 1500 3190 00 000000 0000	14,035.05
RIDDELL ALL AMERICAN	60451263	CHS Football Helmets	10E002 1500 4110 00 000000 0000	6,832.51
			Totals for RIDDELL ALL AMERICAN SPORTS C	20,867.56
ROADWAY TOWING & SER	19092	Safety Lanes	40E001 2550 6400 00 000000 0000	517.00
			Totals for ROADWAY TOWING & SERVICE, INC	517.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ROCKET ALUMNI SOLUTI	1202	CHS Digital Awards Display	10E002 1500 3190 00 000000 0000	2,400.00
			Totals for ROCKET ALUMNI SOLUTIONS INC	2,400.00
ROCKY MOUNTAIN COMMU	IL1126-LOC4	Fiber and Wireless Installation	10E001 2660 3160 00 000000 0000	20,700.00
			Totals for ROCKY MOUNTAIN COMMUNICATION	20,700.00
rSCHOOL TODAY	64364	Training 2/10/22	10E002 1500 3190 00 000000 0000	73.33
			Totals for rSCHOOL TODAY	73.33
RUSSO POWER EQUIPMEN	SPI11129412	Ground Supplies, Electric Under Tailgate Spreader	20E001 2540 5400 00 000000 0000	8,468.64
RUSSO POWER EQUIPMEN	SPI11139214	Grounds Equipment, Sod Cutter	20E001 2540 7100 00 000000 0000	4,999.99
RUSSO POWER EQUIPMEN	SPI11139284	Grounds Equipment	20E001 2540 4120 00 000000 0000	22.99
RUSSO POWER EQUIPMEN	SPI11139282	Grounds Equipment	20E001 2540 4120 00 000000 0000	1,715.76
			Totals for RUSSO POWER EQUIPMENT	15,207.38
SCHMIDT, MICHAEL	Jun 8	Reimb for boys track state food	10E002 1500 4120 00 000000 0000	166.01
			Totals for SCHMIDT, MICHAEL	166.01
SCHOOL SPECIALTY LLC	208130062203	Words I Use When I Write-1st grade, More Words I Use When I Write-3rd grade	10E005 1110 4200 00 000000 0000	192.76
SCHOOL SPECIALTY LLC	208130051560	Classroom Supplies	10E005 1110 4100 00 000000 0000	8.27
			Totals for SCHOOL SPECIALTY LLC	201.03
SEAL & SNOW, INC	2241	Commercial Lot Maintenance LL	20E001 2540 5300 00 000000 0000	5,115.00
			Totals for SEAL & SNOW, INC	5,115.00
SENSOR, KEVIN	Uniform FY22a	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	54.24
			Totals for SENSOR, KEVIN	54.24
SEPTRAN, INC	91906103	Private Transportation May 2022	40E001 2550 3310 00 000000 0000	1,845.01
			Totals for SEPTRAN, INC	1,845.01
SERVICE CONCEPTS, IN	29511	Backflow Prevention Inspections and Maintenance DO	20E001 2540 3100 00 000000 0000	100.00
SERVICE CONCEPTS, IN	29510	Backflow Prevention Inspections and Maintenance HBT	20E001 2540 3100 00 000000 0000	100.00
SERVICE CONCEPTS, IN	29509	Backflow Prevention Inspections and Maintenance CMS, PKMS	20E001 2540 3100 00 000000 0000	200.00
SERVICE CONCEPTS, IN	29512	Backflow Prevention Inspections and Maintenance CHS	20E001 2540 3100 00 000000 0000	0.00
SERVICE CONCEPTS, IN	29562	Maintenance Repairs PV	20E001 2540 3230 00 000000 0000	11,400.00
SERVICE CONCEPTS, IN	29561	Maintenance Repairs CHS	20E001 2540 3230 00 000000 0000	4,408.00
SERVICE CONCEPTS, IN	29571	Annual Backflow Inspections LL	20E001 2540 3100 00 000000 0000	200.00
SERVICE CONCEPTS, IN	29570	Annual Backflow Inspections PV	20E001 2540 3100 00 000000 0000	200.00
SERVICE CONCEPTS, IN	29569	Annual Backflow Inspections PKMS	20E001 2540 3100 00 000000 0000	584.75
SERVICE CONCEPTS, IN	29568	Annual Backflow Inspections CT	20E001 2540 3100 00 000000 0000	584.75
SERVICE CONCEPTS, IN	29567	Annual Backflow Inspections CHS	20E001 2540 3100 00 000000 0000	600.00
SERVICE CONCEPTS, IN	29117	Maintenance Supplies	20E001 2540 4110 00 000000 0000	71.73
SERVICE CONCEPTS, IN	29573	Maintenance Supplies	20E001 2540 3230 00 000000 0000	100.00
SERVICE CONCEPTS, IN	29005	Maintenance Supplies	20E001 2540 4110 00 000000 0000	146.63
SERVICE CONCEPTS, IN	29009	Maintenance Supplies	20E001 2540 4110 00 000000 0000	189.80
SERVICE CONCEPTS, IN	29572	Maintenance Supplies	20E001 2540 4110 00 000000 0000	193.60
SERVICE CONCEPTS, IN	29006	Maintenance Supplies	20E001 2540 4110 00 000000 0000	669.65
SERVICE CONCEPTS, IN	29270	Maintenance Supplies	20E001 2540 7100 00 000000 0000	1,718.25

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SERVICE CONCEPTS, IN	29574	Maintenance Supplies	20E001 2540 3100 00 000000 0000	0.00
SERVICE CONCEPTS, IN	29631	Annual Plumbing Service Labor Contract	20E001 2540 3100 00 000000 0000	31,920.00
SERVICE CONCEPTS, IN	29630	Annual Contract HVAC Preventative Maintenance	20E001 2540 3100 00 000000 0000	199,500.00
SERVICE CONCEPTS, IN	29632	Annual Kitchen Preventive Maintenance Contract	10E001 2560 3230 00 000000 0000	26,600.00
			Totals for SERVICE CONCEPTS, INC	279,487.16
SHALES MCNUTT CONSTR	App. No 1	Cafeteria Expansion Project CT PKMS	20E003 2540 5400 00 499800 0000	188,916.27
SHALES MCNUTT CONSTR	App. No 4	Cafeteria Expansion Project CT, PKMS	20E003 2540 5400 00 499800 0000	432,724.79
SHALES MCNUTT CONSTR	App. No 3	Cafeteria Expansion Project CT PKMS	20E003 2540 5400 00 499800 0000	734,044.67
			Totals for SHALES MCNUTT CONSTRUCTION	1,355,685.73
SMITH, DYLAN	Uniform FY22	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	264.64
			Totals for SMITH, DYLAN	264.64
SOFT WATER CITY, INC	SC05381	Water Softener Hook-Up CHS	20E001 2540 3230 00 000000 0000	150.00
			Totals for SOFT WATER CITY, INC	150.00
SONITROL CHICAGOLAND	250592	Access CCTV Intrusion Security Services CMS	20E001 2540 3100 00 000000 0000	1,629.00
SONITROL CHICAGOLAND	250593	Access CCTV Intrusion Security Services PKMS	20E001 2540 3100 00 000000 0000	2,091.00
SONITROL CHICAGOLAND	250591	Access CCTV Intrusion Security Services CHS	20E001 2540 3100 00 000000 0000	2,760.00
			Totals for SONITROL CHICAGOLAND WEST	6,480.00
SPECIAL EDUCATION SY	SYSINV-009643	Private Transportation June	40E001 2550 3310 00 000000 0000	707.41
SPECIAL EDUCATION SY	SYSINV-008970	Private Transportation March 2022	40E001 2550 3310 00 000000 0000	1,146.78
			Totals for SPECIAL EDUCATION SYSTEMS, IN	1,854.19
STALKER SPORTS FLOOR	8053	Gym Floor Refinishing CMS PK LL CHS	20E001 2540 3230 00 000000 0000	12,125.00
			Totals for STALKER SPORTS FLOOR	12,125.00
TERNBERG, VICTORIA	Lunch Refund	Food Service Refund CHS (GT)	10R002 1611 0000 00 000000 0000	24.95
			Totals for TERNBERG, VICTORIA	24.95
TERRAPIN	111400-1	STEM Orders for Elementary K-1 Blue Bot Hives	10E003 1100 4100 00 499800 0000	48,542.94
			Totals for TERRAPIN	48,542.94
THOMAS FLEMING COMPA	1095	Grounds Supplies	20E001 2540 7100 00 000000 0000	9,625.00
			Totals for THOMAS FLEMING COMPANY	9,625.00
TRAFERA, LLC	I000468209	LCD Screen	10E001 2660 4100 00 000000 0000	269.00
			Totals for TRAFERA, LLC	269.00
UNIQUE PRODUCTS & SE	431221	Sweeper Repair	20E001 2540 3230 00 000000 0000	24.75
UNIQUE PRODUCTS & SE	431224	Machine Repairs	20E001 2540 3230 00 000000 0000	694.47
UNIQUE PRODUCTS & SE	431954	Machine Repairs	20E001 2540 3230 00 000000 0000	96.07
			Totals for UNIQUE PRODUCTS & SERVICE COR	815.29

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
UNITY SCHOOL BUS PAR	522842-IN	Restraint Seats	40E001 2550 4100 00 000000 0000	177.80
			Totals for UNITY SCHOOL BUS PARTS	177.80
US BANK EQUIPMENT FI	474642279	Copiers	10E001 2410 3250 00 000000 0000	7,437.27
			Totals for US BANK EQUIPMENT FINANCE, IN	7,437.27
VAUGHN, MICHELLE	May 18	Reimb for Supplies	10E001 1200 3140 00 462000 0000	50.00
			Totals for VAUGHN, MICHELLE	50.00
VERIZON WIRELESS SER	9908949381	B&G Cell Phone, MiFi, Emergency Phones	20E001 2540 3400 00 000000 0000	996.27
			Totals for VERIZON WIRELESS SERVICES LLC	996.27
VERNIER SOFTWARE & T	5429585	Dual Credit Science supplies	10E002 1130 4100 00 000000 0000	445.78
			Totals for VERNIER SOFTWARE & TECHNOLOGY	445.78
VEX ROBOTICS, INC	582523	CHS Robotics Supplies Super Kit & Perimeter	10E002 1500 7100 00 000000 0000	14,541.96
			Totals for VEX ROBOTICS, INC	14,541.96
VILKAITIS, ALINA	Uniform FY22b	2021-2022 Uniform Reimb	20E002 2540 4110 00 000000 0000	38.06
			Totals for VILKAITIS, ALINA	38.06
WAREHOUSE DIRECT	5270398-0	Office Supplies	10E001 2520 4100 00 000000 0000	126.15
			Totals for WAREHOUSE DIRECT	126.15
WONDER WORKSHOP, INC	WON104468	Elementary STEAM Items 2-5-Dash	10E003 1100 4100 00 499800 0000	48,797.60
			Totals for WONDER WORKSHOP, INC	48,797.60
WYZUKOVICZ, JOAN	Lunch Refund	Food Service Refund CHS (EW)	10R002 1611 0000 00 000000 0000	13.80
			Totals for WYZUKOVICZ, JOAN	13.80
			Totals for checks	5,500,675.61

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	694.45	2,747,517.89	2,748,212.34
20	OPERATIONS AND MAINTENANCE	0.00	0.00	2,029,272.44	2,029,272.44
40	TRANSPORTATION FUND	0.00	0.00	74,700.35	74,700.35
30	TORT FUND	0.00	0.00	648,490.48	648,490.48
*** Fund Summary Totals ***		0.00	694.45	5,499,981.16	5,500,675.61

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

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AGUINAGA, JACOB	June 2022	Reimb for Mileage June 2022	10E001 2660 3320 00 000000 0000	8.07
			Totals for AGUINAGA, JACOB	8.07
AHW LLC	11401582	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	435.19
AHW LLC	11401583	Grounds Vehicle Repair	20E001 2540 7100 00 000000 0000	4,367.76
AHW LLC	11404988	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	420.46
			Totals for AHW LLC	5,223.41
AL WARREN OIL CO, IN	W1486289	Fuel	40E001 2550 4640 00 000000 0000	3,713.13
			Totals for AL WARREN OIL CO, INC	3,713.13
ALICEA, ADRIANA	Refund	CHS Early Grad 2nd Semester Registration, Parking, Class Refund-reissue ck78538	10R000 1811 0000 00 000000 0000	111.51
ALICEA, ADRIANA	Refund	CHS Early Grad 2nd Semester Registration, Parking, Class Refund-reissue ck78538	20R001 1720 0000 00 000000 0000	50.00
			Totals for ALICEA, ADRIANA	161.51
AMALGAMATED BANK OF	1856152000 FY23	Bond series 2016A admin fee	30E001 5400 3190 00 000000 0000	475.00
AMALGAMATED BANK OF	1856151001 FY23	Admin Fee for Debt Certificates Series 2016 7/1/22-6/30/23	30E001 5400 3190 00 000000 0000	475.00
			Totals for AMALGAMATED BANK OF CHICAGO	950.00
AMAZON.COM	434439888467	Classroom Supplies	10E010 1110 4100 00 000000 0000	18.63
AMAZON.COM	443835668557	Classroom Supplies	10E010 1110 4100 00 000000 0000	124.29
AMAZON.COM	448655946334	Classroom Supplies	10E010 1110 4100 00 000000 0000	132.51
AMAZON.COM	457646948573	Classroom Supplies	10E010 1110 4100 00 000000 0000	102.40
AMAZON.COM	477545969893	Classroom Supplies	10E010 1110 4100 00 000000 0000	8.99
AMAZON.COM	483799963553	1st Grade 5th Section Science	10E010 1110 4200 00 000000 0000	12.43
AMAZON.COM	485864935367	Classroom Supplies	10E010 1110 4100 00 000000 0000	29.28
AMAZON.COM	547674973455	Classroom Supplies	10E010 1110 4100 00 000000 0000	23.67
AMAZON.COM	555665879358	Classroom Supplies	10E010 1110 4100 00 000000 0000	13.98
AMAZON.COM	787458884535	Classroom Supplies	10E010 1110 4100 00 000000 0000	16.99
AMAZON.COM	896893799839	Classroom Supplies	10E010 2150 4100 00 000000 0000	45.00
AMAZON.COM	966996445457	1st Grade 5th Section Science	10E010 1110 4200 00 000000 0000	9.71
AMAZON.COM	455477954363	Classroom Supplies	10E010 1110 4100 00 000000 0000	50.96
AMAZON.COM	739759489455	Classroom Supplies	10E010 2150 4100 00 000000 0000	21.00
AMAZON.COM	843376454655	Classroom Supplies	10E010 1225 4100 00 000000 0000	78.66
AMAZON.COM	854669976534	Classroom Supplies	10E010 2150 4100 00 000000 0000	75.59
AMAZON.COM	875778643878	Classroom Supplies	10E010 1110 4100 00 000000 0000	8.49
AMAZON.COM	446949586993	Classroom Supplies	10E010 1110 4100 00 000000 0000	118.40
AMAZON.COM	458435639694	Classroom Supplies	10E010 2150 4100 00 000000 0000	8.99
AMAZON.COM	533484849486	Classroom Supplies	10E010 1110 4100 00 000000 0000	92.19
AMAZON.COM	555846535577	Classroom Supplies	10E010 1110 4100 00 000000 0000	121.61
AMAZON.COM	558485433393	Classroom Supplies	10E010 1110 4100 00 000000 0000	70.36
AMAZON.COM	598966858958	Nurse supplies	10E010 1110 4250 00 000000 0000	45.94
AMAZON.COM	654594796388	1st Grade 5th Section Science	10E010 1110 4200 00 000000 0000	266.43
AMAZON.COM	683438796578	Classroom Supplies	10E010 1110 4100 00 000000 0000	94.35
AMAZON.COM	784543684567	Classroom Supplies	10E010 1110 4100 00 000000 0000	94.23
AMAZON.COM	855894687485	Classroom Supplies	10E010 1110 4100 00 000000 0000	107.30
AMAZON.COM	977673554684	Classroom Supplies	10E010 1110 4100 00 000000 0000	110.69
AMAZON.COM	987975976759	Classroom Supplies	10E010 1110 4100 00 000000 0000	14.99
AMAZON.COM	435667786856	Classroom Supplies	10E010 1225 4100 00 000000 0000	6.99
AMAZON.COM	837374688644	2nd Grade Science	10E010 1110 4200 00 000000 0000	9.26
AMAZON.COM	449964456937	Teacher supplies	10E008 1110 4100 00 000000 0000	19.50

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
AMAZON.COM	456678559788	Teacher supplies	10E008 1110 4100 00 000000 0000	88.42
AMAZON.COM	458934486489	Teacher supplies	10E008 1110 4100 00 000000 0000	25.99
AMAZON.COM	464675646647	Teacher supplies	10E008 1110 4100 00 000000 0000	62.30
AMAZON.COM	476955863779	Teacher supplies	10E008 1110 4100 00 000000 0000	31.48
AMAZON.COM	547943454755	Teacher supplies	10E008 1110 4100 00 000000 0000	49.27
AMAZON.COM	578378998736	Teacher supplies	10E008 1110 4100 00 000000 0000	30.26
AMAZON.COM	676656445936	Teacher supplies	10E008 1110 4100 00 000000 0000	19.50
AMAZON.COM	783847768843	Teacher supplies	10E008 1110 4100 00 000000 0000	48.19
AMAZON.COM	785633755576	Teacher supplies	10E008 1110 4100 00 000000 0000	79.12
AMAZON.COM	984537665666	Teacher supplies	10E008 1110 4100 00 000000 0000	29.18
AMAZON.COM	448744543468	Teacher supplies	10E008 1110 4100 00 000000 0000	13.29
AMAZON.COM	439954755489	Teacher supplies	10E008 1110 4100 00 000000 0000	7.14
AMAZON.COM	453456569465	Teacher supplies	10E008 1110 4100 00 000000 0000	54.56
AMAZON.COM	484483688986	Teacher supplies	10E008 1110 4100 00 000000 0000	57.30
AMAZON.COM	498743384796	Teacher supplies	10E008 1110 4100 00 000000 0000	23.96
AMAZON.COM	546443889998	Teacher supplies	10E008 1110 4100 00 000000 0000	19.98
AMAZON.COM	587996676655	Teacher supplies	10E008 1110 4100 00 000000 0000	9.49
AMAZON.COM	588955785657	Teacher supplies	10E008 1110 4100 00 000000 0000	106.39
AMAZON.COM	643757399557	Teacher supplies	10E008 1110 4100 00 000000 0000	107.26
AMAZON.COM	646336483373	Teacher supplies	10E008 1110 4100 00 000000 0000	9.99
AMAZON.COM	675479336857	Teacher supplies	10E008 1110 4100 00 000000 0000	9.99
AMAZON.COM	693584446898	Teacher supplies	10E008 1110 4100 00 000000 0000	9.99
AMAZON.COM	696593786389	Teacher supplies	10E008 1110 4100 00 000000 0000	101.85
AMAZON.COM	734484695833	Teacher supplies	10E008 1110 4100 00 000000 0000	58.94
AMAZON.COM	738379487944	Teacher supplies	10E008 1110 4100 00 000000 0000	7.95
AMAZON.COM	739588396754	Teacher supplies	10E008 1110 4100 00 000000 0000	116.64
AMAZON.COM	748853998656	Teacher supplies	10E008 1110 4100 00 000000 0000	109.55
AMAZON.COM	757736877567	Teacher supplies	10E008 1110 4100 00 000000 0000	9.49
AMAZON.COM	778398475574	Teacher supplies	10E008 1110 4100 00 000000 0000	55.50
AMAZON.COM	864383888696	Teacher supplies	10E008 1110 4100 00 000000 0000	89.68
AMAZON.COM	884797396353	Teacher supplies	10E008 1110 4100 00 000000 0000	11.99
AMAZON.COM	885686335937	Teacher supplies	10E008 1110 4100 00 000000 0000	23.16
AMAZON.COM	886757894644	Teacher supplies	10E008 1110 4100 00 000000 0000	52.99
AMAZON.COM	947864888586	Teacher supplies	10E008 1110 4100 00 000000 0000	9.97
AMAZON.COM	438354649366	Teacher supplies	10E008 1110 4100 00 000000 0000	7.99
AMAZON.COM	439693977448	Teacher supplies	10E008 1110 4100 00 000000 0000	229.29
AMAZON.COM	469373577456	Teacher supplies	10E008 1110 4100 00 000000 0000	65.87
AMAZON.COM	593784963795	Teacher supplies	10E008 1110 4100 00 000000 0000	57.97
AMAZON.COM	669559433455	Teacher supplies	10E008 1110 4100 00 000000 0000	18.40
AMAZON.COM	956749379633	Teacher supplies	10E008 1110 4100 00 000000 0000	119.40
AMAZON.COM	433346598864	Teacher supplies	10E008 1110 4100 00 000000 0000	7.49
AMAZON.COM	489498395594	Teacher supplies	10E008 1110 4100 00 000000 0000	61.69
AMAZON.COM	636773458588	Teacher supplies	10E008 1110 4100 00 000000 0000	22.00
AMAZON.COM	584345834386	Teacher supplies	10E008 1110 4100 00 000000 0000	12.29
AMAZON.COM	545467485636	Teacher supplies	10E008 1110 4100 00 000000 0000	284.06
AMAZON.COM	583449544889	Teacher supplies	10E008 1110 4100 00 000000 0000	40.77
AMAZON.COM	745778733447	Teacher supplies	10E008 1110 4100 00 000000 0000	48.82
			Totals for AMAZON.COM	4,470.61
ASTOUND BUSINESS SOL	443036301-001565	Internet	10E001 2660 3160 00 000000 0000	1,544.99
			Totals for ASTOUND BUSINESS SOLUTIONS/RC	1,544.99
BIG SIGNS.COM INC	17419	Supplies	10E011 1500 4100 00 000000 0000	364.00
			Totals for BIG SIGNS.COM INC	364.00
BLICK ART MATERIALS	8710247	Classroom Supplies	10E010 1110 4100 00 000000 0000	1,202.50

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
BLICK ART MATERIALS	8721586	Classroom Supplies	10E010 1110 4100 00 000000 0000	10.86
			Totals for BLICK ART MATERIALS	1,213.36
BLUE CROSS BLUE SHIE	Dental 06-22	Dental Claims	10E002 1130 2230 00 000000 0000	2,806.10
BLUE CROSS BLUE SHIE	Dental 06-22	Dental Claims	20E001 2540 2230 00 000000 0000	-193.34
BLUE CROSS BLUE SHIE	Dental 06-22	Dental Claims	40E001 2550 2230 00 000000 0000	-519.31
			Totals for BLUE CROSS BLUE SHIELD	2,093.45
BLUEPOINT ALERT SOLU	INV-R-00336	Annual C2 & Monitoring Service Fee All Buildings 7/1/22-6/30/23	20E001 2540 3100 00 000000 0000	9,938.00
BLUEPOINT ALERT SOLU	INV-T-00360	Repair CT	20E001 2540 3230 00 000000 0000	150.00
			Totals for BLUEPOINT ALERT SOLUTIONS LLC	10,088.00
BROOKS, CHARLES	Dec-May 2022	Reimb for Supplies	10E011 2110 4100 00 000000 0000	89.94
			Totals for BROOKS, CHARLES	89.94
CARDMEMBER SERVICE	7577 07-22	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	291.00
CARDMEMBER SERVICE	7577 07-22	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	0.54
CARDMEMBER SERVICE	7577 07-22	B. Tobin Technology Expenses	10E001 2660 3160 00 000000 0000	168.86
CARDMEMBER SERVICE	7577 07-22a	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 07-22a	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	93.08
CARDMEMBER SERVICE	7577 07-22a	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	90.97
CARDMEMBER SERVICE	7577 07-22a	T. Stirn Administrative Expenses	10E001 2310 4100 00 000000 0000	244.20
CARDMEMBER SERVICE	7577 07-22a	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 07-22a	T. Stirn Administrative Expenses	10E001 2320 6400 00 000000 0000	26.16
CARDMEMBER SERVICE	7577 07-22a	T. Stirn Administrative Expenses	10E001 2520 3100 00 000000 0000	27.72
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	307.10
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	90.00
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	909.90
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	81.57
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	64.77
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	547.08
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	358.45
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	9.55
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	391.88
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2520 4100 00 000000 0000	143.21
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	505.09
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	14.95
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	507.73
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	450.00
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2520 3100 00 000000 0000	253.64
CARDMEMBER SERVICE	7577 07-22b	E. Mongan Curriculum Expenses	10E001 2210 6400 00 000000 0000	-46.87
			Totals for CARDMEMBER SERVICE	5,586.02
CLIENTFIRST TECHNOLO	13807	Consulting	10E001 2660 3190 00 000000 0000	1,222.50
			Totals for CLIENTFIRST TECHNOLOGY CONSUL	1,222.50
COEO SOLUTIONS LLC	1071990	Phones	20E001 2540 3400 00 000000 0000	3,127.15
			Totals for COEO SOLUTIONS LLC	3,127.15
CSES SCHOOLS LLC	June 2022	June extended school year 2022	10E001 1912 6700 00 000000 0000	4,122.72
			Totals for CSES SCHOOLS LLC	4,122.72
DATAMATION IMAGING S	JUL-75613	Monthly file storage June 2022	10E001 2660 3160 00 000000 0000	168.00
DATAMATION IMAGING S	JUL-75613	Monthly file storage June 2022	10E001 2660 3160 01 499800 0000	483.00
			Totals for DATAMATION IMAGING SERVICES	651.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
DYNEGY ENERGY SERVIC	395546622061	Electric Serves All Buildings	20E001 2540 4660 00 000000 0000	611.97
DYNEGY ENERGY SERVIC	395546622061	Electric Serves All Buildings	20E002 2540 4660 00 000000 0000	15,956.56
DYNEGY ENERGY SERVIC	395546622061	Electric Serves All Buildings	20E003 2540 4660 00 000000 0000	3,648.80
DYNEGY ENERGY SERVIC	395546622061	Electric Serves All Buildings	20E004 2540 4660 00 000000 0000	4,986.44
DYNEGY ENERGY SERVIC	395546622061	Electric Serves All Buildings	20E005 2540 4660 00 000000 0000	1,134.51
DYNEGY ENERGY SERVIC	395546622061	Electric Serves All Buildings	20E008 2540 4660 00 000000 0000	3,465.64
DYNEGY ENERGY SERVIC	395546622061	Electric Serves All Buildings	20E010 2540 4660 00 000000 0000	4,688.33
DYNEGY ENERGY SERVIC	395546622061	Electric Serves All Buildings	20E011 2540 4660 00 000000 0000	7,418.51
			Totals for DYNEGY ENERGY SERVICES	41,910.76
FITZGERALD LIGHTING	36401	District Outdoor Lighting Repair PV	20E001 2540 3230 00 000000 0000	571.95
			Totals for FITZGERALD LIGHTING	571.95
FOLLMAN, JULIE	June 27-29	Reimb for School Nurse Emergency Care Course and mileage June 2022	10E001 2210 3100 01 499800 0000	156.68
			Totals for FOLLMAN, JULIE	156.68
FOX VALLEY FIRE & SA	IN00530322	BluePoint Alert System Service PV Mobile	20E003 2540 5400 00 499800 0000	2,530.00
			Totals for FOX VALLEY FIRE & SAFETY CO	2,530.00
HODGES LOIZZI EISENH	55763	Legal Fees	80E001 2369 3180 00 000000 0000	15,615.92
			Totals for HODGES LOIZZI EISENHAMMER ROD	15,615.92
HOME DEPOT PRO	692353030	Custodial Supplies	20E001 2540 4100 00 000000 0000	35.20
HOME DEPOT PRO	692862170	Custodial Supplies	20E001 2540 4100 00 000000 0000	78.74
HOME DEPOT PRO	692353048	Custodial Supplies	20E001 2540 4100 00 000000 0000	3,531.16
HOME DEPOT PRO	692862162	Maintenance Supplies, Motor	20E001 2540 7100 00 000000 0000	615.00
			Totals for HOME DEPOT PRO	4,260.10
K LOG, INC	22-316154-1	Teacher's Lounge Chairs	10E004 2410 4100 00 000000 0000	4,916.13
			Totals for K LOG, INC	4,916.13
KING, NICHOLAS	June 2022	Reimb for Mileage June 2022	10E001 2660 3320 00 000000 0000	24.75
			Totals for KING, NICHOLAS	24.75
MACGILL DISCOUNT SCH	IN0801271	Nurse Supplies	10E011 1120 4250 00 000000 0000	35.06
			Totals for MACGILL DISCOUNT SCHOOL NURSE	35.06
MENARDS, ELGIN	37747	Maintenance Supplies	20E001 2540 4110 00 000000 0000	531.50
			Totals for MENARDS, ELGIN	531.50
MIDWEST COMPUTER PRO	719219	PowerLite Projector	10E011 1120 7100 00 000000 0000	1,731.36
			Totals for MIDWEST COMPUTER PRODUCTS, IN	1,731.36
MIDWEST TRANSIT EQUI	X106036419:01	Windshield	40E001 2550 3230 00 000000 0000	126.97
			Totals for MIDWEST TRANSIT EQUIPMENT, IN	126.97
NEWHOPE ACADEMY	62022W22	Monthly tuition June 2022	10E001 1912 6700 00 000000 0000	10,269.60
			Totals for NEWHOPE ACADEMY	10,269.60
NICOR GAS	01-61-78-10005 0 Gas Service	Transportation	40E001 2550 4650 00 000000 0000	49.82
			Totals for NICOR GAS	49.82

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
NIHIP	July 2022 Final	Medical Claims	10E002 1130 2210 00 000000 0000	6.08
NIHIP	July 2022 Final	Medical Claims	10E002 1130 2220 00 000000 0000	-18.01
			Totals for NIHIP	-11.93
OFFICE DEPOT/ODP BUS	247183118003	Office Supplies	10E010 2410 4100 00 000000 0000	32.60
			Totals for OFFICE DEPOT/ODP BUSINESS SOL	32.60
ORIENTAL TRADING COM	717283721-01	Classroom Supplies	10E010 1110 4100 00 000000 0000	54.98
			Totals for ORIENTAL TRADING COMPANY, INC	54.98
PALOS SPORTS INC	5553011-00	Classroom Supplies	10E010 1110 4100 00 000000 0000	396.84
PALOS SPORTS INC	5553011-01	Classroom Supplies	10E010 1110 4100 00 000000 0000	65.90
			Totals for PALOS SPORTS INC	462.74
PARRA, ROBERTO	June 2022	Reimb for Mileage June 2022	10E001 2660 3320 00 000000 0000	91.12
			Totals for PARRA, ROBERTO	91.12
PATRICK ELECTRIC ENT	22-404	Electric PV Mobile	20E003 2540 5400 00 499800 0000	12,088.85
			Totals for PATRICK ELECTRIC ENT INC	12,088.85
PEERLESS NETWORK, IN	539707	Phones	20E001 2540 3400 00 000000 0000	3,060.57
			Totals for PEERLESS NETWORK, INC.	3,060.57
POTSIC, MICHAEL	June 2022	Mileage reimbursement	10E001 2330 3320 00 000000 0000	10.53
			Totals for POTSIC, MICHAEL	10.53
Q CENTER LLC	422CHS023	CHS Prom 4/22/23 1st Deposit	10E002 1500 3900 00 000000 0000	6,000.00
			Totals for Q CENTER LLC	6,000.00
RALPH HELM INC	362878	Grounds Supplies	20E001 2540 4120 00 000000 0000	67.99
			Totals for RALPH HELM INC	67.99
ROCHESTER 100 INC	INV018387	Supplies	10E011 1120 4100 00 000000 0000	900.00
ROCHESTER 100 INC	INV018418	Red & Blue Folders	10E010 1110 4900 00 000000 0000	1,891.25
			Totals for ROCHESTER 100 INC	2,791.25
ROUTE 47 TRANSPORTAT	June 2022	Private Transportation June 2022	40E001 2550 3310 00 000000 0000	4,500.00
ROUTE 47 TRANSPORTAT	June 2022a	Private Transportation June 2022	40E001 2550 3310 00 000000 0000	4,140.00
			Totals for ROUTE 47 TRANSPORTATION SERVI	8,640.00
RT REPAIR	16679	Grounds Vehicle Repair	20E002 2540 3230 00 000000 0000	1,649.70
			Totals for RT REPAIR	1,649.70
SCHOOLBELLS LTD	1278	Private Transportation June 2022	40E001 2550 3310 00 000000 0000	9,900.00
			Totals for SCHOOLBELLS LTD	9,900.00
SCHREUR, LAMBERTUS	June 2022	Reimb for Mileage June 2022	10E001 2660 3320 00 000000 0000	43.07
			Totals for SCHREUR, LAMBERTUS	43.07
SEAL OF ILLINOIS	10935	Monthly Tuition June 2022	10E001 1912 6700 00 000000 0000	5,595.04
SEAL OF ILLINOIS	10936	Monthly Tuition June 2022	10E001 1912 6700 00 000000 0000	1,700.79
			Totals for SEAL OF ILLINOIS	7,295.83
SERVICE CONCEPTS, IN	29619	Maintenance Supplies	20E001 2540 3100 00 000000 0000	95.66
SERVICE CONCEPTS, IN	29618	Maintenance Supplies	20E001 2540 3100 00 000000 0000	5,472.00
			Totals for SERVICE CONCEPTS, INC	5,567.66

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SERVICE SANITATION I	8423665	Mobile Classrooms Restroom Service Transportation	20E001 2540 3100 00 000000 0000	230.02
SERVICE SANITATION I	8423668	Mobile Classrooms Restroom Service LL	20E001 2540 3100 00 000000 0000	315.65
SERVICE SANITATION I	8423667	Mobile Classrooms Restroom Service HBT	20E001 2540 3100 00 000000 0000	631.30
SERVICE SANITATION I	8423666	Mobile Classrooms Restroom Service CT	20E001 2540 3100 00 000000 0000	631.30
SERVICE SANITATION I	8423664	Mobile Classrooms Restroom Service ALS	20E001 2540 3100 00 000000 0000	631.30
			Totals for SERVICE SANITATION INC	2,439.57
SITEONE LANDSCAPE SU	120481774-001	Grounds Supplies	20E001 2540 4120 00 000000 0000	281.36
			Totals for SITEONE LANDSCAPE SUPPLY, LLC	281.36
SOCIAL THINKING PUBL	253971	Classroom Supplies	10E010 2110 4100 00 000000 0000	78.26
			Totals for SOCIAL THINKING PUBLISHING	78.26
SUMMIT SCHOOL, INC	34773	Monthly Tuition June 2022	10E001 1912 6700 00 000000 0000	22,541.76
			Totals for SUMMIT SCHOOL, INC	22,541.76
THE COURIER NEWS	33950368 06-22	Newspaper Subscription	10E001 2320 6400 00 000000 0000	61.81
			Totals for THE COURIER NEWS	61.81
ULINE	150519039	Grounds Supplies	20E001 2540 4120 00 000000 0000	123.07
			Totals for ULINE	123.07
WAREHOUSE DIRECT	5256099-0	Office Supplies	10E001 2520 4100 00 000000 0000	139.30
			Totals for WAREHOUSE DIRECT	139.30
WENGER CORPORATION	3246128	Media Cabinet	10E011 2410 7100 00 000000 0000	1,000.00
			Totals for WENGER CORPORATION	1,000.00
			Totals for checks	211,770.55

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	111.51	79,804.21	79,915.72
20	OPERATIONS AND MAINTENANCE	0.00	50.00	93,328.30	93,378.30
30	DEBT SERVICE, BOND & INTEREST	0.00	0.00	950.00	950.00
40	TRANSPORTATION FUND	0.00	0.00	21,910.61	21,910.61
80	TORT FUND	0.00	0.00	15,615.92	15,615.92
*** Fund Summary Totals ***		0.00	161.51	211,609.04	211,770.55

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

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
***	Fund Summary Totals ***	0.00	0.00	0.00	0.00

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

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

VENDOR	INVOICE #	DESCRIPTION	ACCOUNT NUMBER	AMOUNT
MCCASTLAND, KERRI	June 6	Reimb for admin retreat supplies	10E001 2520 4100 00 000000 0000	325.20
			Totals for MCCASTLAND, KERRI	325.20
			Totals for checks	325.20

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	EDUCATIONAL FUND	0.00	0.00	325.20	325.20
*** Fund Summary Totals ***		0.00	0.00	325.20	325.20

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

Approved by the Board of Education

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Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

FD	Description	June 2021-22 Beginning Balance	June 2021-22 Deposits	June 2021-22 Withdrawals	June 2021-22 Monthly Activity	Ending Balance
97	NKRVS CASH	1,006,885.69	135,641.65	602,186.66	-466,545.01	540,340.68
97		1,006,885.69	135,641.65	602,186.66	-466,545.01	540,340.68
	Grand Asset Totals	1,006,885.69	135,641.65	602,186.66	-466,545.01	540,340.68

Number of Accounts: 1

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

Northern Kane County Regional Vocational System
Revenues and Expenditures Report
June 2022

Revenues

Source	Description	2021-22 Original Budget	% of Fund	June MTD	2021-22 FYTD	Budget Remaining	FYTD Percent
1950-00	Prior Year Revenue	450.00	0.02%	-	450.00	-	100.00%
Total Local Revenues		**450.00**	**0.02%**	**-**	**450.00**	**-**	**100.00%**
3220-00	Career & Technical Education	1,151,201.00	61.60%	-	1,151,201.00	-	100.00%
3220-01	CTE Career Exploration	-	0.00%	-	-	-	0.00%
3220-02	CTE Educator Pathway	137,069.00	7.33%	-	137,069.00	-	100.00%
Total State Revenues		**1,288,270.00**	**68.93%**	**-**	**1,288,270.00**	**-**	**100.00%**
4745-00	Perkins V Grant	580,205.00	31.04%	112,472.00	500,992.00	79,213.00	86.35%
Total Federal Revenues		**580,205.00**	**31.04%**	**112,472.00**	**500,992.00**	**79,213.00**	**86.35%**
Total Revenues		**1,868,925.00**	**100.00%**	**112,472.00**	**1,789,712.00**	**79,213.00**	**95.76%**

Expenditures

Object	Description	2021-22 Original Budget	% of Fund	June MTD	2021-22 FYTD	Encumbered Amount	Budget Remaining	FYTD Percent
1000	Salaries	381,881.00	15.74%	19,964.98	311,877.60	-	70,003.40	81.67%
2000	Benefits	108,006.00	4.45%	4,974.95	89,302.54	-	18,703.46	82.68%
3000	Purchased Services	195,674.00	8.07%	38,224.67	70,658.93	-	125,015.07	36.11%
4000	Supplies	8,867.00	0.37%	250.52	55,888.17	-	(47,021.17)	630.29%
5000	Capital Outlay	20,000.00	0.82%	-	1,538.33	(12,610.00)	31,071.67	-55.36%
6000	Other/Dues/Fees	1,701,648.00	70.14%	513,911.89	1,996,848.26	(74,156.66)	(221,043.60)	112.99%
7000	Non-Capital Equipment	10,000.00	0.41%	1,701.88	58,288.42	(5,610.00)	(42,678.42)	526.78%
Total Expenditures		**2,426,076.00**	**100.00%**	**579,028.89**	**2,584,402.25**	**(92,376.66)**	**(65,949.59)**	**102.72%**

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
ALIGNMENT COLLABORATIVE FOR EDUC	June 21	Summer 2022 internships for U46 students stipends, Architecture workshop, safety vests	97E110 1100 3100 01 322000	34,903.02
			Totals for ALIGNMENT COLLABORATIVE FOR E	34,903.02
COMMUNITY UNIT SCHOOL DIST 300	May FY22 CTE adj	FY22 CTE May adjustment	97E110 4140 6400 02 322000	180.00
			Totals for COMMUNITY UNIT SCHOOL DIST 30	180.00
HAMPSHIRE AUTO PARTS	627234	Toolbox	97E110 1100 7100 00 322000	1,690.00
			Totals for HAMPSHIRE AUTO PARTS	1,690.00
NORTHERN ILLINOIS UNIVERSITY	UC81816	NIU College of Ed-Rising Star Conference catering	97E110 2210 3100 02 322000	1,374.20
			Totals for NORTHERN ILLINOIS UNIVERSITY	1,374.20
SCHOOL DISTRICT U-46	FY21 Perkins	FY21 Perkins PLTW kits	97E110 4140 6400 01 474500	98,120.00
			Totals for SCHOOL DISTRICT U-46	98,120.00
			Totals for checks	136,267.22

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
97	NORTHERN KANE REG VOC SYSTEM	0.00	0.00	136,267.22	136,267.22
*** Fund Summary Totals ***		0.00	0.00	136,267.22	136,267.22

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

Approved by the Board of Education

Jeff Gorman – President Date

Marc Falk – Secretary Date

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
CENTRAL COMMUNITY USD 301	May FY22 CTE	FY22 CTE May	97E110 4140 6400 03 322000	-1,641.15
CENTRAL COMMUNITY USD 301	May FY22 Perkins	FY22 Perkins May	97E110 4140 6400 03 474500	1,641.15
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2330 1100 00 322000	2,422.99
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2120 1100 00 322000	6,401.50
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2620 1100 00 322000	1,041.58
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2120 1100 00 474500	5,046.15
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2330 1100 00 474500	-2,953.50
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2620 1100 00 474500	1,041.58
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2120 1100 02 322000	-2,812.50
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2120 2100 00 322000	1,866.65
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2120 2100 02 322000	-83.01
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2210 1100 00 322000	6,005.00
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2210 1100 02 322000	-4,125.00
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2210 2100 00 322000	1,372.64
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2210 2100 02 322000	-121.74
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2330 2100 00 322000	148.99
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2620 2100 00 322000	238.07
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2120 2100 00 474500	1,559.53
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2210 1100 00 474500	3,753.07
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2210 2100 00 474500	857.83
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2330 2100 00 474500	-1,309.61
CENTRAL COMMUNITY USD 301	June 2022	NK reimb payroll and benefits-June 2022	97E110 2620 2100 00 474500	238.07
			Totals for CENTRAL COMMUNITY USD 301	20,588.29
COMMUNITY UNIT SCHOOL DIST 300	7-NKREIMB	Educator Rising June Materials	97E110 2210 3100 02 322000	1,759.97
COMMUNITY UNIT SCHOOL DIST 300	June FY22 CTE	FY22 CTE June	97E110 4140 6400 02 322000	102,084.00
COMMUNITY UNIT SCHOOL DIST 300	June FY22 Perkin	FY22 Perkins June	97E110 4140 6400 02 474500	9,878.00
			Totals for COMMUNITY UNIT SCHOOL DIST 30	113,721.97
COMMUNITY UNIT SCHOOL DIST 303	June FY22 CTE	FY22 CTE June	97E110 4140 6400 04 322000	19,953.61
COMMUNITY UNIT SCHOOL DIST 303	June FY22 Perkin	FY22 Perkins June	97E110 4140 6400 04 474500	5,692.35
			Totals for COMMUNITY UNIT SCHOOL DIST 30	25,645.96
PARDRIDGE INSURANCE, INC	30a	NK Treasurers Bond 2 year	97E110 2330 3100 00 322000	2,196.00
			Totals for PARDRIDGE INSURANCE, INC	2,196.00

VENDOR	INVOICE #	INVOICE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
SCHOOL DISTRICT U-46	June FY22 CTE	FY22 CTE June	97E110 4140 6400 01 322000	85,252.03
SCHOOL DISTRICT U-46	June FY22 Perkin	FY22 Perkins June	97E110 4140 6400 01 474500	8,373.17
			Totals for SCHOOL DISTRICT U-46	93,625.20
			Totals for checks	255,777.42

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
97	NORTHERN KANE REG VOC SYSTEM	0.00	0.00	255,777.42	255,777.42
***	Fund Summary Totals ***	0.00	0.00	255,777.42	255,777.42

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

Approved by the Board of Education

_____ _____

Jeff Gorman – President Date

_____ _____

Marc Falk – Secretary Date

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mr. Graydon Engle, Principal of Country Trails

TO: District 301 Board of Education

Date: July 18th, 2022

RE: APPROVAL OF CHANGES TO THE ELEMENTARY STUDENT HANDBOOK

In addition to the changes presented in June, new law requires we include Suicide Prevention Information in all handbooks. The following addition was added on Page 24:

Suicide Prevention Contact Information

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

Dial 211 for a free, confidential 24/7 referral helpline connecting people to available heath and human services. To find a behavioral healthcare provider today, call 211 or text your zip code to 898-211.

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

Thank you for your time.

Sincerely,

Graydon Engle

CENTRAL
UNIT SCHOOL DISTRICT 301

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301

Elementary School Student and Parent Handbook

COUNTRY TRAILS
ELEMENTARY SCHOOL

HOWARD B. THOMAS
GRADE SCHOOL

LILY LAKE
GRADE SCHOOL

PRAIRIE VIEW
GRADE SCHOOL

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

Mission Statement

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

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

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

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

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

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

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

~~August 2021~~ August 2022

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

Dear Parents:

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

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

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

Sincerely,

Graydon Engle	Kim Lewis	Rebecca Jurs	Christine Barr
Principal	Principal	Principal	Principal
Country Trails	Howard B. Thomas	Lily Lake	Prairie View

2022-2023 Elementary Student/Parent Handbook

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ENROLLMENT REQUIREMENTS

Kindergarten Age Requirement

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

Registration Process and Transfer Student Documentation

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

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

Health Requirements and Information (Board Policy 7:100)

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

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

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

Health Examination & Immunizations

- The health examination form, including immunizations, must be submitted to the school by **October 15** of the current school year, unless an exemption or extension applies.
    - An IHS/IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.
    - Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.
- Exams must have been conducted within one year prior to entering the required grades and within one year prior to entering an Illinois school for the first time.
- If such proof is not provided by **October 15**, the student will be excluded from school until the required health forms are presented to the District.
- ~~New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.~~
- New students who transfer from an Illinois school and have submitted an ISBE 33-78 Student Transfer Form shall have 30 days to provide the required medical documentation.
- ~~A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of vaccinations is properly submitted.~~
- A student transferring from out-of-state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all elements of an Illinois physical are included.

Eye Examinations

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

Dental Examinations

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

Exemptions

- An exemption must be submitted prior to October 15 of the current school year with the required health examination/immunization form.
- Medical Exemptions:
    - If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a written verification must be submitted by the examining physician, advanced registered practice nurse, or physician assistant.
- Religious Exemption:

- A student's parent(s)/guardians(s) must present the IDPH's Certificate of Religious Exemption form to the Director of Student Support Services. When a Certificate of Religious Exemption form is presented, the Director of Student Support Services or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, (*Communicable and Chronic Infectious Disease*. ~~..italicize this~~) and State rules if there is an outbreak of one or more diseases from which the student is not protected.

Dental & Eye Examination Waivers

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

Homeless Child

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

GENERAL INFORMATION

Cafeteria

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

- Students who choose the "Value Meal of the Day" will receive all meal components: protein items, whole grain bread/pasta items, vegetables, fruit and milk. Students are served the "Value Meal of the Day" without eliminations. The monthly menu can be found on the Food Service website.
- The cost of all menu items in the value meal is set at one meal price. The lunch prices for the 2022-2023 school year are:

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

- If a student would like to have a non-meat item, they will be served a "Grilled Cheese Sandwich" in place of the planned protein item, at no additional charge.
- Milk is sold to students who would like to have a milk with the cold lunch they brought from home or if the student would like extra milk to drink with his/her hot lunch.
- If a student is eligible for free or reduced price lunch and wishes to have milk with his/her cold lunch from home, he/she must purchase the milk for $0.40 a carton.

- Milk Substitute: A USDA Physician's Statement is required if students need to substitute bottled water for milk related to an allergy or lactose intolerance. The Physician's Statement form can be obtained from the nurse's office.

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

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

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

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

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

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

How does OnePay work?

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

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

Free / Reduced Meal Applications

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

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

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

Contacting Your Child's Teacher

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

Dress Code

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

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

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

Electronic Devices (Board Policy 6:235)

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

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

Emergency Day: School Dismissal Due to Weather

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

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

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

Excuses from Physical Education and Recess

Medical Reasons

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

Religious Reasons

In addition, students may be excused from PE based on a religious prohibition. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Notes to excuse students from PE classes for religious reasons are to be presented to the Building Administrator. Office staff will notify the PE teacher of the excuse.

Items Brought to School

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

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

- CELL PHONES: If a parent deems it necessary for a student to have a cell phone, the phone must be silenced and kept zippered in the child's backpack from start to finish of the school day, (9:10am-3:35pm). Any misuse of a cell phone will result in disciplinary action as outlined in the Student/Parent Handbook. Examples of misuse include but are not limited to:
    - student dismissal;
    - using phone as a camera (unless used with teacher discretion) ;
    - displaying inappropriate images/websites;
    - use of inappropriate language during calls or texts;
    - use of the phone for bullying, harassment, and intimidation.

- FOOD/SNACKS: With regard to food, commercially pre-packaged items that are clearly labeled with all ingredients are required. This applies to all school sponsored events.

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

- MOTORIZED VEHICLES: The use of unlicensed motorized vehicles on School District 301 property is prohibited. This includes, but is not limited to, all-terrain vehicles, dirt

bikes, snowmobiles, go-karts, and any off-road vehicles. Consequences for this behavior may include suspension out of school as well as charges filed with local authorities.

Lost and Found

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

Notification Regarding Sex Offender Information

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

Outside Play

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

Parent-Teacher Organization / Committee (PTO/PTC)

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

Safety Drills

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

School Safety

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

Student Insurance

If a student insurance program is offered, it will be the responsibility of the student's parents, not that of the school, to file claims with the designated insurance representative in the event of

injury. When an optional student insurance program is offered, claim forms will be available in the school office.

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

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

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

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

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

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

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

Parent(s)/guardian(s) and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

Suspected Child Abuse

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

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

a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and how to prevent child sexual abuse from happening;

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

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

Transferring Schools

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

Visiting the School

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

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

ACADEMIC POLICIES

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

Field Trips

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

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

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

Grading

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

Homework

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

Parent Reports

Teachers and parents need to exchange information for the benefit of each student. Communication between home and school needs to be accurate and supportive. A child's attitude toward school is in part determined by how effective communication between home and school. Elementary schools issue report cards quarterly (or at the end of quarters 2, 3, and 4 for kindergarten.)

Retention Policy

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

ATTENDANCE AND TRUANCY

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

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

Attendance Procedures

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

- When a student is absent from school the student's parent/guardian is requested to contact the school between 7:45am-9:00am to inform the attendance secretary of the student's absence.

Leaving School Early

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

Absences (Board Policy 7:70)

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

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

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

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

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

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

- Missing the bus
- Vacations that are 6+ school days.
- Needed at home
- Other avoidable absences

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

Vacation Absences: Family travel during the school year does interrupt a student's regular progress; however, we recognize the educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as an excuse. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. A folder containing all missed assignments will be prepared for the student upon his/her return. ~~Work should be completed and returned to the teacher within three (3) days for the child to receive credit.~~

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

Makeup Work

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

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

Attendance at Extracurricular Activities

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

MEDICAL INFORMATION/POLICY

Communicable and Chronic Infectious Diseases (Board Policy 7:280)
A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.

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

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

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

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

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

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchairs, splints or casts) for an acute episode need to submit a note from the healthcare provider that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

~~COVID-19~~

~~Any individual who tests positive for COVID-19 or who shows any signs or symptoms of illness should stay home. Families should report possible cases to the school nurse where the individual attends or works to initiate contact tracing. CDC and IDPH guidelines will be followed for students who are suspected of having COVID-19, whether they were tested or not. It is recommended that medically fragile and immunocompromised students consult their medical provider prior to attending school. Any individual within the school environment who shows symptoms will be immediately separated from the school population. Individuals who are sick will be sent home.~~

~~Individuals who did not have close contact with the person who is sick can return to school immediately after disinfection.~~

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

Communicable disease:	**Return to school:**

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

Injuries/Illness

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

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

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

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

Medication Administration (Board Policy 7:270)

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

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

- Medication is defined as either prescription or over-the-counter drugs.
- Medication will not be given by a school employee without the completion and submission of a Med-A (SMA) form or Individual Health Plan (IHP) signed by both the parent and the medical healthcare provider when required. Specific forms are required for students with *asthma, diabetes, allergies, and seizures.* Forms & packets can be obtained in the school office or on the District website. ALL medications, even short-term treatments, ointments, or cough drops, require this documentation. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.
- The Med-A & IHP forms must be completed annually or each time a prescription changes.
- For safety, students may not transport medication to and/or from school. It is the parent's responsibility to personally deliver the medication to school and to pick up any "left-over" medication at the close of the school year. Any medication left at the school at the end of the school year will be disposed of in a safe manner.
- Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be

administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.

- Medications at school will be stored in a locked cabinet in the school Nurse's Office or in the school Nurse's refrigerator if required.
- When necessary, the school Nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications).
- Medication dispensing guidelines include:
    - Medications will be dispensed to one student at a time.
    - The designated school employee will transfer the indicated dosage from the container to the student ~~and document the administration~~.
    - The designated school employee will ~~initial the Individual Student Med Log form at the time it is administered.~~ document the administration.

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

Privacy Practices (Board Policy 7:15)

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

Self-Carry & Self-Administration of Medication

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

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

The District may authorize the provision of an EpiPen to a student authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment

Authorization Form, or Health plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an EpiPen to the student that meets the prescription on file.

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

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

Significant or Chronic Health Conditions

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

Suicide Prevention Contact Information

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

Dial 211 for a free, confidential 24/7 referral helpline connecting people to available heath and human services. To find a behavioral healthcare provider today, call 211 or text your zip code to 898-211.

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

STUDENT SUPPORT SERVICES / SPECIAL EDUCATION SERVICES

In accordance with state and federal legislation regarding the education for students with disabilities, Central District 301 offers a wide range of programs and services to eligible students aged three to twenty-two.

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

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with

appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

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

A student who is absent from school, or whose healthcare provider anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by state law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home and hospital instruction when a healthcare provider anticipates a student's absence due to a medical condition for an extended period of time (i.e., for 2 or more consecutive weeks) or on an ongoing intermittent basis (i.e., the child's medical condition is such a nature or severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absence).

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a healthcare provider's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's healthcare provider indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

Homeless Information (Board Policy 6:140)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and Illinois Law.

For more information, contact:

- ~~Dr. Todd Stirn, Superintendent of Schools and~~ Ms. Michelle Vaughn, Homeless Liaison (847) 464-6005
- Deborah Dempsey, Kane County Homeless Liaison, McKinney/Vento Equal Chance Program (630) 444-2974
- Illinois State Board of Education (ISBE) website: www.isbe.net/homeless; phone at 800-215-5379; email: homeless@isbe.net

Medicaid Data Release – Special Education Students Only

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

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

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

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

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

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

Multi-Tiered System of Support (MTSS)

A Multi-Tiered System of Support (MTSS) is a comprehensive framework for continuous improvement that is systemic, prevention-focused, and data-informed providing a cohesive continuum of supports responsive to meet the needs of ALL learners. The framework focuses on delivering high quality instruction in the areas of academics and social-emotional learning. It is a team-based approach that includes all stakeholders in developing and/or refining various District operations and system structures to enable efficiency and effectiveness in order to maximize

student success. An MTSS framework supports a data based problem-solving approach using a system for defining and analyzing a problem, developing and implementing a plan, and evaluating the plan's effectiveness. If academic and/or social-emotional concerns are identified by a school team member or parents, a Problem Solving Team (PST) meeting may be held to develop an intervention plan to address the concerns and a plan for monitoring progress. If the student does not respond to the intervention(s) in place, the student may be referred for an evaluation for special education services.

SCHOOL DISCIPLINE POLICIES

Commented [1]: What needs to be added by the new discipline procedures and documents?

Commented [2]: @Principals@central301.net @asst.principals@central301.net You need to be working together to adjust this.

Philosophy of Discipline

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

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

Considerations include:

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

Student Behavior Policy (Board Policy 7:190)

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

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

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

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
    - Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish);
    - Any anabolic steroid unless it is being administered in accordance with a healthcare provider'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 healthcare provider's or licensed practitioner's prescription;
    - Any prescription drug when not prescribed for the student by a healthcare provider or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing healthcare provider's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    - 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.
    - Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
    - "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.
    - Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
    - CCUSD301 issues each student a Chromebook for educational purposes. All electronic devices (cell phones, radios, iPods, MP3 players, iPads, portable DVD players, gaming devices, and/or similar devices) may be used during passing periods, lunch, before or after school, or in a classroom setting with either administration or supervising teacher's discretion, if specified within the student's individual education program (IEP) or 504, or is needed in an emergency that threatens the safety of students, staff or other individuals.
- Using or possessing a laser pointer or cell phone flashlight unless under a staff member's direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 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.
- Intentionally providing false information to a staff member of knowingly assisting another student in providing false information. This includes assisting another student to hide/remove prohibited substances, devices, or weapons.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency

responders (such as calling 911), signaling or setting off alarms or signals indicating the presence of an emergency, or indicating the presence of a bomb or explosive device on school grounds, school buses, or at any school activity.

- Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
- Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- 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.
- Operating an unmanned aircraft system (UAS) or drones for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Additional Examples of Prohibited Misconduct and Gross Disobedience

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

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Weapons

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

Disciplinary Measures

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

- Verbal Warning;
- Detentions;
- Notifying parent(s)/guardian(s);
- Disciplinary conference;
- Withholding of privileges/removal of privileges;
- Temporary removal from the classroom;
- Return of property or restitution for lost, stolen, or damaged property;
- Alternative Learning Environment, the Building Principal or designee shall ensure that the student is properly supervised;
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules;
- Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct;
- Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities;
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities;

- Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing;
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes", alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the

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

Student Handbook

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

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

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

Behavioral Interventions

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

Discipline of Special Education Students

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

DEFINITION OF DISCIPLINE MEASURES

Detentions

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

Alternative Learning Environment

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

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

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

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

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

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

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

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

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

Student Search and Seizure (Board Policy 7:140)
In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

BULLYING POLICY (BOARD POLICY 7:180)

Students Preventing Bullying, Intimidation, and Harassment Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national, origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students'
person or property.
2. Causing a substantially detrimental effect on the student's or students' physical or mental health.
3. Substantially interfering with the student's or students' academic performance.
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school. Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:

(i) are adapted to the particular needs of the school and community,
(ii) contribute to maintaining school

safety, (iii) protect the integrity of a positive and productive learning climate,
(iv) teach students the personal and interpersonal skills they will need to be successful in school and society,
(v) serve to build and restore relationships among students, families, schools, and communities, and
(vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards. Bullying Prevention and Response Plan The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement 1-2, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.program that: 1. The District uses the definition of bullying as provided in this policy. 2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution. 3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying.
Anonymous reports are also accepted through the District 301 CARES Lines.
Country Trails Elementary School: CTCares@central301.net
Howard B. Thomas Grade School: HBTCares@central301.net
Lily Lake Grade School: LLCares@central301.net
Prairie View Grade School: PVCares@central301.net

Nondiscrimination Coordinator

_____
Dr. Esther Mongan

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

_____
esther.mongan@central301.net

_____
847-464-6005

_____

Complaint Managers

Mike Potsic	Shayne Birkmeier
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Mike.postic@central 301.net	shayne.birkmeier@central301.net
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Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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

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

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for

purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

a. The frequency of victimization;
b. Student, staff, and family observations of safety at a school;
c. Identification of areas of a school where bullying occurs;
d. The types of bullying utilized; and
e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

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

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

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

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

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

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

f. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.

g. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to:

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1) support of education and/or research, or
(2) a legitimate business use.

h. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.

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

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

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

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i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and

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

Uniform Grievance Procedure (BOARD POLICY 2:260)

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

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act

of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure.*

7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

Investigation Process

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

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

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

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

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

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

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

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the

harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

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

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

Nondiscrimination Coordinator:

Dr. Esther Mongan
Name
275 South St., P.O. Box 396 Burlington, IL 60109
Address
esther.mongan@central301.net
Email
847-464-6005
Telephone

Complaint Managers:

Michael Potsic	Esther Mongan
Name	Name
275 South St., P.O. Box 396 Burlington, IL 60109	275 South St., P.O. Box 396 Burlington, IL 60109
Address	Address
mike.potsic@central301.net	esther.mongan@central301.net
Email	Email
847-464-6005	847-464-6005
Telephone	Telephone

Title IX Sexual Harassment Grievance Procedure

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

Title IX Sexual Harassment Prohibited

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

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

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

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

Definitions from 34 C.F.R. §106.30

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

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

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

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

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

Title IX Sexual Harassment Prevention and Response

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

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content,* incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff as recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

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

whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

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

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

Title IX Coordinator:

Esther Mongan
Name
275 South Street, Burlington, IL 60109
Address
esther.mongan@central301.net
Email
847.464.6005
Telephone

Processing and Reviewing a Report or Complaint

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

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

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

Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45

before the imposition of any disciplinary sanctions or other actions against a *Respondent*.

2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
    a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
    b. Receive training on the definition of sexual harassment, the scope of the District's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

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

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

Retaliation Prohibited

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

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

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

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

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

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Sections

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

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

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations,

leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.

4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

   Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).
9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:

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

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

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

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

B. Notice of Allegations

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

1. Provides written notice to all known parties of the following information:
   a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.
   b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
   c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
   d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
   e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
   f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

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

When the Respondent's Identity is Unknown

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

C. Consolidation of Formal Title IX Sexual Harassment Complaints

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

D. Dismissal of Formal Title IX Sexual Harassment Complaint

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

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

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

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

E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

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

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

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

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

F. Investigation of Formal Title IX Sexual Harassment Complaint

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

Actor	Action
Investigator or Title IX Coordinator	During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)): 1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i). 2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii). 3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii). 4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv). 5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v). 6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi). 7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. Id. 8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy.

Actor	Action
	Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii). Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id. **Note:** This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. Id. At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy: 1. The Formal Title IX Sexual Harassment Complaint; 2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and 3. The investigative report.

G. Determination Regarding Responsibility; Remedies

Initial Decision-Maker	The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker. **Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions** Reviews all materials received from the Investigator. Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that: 1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Id. 2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days. Reviews any questions received from each party for submission to any party or witness.

	Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. Id. Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days. Upon receipt of answers to questions, provides each party with copies of them. Id. Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days. Upon receipt of answers to the additional questions, provides each party with copies of them. Id. **Determination and Written Notice of Determination** Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)): 1. Identifies the allegations potentially constituting Title IX sexual harassment; 2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; 3. Contains findings of fact supporting the determination; 4. Contains conclusions regarding the application of the District's policies and procedures to the facts; 5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and 6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

H. Appeals

The determination regarding responsibility becomes final either on the date that the Appellate Decision-Maker provides the parties with the written decision of the result of the appeal, if an

appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. 34 C.F.R. §106.45(b)(7)(iii).

Actor	Action
Complainant or Respondent	Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the Title IX Coordinator appealing the determination/dismissal based on: 1. Procedural irregularity that affected the outcome. 2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination. 3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i). **Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.
Title IX Coordinator	Upon receiving an appeal from one party: 1. Notifies the other party in writing that an appeal has been filed. 2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome. 3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker. **Note:** The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, *Uniform Grievance Procedure*, and with Ill. State Board of Education sex equity regulations requiring districts to "provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). **If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.**

Actor	Action
	Note: Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. **Districts should discuss their options with their board attorney.**
Appellate Decision-Maker	Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal. Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).

I. Recordkeeping

Actor	Action
Title IX Coordinator	Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)): 1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity; 2. Any appeal and its result; 3. Any informal resolution and its result; and 4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution. See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records. See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records,* addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.

Exhibit – Title IX Sexual Harassment Glossary of Terms

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

Glossary of Terms

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

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

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

Consent – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

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

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

> **Note:** Title IX jurisdiction is geographically limited to discrimination against a person in the United States. 34 C.F.R. §106.8(d). The District's Title IX obligations extend to off-campus sexual harassment incidents "if the off-campus incident occurs as part of the [district]'s 'operations' pursuant to 20 U.S.C. 1687 and 34 CFR 106.2(h)" or if the District "exercised substantial control over the respondent and the context of alleged sexual harassment that occurred off campus pursuant to § 106.44(a)." 85 Fed. Reg. 30196. No single factor is

determinative of whether the District exercised *substantial control* or whether an incident occurred as part of the District's *operations*. Id. at 30197. *Operations* may include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. **Consult the Board Attorney for further guidance.**

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

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

Initial Decision-Maker – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

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

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

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

Sexual Harassment Governed by Laws Other Than Title IX – The District must also address sexual harassment that does not meet the definition of Title IX sexual harassment, including but

not limited to sexual harassment in violation of the State Officials and Employees Ethics Act (5 ILCS 430/), Illinois Human Rights Act (775 ILCS 5/), and Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e et seq.).

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

- 2:260, *Uniform Grievance Procedure*. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, *Workplace Harassment Prohibited.* This policy prohibits employees from engaging in sexual harassment.
- 5:90, *Abused and Neglected Child Reporting*. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, *Employee Ethics; Conduct; and Conflict of Interest*. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, *Harassment of Students Prohibited*. This policy prohibits all sexual harassment of students.
- 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, *Teen Dating Violence Prohibited*. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, *Student Behavior*. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

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

- A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).
    - *Sexual assault* means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20

U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.

- *Dating violence* means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).
- *Domestic violence* includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).
- *Stalking* means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

BUS TRANSPORTATION (Board Policy 7:220)

Bus Conduct

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

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

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

Academic Credit for Missed Classes During School Bus Suspension

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. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

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

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

Instructions to Parents

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

All students who reside outside the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment. Please complete the online Student Transportation Information found on your Student's Skyward account (Under Custom Forms), only if you require busing to/from an alternate location within your attending school's boundaries. If your child needs to start District 301 transportation, does not require District 301 transportation or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are only allowed to. Students are allowed only one inbound bus and only one outbound bus to the same location (accommodations cannot be made for different buses on different days.) Please allow two school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

Instructions to School Bus Riders

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

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations and/or school rules while riding the bus may be reported by the bus driver to the Principal or Assistant Principal via a bus conduct report and a disciplinary consequence may be issued to the student. Transportation guidelines are in addition to CCUSD 301 policies and procedures, including those outlined in this Student Handbook.

1. Students may only ride their assigned school bus.
2. Arrive at your designated bus stop five (5) minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion**.**
4. Always be alert and listen for any instructions given by the driver.

5. Windows are to remain at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from abrupt, loud noises and/or an unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing railroad tracks.
7. Refrain from littering, defacing or destroying bus property. Never tamper with the bus or any of its equipment.
8. Assist in keeping the bus safe and sanitary at all times. Eating, drinking or gum chewing is not allowed on the bus.
9. Do not bring any animals on the bus, unless it is a service animal.
10. Take all belongings with you.
11. Respect the driver, fellow students and yourself. Help look after the safety and comfort of smaller children.
12. Do not ask the driver to stop at places other than the regular assigned bus stop. The driver is not permitted to alter their route without proper authorization from an administrator.
13. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.
14. Students must sit three (3) in a seat on the school bus when necessary due to the load.
15. It is imperative that all students actively observe and support these transportation regulations and actions. The same rules and regulations apply to all bus trips, including for school sponsored trips as well as between home and school. Students who are unable to abide by the rules and expectations in order to maintain a safe environment when riding a school bus may face disciplinary consequences depending on the severity of the action.

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

Restricted Items

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

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

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

2. Cell phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action as outlined in the Student/Parent

Handbook. Bus drivers are not responsible for devices lost, damaged or stolen. Examples of misuse include, but are not limited to:

- Using device as a camera
- Displaying inappropriate images/website
- Use of inappropriate language
- Use of device for harassment or intimidation

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

Kindergarten Transportation

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

STUDENT DEVICE HANDBOOK

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

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

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

A. USING THE DEVICE

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

Device; discipline, up to and including suspension or expulsion; and referral to law enforcement.

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

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

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

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

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

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

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

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

an accessory purchased at one point in time will be compatible with devices provided in the future.

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

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

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

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

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

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

   f. Keep food and beverages away from the Device.

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

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

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

B. RESPONSIBILITIES OF STUDENTS AND PARENTS

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

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

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

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

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

c. If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will reset the Device to factory settings, and all District filters and software will be removed.

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

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

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

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

C. DEVICE DATA AND SOFTWARE

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

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

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

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

5. **Prohibited "Jailbreaking."** "Jailbreaking" is the act of replacing the manufacturer's operating system with custom software, allowing the user to circumvent the manufacturer's

security and licensing restrictions. The act of jailbreaking or otherwise disrupting the configuration of the Device voids the manufacturer's warranty and is a violation of this Handbook. Removal of any District-installed configuration is prohibited and will be considered a violation of this Handbook.

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

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

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

D. REPAIR OF, LOSS OF, OR DAMAGE TO DEVICE

1. **Technical Support & Device Loaners.**

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

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

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

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

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

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

4. **Accidental Damage.** The District purchases an accidental damage policy with each

Device. This covers one (1) accidental damage per Device per school year while the Device is used in the District.

E. WAIVER AND INDEMNIFICATION

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

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

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Mr. Chris Testone, Principal of Central High School

TO: District 301 Board of Education

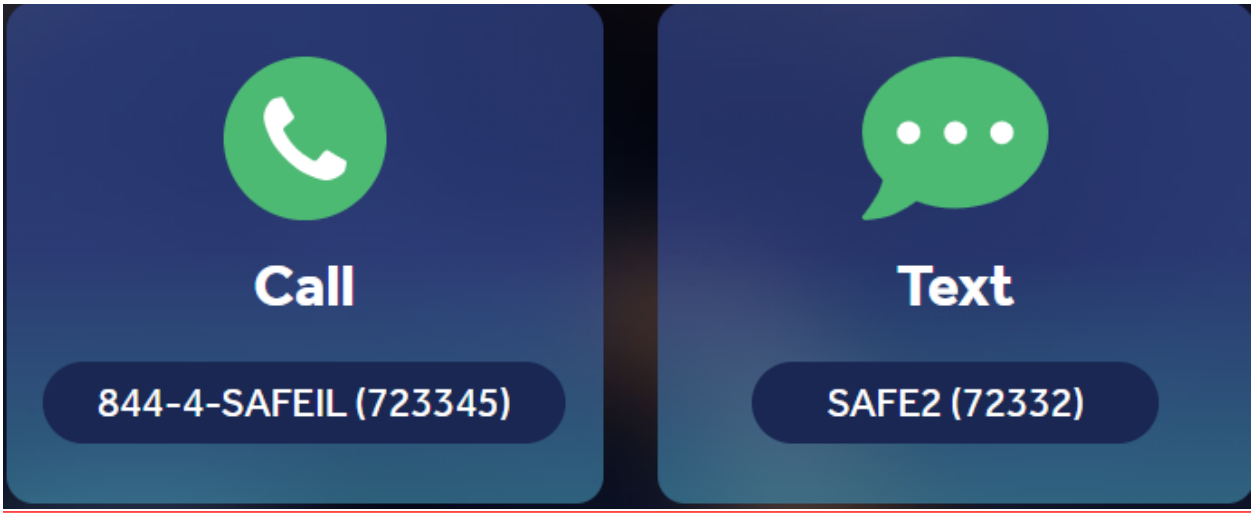
Date: July 18th, 2022

RE: APPROVAL OF CHANGES TO THE HIGH SCHOOL STUDENT HANDBOOK

In addition to the changes presented in June, new law requires we include Suicide Prevention Information in all handbooks. The following addition was added on Pages 7&8:

Note: National Suicide Prevention Lifeline
Hours: Available 24 hours. Languages: English, Spanish. Learn more

Beginning immediately the new National Suicide Prevention Lifeline number, similar to how people can call 911 for emergencies, will be 988. All phone service providers are required to connect callers who diall 988 to the lifeline effective July 16, 2022. The existing lifeline uses a 10-digit number, 1.800.273.8255.
https://www.safe2helpil.com/



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

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

Thank you for your time.

Sincerely,

Chris Testone

CENTRAL HIGH SCHOOL

STUDENT HANDBOOK 2022-2023

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A WORD OF WELCOME

Dear Students and Parents/Guardians,

On behalf of the entire Central High School staff, I would like to welcome you to the 2022-2023 school year. We begin this year full of anticipation and excitement for the growth we know we are about to experience. To our seniors, we look to you to continue the example of excellence that has been the legacy left by previous graduating classes. We know you will provide a great example of “Rocket Pride” for the classes that follow you. To our freshman, sophomores, and juniors, we challenge you to make the most of the upcoming school year in preparation for your own senior year when you will have the chance to leave your own legacy.

As your partners in education, your academic success is very important to us. This Handbook is designed to be used as a reference guide as you familiarize yourself with the policies and procedures of CHS and as established by the Board of Education. This Handbook has been compiled with the input of staff, students, parents, and the Board of Education to ensure a safe school environment where learning is of the highest priority. Within this Handbook, you should find the positive values that exemplify the Rocket community.

This Handbook also contains contact information to help you determine where to find assistance or answers to questions. You will also find information about services and activities that are available to you. We encourage you to take advantage of these opportunities to make the most of your time at CHS.

The CHS staff is committed to partnering with you in your preparation for your role in our community beyond high school, be it moving forward with your college and/or vocational education or your participation in the workforce. We look forward to the school year before you and are confident that you will do great things. Always remember, every day is a great day to be a Rocket!

Sincerely,

Christopher Testone
Principal

ADMINISTRATION

CENTRAL HIGH SCHOOL (CHS)

44W625 Plato Road, PO Box 68
Burlington, IL 60109
(847) 464-6030

Chris Testone
Principal

Sarah Farrington
Assistant Principal of Operations

TBD
Assistant Principal of College and Career Readiness

Cambron Culpepper
Assistant Athletic and Activities Director

TBD
Assistant Principal of Student Behavior and Environment

Ted Juske
Athletic and Activities Director, District Rentals

CENTRAL COMMUNITY UNIT SCHOOL DISTRICT 301 (CCUSD 301)

275 South Street, PO Box 396
Burlington, IL 60109
(847) 464-6005

Dr. Todd Stirn
Superintendent

Dania Pflug
Business Manager

Mike Potsic
Director of Student Services

Brian Tobin
Director of Technology

Dr. Esther Mongan
Deputy Superintendent

Pam Porto
Director of Transportation

Dan Polowy
Director of Facility Operations

Pam Mirenda
Director of Food Services

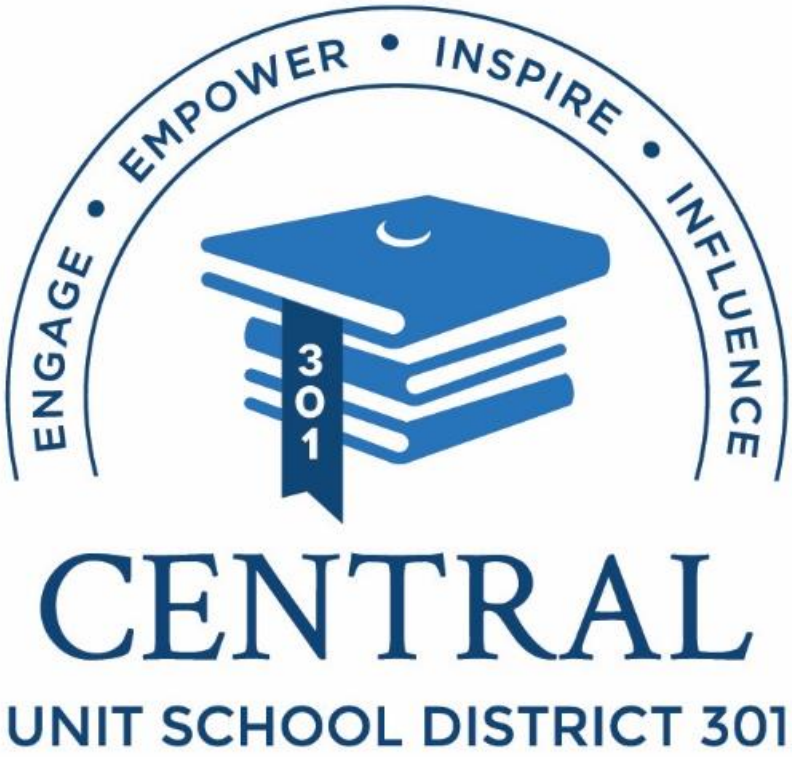
BOARD OF EDUCATION (BOE)

Jeff Gorman – President
Mitch Penar – Vice President
Laura Rabe – Secretary

Junaid Afeef
Marc Falk
Dornetia Hemphill
Eric Nolan

MISSION STATEMENT

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



SCHOOL SONG

“Central Loyalty” (tune of “Illinois Loyalty”)

We’re loyal to you Central High
We know you’re true blue Central High
We know you’re the best of all schools east or west
And we’ll back you with zest
Central High, (Rah, Rah)
So crack out that ball Central High
We’re backing you all Central High
Our team is our fame protector
On teams for we expect a victory from you
Central High, (Rah, Rah)

INTRODUCTION

Welcome to Central High School. We know your educational experience here will be worthwhile. To assist you, we have prepared this Handbook that outlines the opportunities available to students and the policies and procedures of CHS and as established by the Board of Education.

This Handbook is not intended to create a contractual responsibility with the student. Rather, this Handbook is intended to summarize CHS and Board of Education policies and procedures. Items published in this Handbook are subject to change, without notice, by the Administration or Board of Education. The Board policies that govern the operation of Central High School and the District are available to the public on its website at www.central301.net or at the District Office.

STUDENT SERVICES

STUDENT SERVICES OFFICE

The student services office includes an Assistant Principal of College and Career Readiness, the Assistant Principal for Student Behavior and Environment, a nurse, a registrar, an attendance clerk, school counselors, school social workers, speech pathologist, and a school psychologist who work directly with students, parents, and staff. The objective of Student Services is to help students make the most of high school and to ensure students have the appropriate support to succeed in high school and beyond. Individual and group counseling is arranged with students in the areas of education/career planning and personal and social development.

The District provides a comprehensive school counseling program that provides developmentally appropriate services to all students. Students are assigned counselors alphabetically by last name. The school counseling program focuses on what all students should know, understand, and be able to do within the three main aspects of school counseling as identified by the American School Counselor Association (ASCA); academic development, personal/social development, and career development. The goal is to raise student achievement as well as focus on student outcomes, goal setting, college and career readiness, and to utilize data to inform decision-making.

The ASCA framework for a comprehensive data-driven school counseling program has four tenets:

1. Foundation: A focus on student outcomes and student competencies.
2. Delivery: Services to the students, parents, school staff, and community.
3. Management: Organizational and assessment tools reflective of the school's needs.
4. Accountability: Measurements of how the students are different as a result of the school counseling program.

Student Services is available for consultation on:

1. Orientation to school.
2. Utilizing the Naviance program.
3. Testing information (PSAT, ACT, SAT).
4. Selection of high school courses best suited to the student's abilities and future plans.
5. Assistance through both individual and group counseling with personal and social problems that are impeding the student's abilities and future plans.
6. College and career research.
7. The development of four-year, post-secondary, and career plans, including information about college admission requirements, financial aid, and career information.
8. Referral to agencies outside of school.
9. Attending on campus college visits with college admission representatives.

Students are encouraged to make an appointment in the Student Services office to meet with their assigned counselor.

STUDENT SERVICES TEAM
Each student services team member may be reached by extension below:

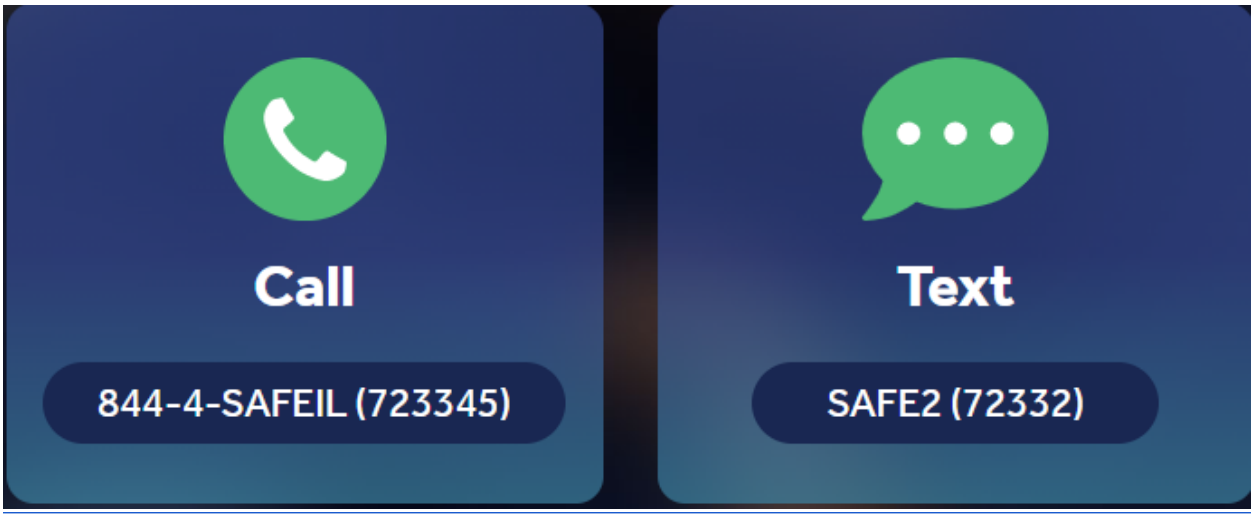
TBD	Asst. Principal of College and Career Readiness	ext. 8312
TBD	Asst. Principal of Student Behavior and Environment	ext. 8314
Mrs. Melissa Baumgartner	Nurse	ext. 8321
Mrs. Teresa McMahon	Registrar	ext. 8311
Mrs. Lynette Jastrzebski	Attendance Clerk	(224) 990-7101
Ms. Eliana Toledo	Student Support Services Secretary	ext. 8302
Mr. Brian Melvin	Counselor A-EL	ext. 8317
Ms. Rachel Ginter	Counselor LEEG – RO & Life Skills	ext. 8316
Mrs. Megan Marcinec	Counselor RU – Z & ELL	ext. 8315
Mrs. Elizabeth Covington	School Psychologist	ext. 3005
Mr. Trent Lange	Speech Pathologist	ext. 8319
Mrs. Sophia Baier	Social Worker	ext. 3011
Mrs. Cara Bussman	Social Worker	ext. 3008
Ms. Aimee Riddle	Social Worker	ext. TBD
TBD	ALOP Social Worker	ext. TBD

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

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

Note: National Suicide Prevention Lifeline
Hours: Available 24 hours. Languages: English, Spanish. Learn more

Beginning immediately the new National Suicide Prevention Lifeline number, similar to how people can call 911 for emergencies, will be 988. All phone service providers are required to connect callers who diall 988 to the lifeline effective July 16, 2022. The existing lifeline uses a 10-digit number, 1.800.273.8255.
https://www.safe2helpil.com/



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

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

TRIANGLE TEAM
The Triangle Team is a team consisting of the high school counselors, MTSS coordinator, and school psychologist. Other team members participate on an as needed basis. Those members include the social worker(s), Assistant Principal for Student Services, school nurse, and one or more teachers. The triangle team exists to identify and assist students at risk due to severe social, emotional, family, mental health, attendance, and/or academic issues. The goal of the triangle team is to be proactive, rather than reactive, providing assistance to students before problems become overwhelming or chronic. The team may refer the student to outside professional agencies when appropriate. Referrals to the triangle team can be made by any member of the team, a staff member, the student him/herself, a fellow student, and/or a parent.

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

HOME AND HOSPITAL INSTRUCTION (BOARD POLICY 6:150)

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A student qualifies for home and hospital instruction when a physician anticipates that the student may be absent due to a medical condition for a total of 10 or more days over the course of the school year. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a written statement from: 1. A physician licensed to practice medicine in all of its branches, 2. A licensed physician assistant or 3. A licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

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

STUDENT RECORDS AND DIRECTORY INFORMATION (BOARD POLICY 7:340)

Student Records

School student records are confidential. Information from them shall not be released other than as provided by law A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records that are kept in staff members sole possession.

2. Records maintained by law enforcement officers working in the school.

3. Video and other electronic recordings (including without limitations, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a studentless than the age of 18 years who has been arrested or taken into custody.

State and federal law grant students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning

a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with state or federal law with regard to the release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Required Notices and Directory Information

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

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

The **temporary record** consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding any indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It also may include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

The District may release directory information to the general public Including local media, military recruiters, district vendors and publish such information in a school directory, school yearbook, or

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

Parent(s)/guardian(s) or eligible students will be given the opportunity to object to the release of directory information prior to its release. A parent/guardian or eligible student may prohibit the release of any or all of the above-designed directory information by providing a written request to the Building Principal.

Parent(s)/guardian(s) or eligible students have the right to inspect, copy, and challenge the student's record. In addition, a student less than 18 years old may inspect or copy information in his/her permanent school record. A request to inspect or copy a student's school record shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days after the receipt of such a request. Parent(s)/guardian(s) may request a qualified professional to be present to interpret the student's records. Access shall not be granted to the parent(s)/guardian(s) or the student to the following: confidential letters, recommendations concerning the admission to a post-secondary educational institution; application for employment. For further information, please contact your Building Principal.

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

Students in grades 10-12 or their parent(s)/guardian(s) may deny access to the student's name, address, and phone number to official military and higher education recruiting representatives by submitting a written request to the Building Principal before the end of the student's 10th grade year, or within 30 days of transfer for students who transfer into the high school after that point.

Parent(s)/guardian(s) and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family

Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.

MEDICAID FEE FOR SERVICES

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. If Medicaid eligible, therapy and diagnostic services provided to children are partially reimbursable. With the parent/guardian's written consent, the District will claim Medicaid reimbursement for services provided. These claims will have no impact on the parent/guardian's or student's ability to receive Medicaid funding either now or in the future.

EDUCATION OF CHILDREN WITH DISABILITIES (BOARD POLICY 6:120)

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the *Individuals with Disabilities Education Act* ("IDEA") and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term children with disabilities, as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) Special Education rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year.

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

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

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

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

See Appendix C for a list of differences in Special Services offered between High School and College.

DISTRICT 301 HOMELESS INFORMATION

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the *McKinney Homeless Assistance Act* and Illinois law.

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

Dr. Todd Stirn, District Homeless Liaison (847) 464-6005

Kane County Homeless Liaison: Deborah Dempsey, Kane ROE McKinney/Vento Equal Chance Program (630) 444-2974

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

COMMUNITY RESOURCES

See Appendix B for a list of Community Resources.

HEALTH SERVICES

HEALTH SERVICES

A nurse is available to students throughout the school day. A student who needs to see the nurse during the day should first obtain a pass from his/her teacher unless an emergency situation exists. **If a student is not feeling well, he/she must check out in the Nurse's Office and authorization must be given before leaving the building or the absence will be considered unexcused.** When the nurse is not in the building, a student who is ill should report to the Main Office. No student will be excused from school unless a parent/guardian or designated person has been notified and appropriate transportation arranged, including if the student has his/her own car at school. Students shall not use their personal cell phones unless given permission by the nurse.

HEALTH, EYE, AND DENTAL EXAMINATIONS & IMMUNIZATION REQUIREMENTS (BOARD POLICY 7:100)

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

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

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

HEALTH EXAMINATION & IMMUNIZATIONS

- The health examination form, including immunizations, must be submitted to the school by October 15 of the current school year, unless an exemption is submitted for review.
- An IHSA / IESA sports physical does not fulfill this requirement. The ISBE health examination form is required.
- Parent(s)/guardian(s) must complete and sign the Health History section on page 2 of the ISBE health exam form.
- New students who transferred from an IL school and have submitted an ISBE 33-78 form shall have 30 days to provide required documentation.
- A student transferring from out-of-state must submit a physical and immunization record before the first day of attendance. Out of state reports may be considered for compliance review only when all of the elements of an Illinois physical are included.

EYE EXAMINATIONS

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

DENTAL EXAMINATIONS

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

EXEMPTIONS

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

DENTAL & EYE EXAMINATION WAIVERS

A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available on the District's website: *Health Requirements and Information*.

HOMELESS CHILD

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

Privacy Practices (Board Policy 7:15)

Pursuant to Illinois and federal law, school personnel cannot contact a student's physician, advanced practice nurse, physician assistant, nurse, or pharmacist about a student or a student's records, including health records or health-related information, unless the student's parent/guardian gives written consent. If desired, a consent form permitting communication between a student's health care professionals and the school may be obtained through the Student Services Department.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE (BOARD POLICY 7:280)

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

ILLNESS / INJURY

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

For the protection of the whole student body, students are not permitted to ride the bus home if they are exhibiting signs/symptoms of a contagious illness or communicable and/or chronic infectious disease. The student's parent/guardian will be contacted by the school and expected to arrange transportation.

In the event of serious symptoms or injury, paramedics will be called and a parent/guardian contacted. In an emergency situation, school officials will be guided by the information provided by parents/guardians on the registration documents filled out annually. It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury, or emergency, and notify the school of any updates to the information. For safety and well-being, parents/guardians must select emergency contacts who are likely to be available to pick up their child in a timely manner, within the hour, if they are unable to do so. Students will not be permitted to ride home with fellow students, other than a sibling, in case of an illness or emergency.

If a student exhibits any of the following during the school day, the student's parent/guardian will be contacted and the student must be picked up from school to go home:

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

A student should not return to school after he/she has been out of school due to an illness until there is evidence that the student is no longer contagious. This may include a release from the student's physician, absence of symptoms for over 24 hours, or documentation of treatment. These determinations will be guided by the nurse.

Students who come to school with mobility devices (such as crutches, walking boot/shoe, wheelchair, splints or casts) for an acute episode need to submit a note from the doctor that states the activity restriction that warrants the use of the device at the school, including the time frame for the restriction.

EXEMPTION FROM PHYSICAL EDUCATION (BOARD POLICY 7:260)

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

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

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

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

1.He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

Interscholastic or extracurricular athletic programs are organized school-sponsored or school sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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

1. The time of year when the student's participation ceases;

2. The student's class schedule; and

3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

MEDICATION POLICY (BOARD POLICY 7:270)

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

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

1. Medication is defined as either prescription or non-prescription drugs.
2. Medication will not be given by a school employee to a student without the completion and submission of a Med-A form, and other documentation if required, signed by both the parent/guardian and the student's licensed health care provider.
3. Specific forms are required for students with asthma, diabetes, allergies, and seizures. Forms and packets can be obtained in the Main Office or Nurse's Office or on the District website. Parent(s)/guardian(s) of a student with asthma are requested to submit an Asthma Action Plan for the student. If provided, the Asthma Action Plan will be kept on file

by the Nurse. The District's Asthma Emergency Response Protocol is available from the Main Office or Nurse's Office.

4. The Med-A form must be completed annually for each medication and updated upon any changes.
5. Students may not transport medication to and/or from school. It is the parent/guardian's responsibility to personally deliver the medication to school and to pick up any "leftover" medication at the close of the school year. Any medications left at the school at the end of the school year will be disposed of in a safe and appropriate manner.
6. Medications must be in their original containers and the containers must include the student's name, the medication's name, dosing information (the amount to be dispensed and the time at which or circumstances under which the medication is to be administered), and expiration date. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
7. Medications at school will be stored in a locked cabinet in the Nurse's Office or in the school nurse's refrigerator, if required.
8. When necessary, the school nurse will provide appropriate staff members with information concerning the medications being taken by students (i.e., side effects, other medical implications, etc.).
9. Medication dispensing guidelines include:
    a. Medications will be dispensed to one student at a time.
    b. The designated school employee will transfer the indicated dosage from the container to the student.
    c. The designated school employee will document the administration.
10. Administration of Medical Cannabis – The Compassionate Use of Medical Cannabis Program Act allows medical cannabis infused products to be administered as designated within the Board policy.

ADMINISTERING MEDICATION TO STUDENTS

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

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

SELF-CARRY & SELF-ADMINISTRATION OF MEDICATION

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

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

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or including asthma medication or

epinephrine injector or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan. A student's possession, distribution, or use of any medication (including non-prescription drugs) without proper authorization is in violation of the school policy relating to drug use, and the student may be subject to discipline.

Field Trip Medications

Only "daily" medications and "emergency" medications are to be sent on field trips. A Med-A form, and other documentation if required, must be on file in the Nurse's Office to ensure those medications are taken on the field trip. Medications designated "as needed" are not taken unless pre-arranged by a parent/guardian and the School Nurse.

GENERAL INFORMATION

BULLETINS AND ANNOUNCEMENTS

It is our goal to inform students of events and happenings at CHS. Therefore, announcements will be communicated to students daily. If students would like to include something in the daily announcements, it must be approved in the Main Office.

BUS TRANSPORTATION (BOARD POLICY 7:220)

Illinois law requires that the District provide transportation to and from school for all students living 1 ½ miles or more away from their school of attendance. All students who reside outside of the walking boundaries (greater than 1.5 miles from school) are assigned District 301 transportation to/from school using their home location to designate the bus assignment. If a serious safety hazard exists along the walking route of students who live less than 1 ½ miles from their school of attendance, the District will follow the State of Illinois guidelines.

INSTRUCTIONS TO PARENTS

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

If your child needs to start District 301 transportation, does not require District 301 transportation or you need to make arrangements for busing to/from an alternate location within your child's attending school boundaries please complete the Student Transportation Information found in Skyward under the Custom Forms tab. Students are allowed only one inbound bus and only one outbound bus to the same location (Accommodations cannot be made for different buses on different days.). Please allow 2 school days to process any changes to your student's transportation. Transportation will send you an email confirming the changes are approved or denied.

INSTRUCTIONS TO SCHOOL BUS RIDERS

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

School bus riders, while in transit, are under the jurisdiction of the school bus driver and any adult designated by the Board of Education to supervise bus riders. Any student who violates the following regulations or school rules while riding the bus may be reported to the Administration. The student may be subject to disciplinary consequences. Transportation guidelines are in addition to District policies and procedures, including those outlined in this Handbook.

SAFETY REGULATIONS AND GUIDELINES

1. Students may only ride their assigned school bus.
2. Arrive at designated bus stop 5 minutes prior to your scheduled pickup time. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
3. Remain in your assigned seat while the bus is in motion.
4. Always be alert and listen for any instructions given by the driver.
5. Keep windows at or above the white safety line at all times. Do not throw anything out of the windows. When you are on the bus, keep hands and feet inside the bus at all times.
6. Refrain from making abrupt, loud noises, and/or causing any unnecessary confusion that could divert the driver's attention from safely driving the bus. Be absolutely quiet when approaching and crossing a railroad track.
7. Refrain from littering, defacing, or destroying bus property. Never tamper with the bus or any of its equipment.
8. Cell Phones and other electronic devices may be used responsibly on the school bus. Any misuse of these items will result in disciplinary action. Bus drivers are not responsible for devices lost, damaged or stolen. Examples of misuse include, but are not limited to:
    a. Using device as a camera
    b. Displaying inappropriate images/website
    c. Use of inappropriate language
    d. Use of device for harassment or intimidation
9. Music Devices are allowed on the school bus as long as students use earbuds or headphones and the listener is still able to hear emergency directions.
10. Assist in keeping the bus safe and sanitary at all times. Eating, drinking, or gum chewing is not allowed on the bus.
11. Do not bring any animals on the bus, unless a service animal.
12. Respect the driver, fellow pupils, other riders, and yourself.
13. Do not ask the driver to stop at places other than regular assigned bus stops. The driver is not permitted to alter their route or drop students off anywhere except for designated bus stops without proper authorization from a CHS administrator.
14. Walk at least 10 feet in front of the bus if you must cross the street after being dropped off and wait for the driver to signal to cross the road. Never run in front of a car or bus.
15. If the students' homebound bus is at the High School at dismissal, the student must board their homebound bus and not another transfer bus.

If necessary, students may have to sit 3 in a seat on a school bus due to the number of students riding the bus.

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

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

LATE ACADEMIC BUS

Any student that does not sign up for the Late Academic Bus prior to the scheduled cut off time will be denied transportation, unless approved by both the School Administration and Transportation.

CAFETERIA

Central High School offers a USDA Reimbursable Value Meal and extra à la carte food items for sale to all its students. Each student may go through the line and choose from a variety of hot and cold foods. Each food item is priced individually so the student pays only for what he/she selects. The cost of the menu items in the daily Value Meal are set at a meal price. So the system can work efficiently for all students, we ask that students observe the following rules:

1. Purchase food only during their scheduled lunch time or during late start times.
2. Do not bring any drinks and/or food items through the lunch line. Move through the lunch line making selections quickly and then proceed to the cashier.
3. Pick up all lunch debris from the table and floor and empty lunch trays into trash bins and return the trays to the kitchen.

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

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

MySchool Bucks now offers **OnePay,** an annual savings pass offering more convenience and savings with reduced program fees. OnePay is a discounted fee payment program for students'

lunch accounts. OnePay allows parents/guardians to pay transaction fees upfront from their checking accounts (electronic check, not available for credit cards) with unlimited lunch account payments for 12 months. Parents/Guardians can make as many lunch account payments as they want, in any amount.

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

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

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

HOW DOES ONEPAY WORK?

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

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

NEGATIVE LUNCH BALANCE

Central 301 School's Food Service Department is committed to serving lunches to all students. Due to varied circumstances, students lunch account, they will still receive the Value Meal of the Day. Ala Carte snacks (chips, cookies, ice cream, fruit juice, water, etc." cannot be charged. Students must have money in their lunch account to purchase ala carte snack items. The negative balance is communicated to the parents/guardians through emails sent from the Food Service Office. Once lunches have been served without money in the lunch account, it is the parent's responsibility to respond to the negative balance email by depositing money in the student's lunch account in www.myschoolbucks.com. If negative lunch balances are not paid by the end of the school year, the negative balance is carried over to the next school year until the negative balance is paid.

FREE/REDUCED MEAL APPLICATIONS

A student's eligibility for Free or reduced priced meals shall be determined by Family Size / Income Guidelines set annually by the U.S. and Department of Agriculture and distributed by the Illinois State Board of Education. The Free/Reduced Application can be found at www.MyschoolApps.com. Parents/Guardians may access the Free/Reduced Application link after July 1st of each new school year. The application link can be found on the Food Service website in the Lunch Information section under MySchoolApps. Paper applications are not available. When you click the MySchoolApps link, read each page carefully. Answer all questions. You will not be able to complete the application if areas are skipped. The online application is a family application so all students and all people living in the household

must be added to the application. You will need the student ID number for each student on the application. Your application must be complete before you click "submit". A notification letter will be sent to you listing the status of your application. Approved applications are not carried over to the next school year. You must complete a new application each school year.

REFUND OR TRANSFER LUNCH ACCOUNT MONEY

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

Beverages in a closed, non-breakable container and snacks will be allowed in hallways, and in classrooms with teacher approval. Open containers of food and beverage are not to be stored in lockers.

2022-2023 LUNCH PRICES

Student Paid Lunch Price -	$3.20
Reduced Lunch Price -	$0.40
Milk -	$0.40
Adult/Teacher Lunch Price -	$3.75

ELECTRONIC DEVICES (BOARD POLICY 6:235)

ACCESS TO THE DISTRICT'S ELECTRONIC NETWORKS

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

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

CURRICULUM AND APPROPRIATE ONLINE BEHAVIOR

The use of the District's electronic networks (1) shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) shall comply with the selection criteria for instructional materials and library resource center materials. As required by federal and state law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social

networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan and any administrative procedures, rules, and other terms and conditions of electronic network use, use the Internet throughout the curriculum.

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

ACCEPTABLE USE

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

EMERGENCY DAY - SCHOOL DISMISSAL DUE TO WEATHER

At times during the winter, severe snow conditions may make bus transportation impossible or unsafe and all schools in the District will be forced to close or have a delayed starting time. In such cases, local radio stations will be notified prior to 7:00am. If weather conditions are questionable, tune your radio to WRMN in Elgin (1410 AM or 94.3 FM), WGN (720 AM), WLBK in DeKalb (1360 AM or 92.5 FM), or to WFXW in Geneva (1480 AM). The school may also utilize School Reach via phone and/or email to notify parents.

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

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

FUNDRAISING

All fund raising by classes and school organizations, during the school day to the student body, must have prior approval of the Athletic and Activities Director.

School classes, organizations, or clubs must complete a form requesting the following information:

- Class, Organization, or Club hosting the fund raiser
- Date and Time For Selling

- Person in Charge
- Item(s) to be sold and dollar amount

If food and beverages are being sold as a fundraiser, during the school day to the student body, the food item must meet the USDA Smart Snacks in Schools nutrition standards. The District Food Service Director will assist teachers and students in choosing healthy fundraising ideas. School classes, organizations, or clubs may sell food items that do not meet the nutritional standards for USDA Smart Snacks in Schools on certain exempted fundraising days. CHS has a maximum of 9 exempt fundraising days per school year. The District's procedures are subject to change, as are the number of exempt fundraising days set by the Illinois State Board of Education. Fundraising for outside organizations will not be permitted during the school day (7:15 a.m. - 2:46 p.m.)

HALL PASSES
Students may be in the hallways during class only with a proper pass. This pass must include: student's name, date, time, destination, and teacher signature. Alternative passes may be issued by the teacher.

ID CARDS
An ID card will be given to each student and should be carried or worn by him/her throughout the school day. If a staff member asks a student for his/her ID, the student should be able to present his/her ID at that time. An ID card will be required for student admission to certain home and away co-curricular events. Students will need their Student ID in order to purchase food items.

LOCKER POLICY (BOARD POLICY 7:140)
Students are personally responsible for the contents of the locker to which they are assigned. Lockers are the property of the District. For the safety and security of the entire school community, school authorities may inspect and search lockers, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in lockers or in their personal effects left there. District officials may request the assistance of law enforcement officials for the purpose of searching student lockers for illegal drugs, weapons, or other illegal or dangerous substances or materials. Students should not change lockers unless authorized to do so by the Administration. Restitution costs may be assessed for defacing or damaged lockers. Students will have an assigned PE locker and lock in the PE locker room. Valuables should not be stored in PE lockers. The District may dispose of any materials left in any school locker at the end of the school year.

LOST AND FOUND
All lost and found items should be turned in at the Main Office. The District may dispose of any items left in the lost and found at the end of the school year.

SALE OF OBJECTS
No objects or materials of any kind may be sold on school property without authorization of the Administration.

SCHOOL SAFETY
The safety of our students and staff is our first priority at CHS. During school hours all exterior doors are kept locked and access to the building will be limited. Students are not to open any door to permit entry for anyone with whom they are not familiar and are not to permit anyone from the

outside to enter the building. Additionally, the propping or opening doors to anyone from the outside is prohibited. All visitors should be directed to the Main Office. Students are required to keep their backpack and phones in the school supplied locker and cannot carry those items around with them. Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box. Failure to abide by this policy may result in disciplinary consequences.

SAFETY DRILLS

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

SEARCH OF VEHICLES (BOARD POLICY 7:140)

School authorities may inspect and search vehicles parked on school property, as well as personal effects therein, without notice, without suspicion of wrongdoing, or the consent of the student. The area of search may include the passenger compartment, engine compartment, trunk, the undercarriage and all containers (locked or unlocked) or personal effects left in the vehicle. Students have no reasonable expectation of privacy in their vehicles when parked on school property or in their personal effects left therein.

STUDENT PARKING PERMITS & DRIVING REGULATIONS

To be eligible for a parking permit, students must hold, maintain, and provide proof of a valid Illinois Driver's License, valid car insurance and have a cumulative GPA of 2.5 or higher and be a Senior or Junior.

Applications will be sent out to all eligible seniors and junior students using school issued email before the start of the school year. Eligible seniors will have the first opportunity to purchase a parking permit. One week later eligible juniors will have an opportunity to purchase a parking permit. All parking permits are sold and processed in the order of application with completed documentation. Sophomores will not be offered or allowed to drive to school.

Any student who falls below the GPA needed to maintain his/her parking permit may lose his/her parking permit.

If granted a parking spot, students must park in their assigned, numbered spot for the remaining school year. Parking Permits must be displayed from the inside rear view mirror. Parking permits cannot be shared among students (except siblings when both qualify for a parking permit). Students must request permission from the Main Office to return to their vehicle during the school day.

Students who are not issued a regular parking permit may be issued a temporary parking permit by the Administration when a family emergency or unusual circumstance exists. The parent/guardian of the student will need to contact the Administration and receive approval before the student drives to school.

Student parking at Central High School is considered a privilege and with parking privileges come certain responsibilities that must be assumed by the student. A student is expected to practice safe driving at all times. Students are expected to be on time to class. Therefore, if a student fails to drive safely, shows patterns of tardiness and/or is otherwise unable to demonstrate mature and responsible behavior at school, on school grounds, or at school activities or events, the student

may face disciplinary consequences in addition to the loss of parking privileges. Parking permits can be revoked at any time by the Administration. A parking permit is a privilege and may be suspended or revoked without refund of fee as a result of student misconduct or disobedience. Students must follow the terms and conditions stated in the parking permit application.

STUDENT DRESS (BOARD POLICY 7:160)

1. Students are expected to be appropriately dressed for school and wear clothing that will not disrupt the educational process, constitute a health or safety hazard or violate civil law.
    a. Coats, gloves, hats, caps, bandannas, handkerchiefs, and other head coverings, as well as dark glasses, should not be worn during school hours and should be left in the student's locker or backpack.
    b. Clothing imprinted with profanity, obscenity, and/or the display of words, pictures, or symbols associated with alcohol, drugs, tobacco, sex, weapons, or violence are prohibited.
    c. Shoes must be worn at all times.
    d. The entire middle of the body must be covered; sides as well as front and back, and underwear must not be visible at any time**.** Any combination of tank tops with any width of strap may be worn but must still cover the sides, front, and back of the body as well as undergarments in accordance with the principles of good taste. Shorts, skorts, or skirts that do not extend past the student's middle knuckle of the middle finger, when their arms are extended down at their sides, should not be worn.
    e. Chains are not to be brought to school. This includes chains on wallets, choker chains, etc.
    f. Pants/jeans/dresses/skirts cannot have holes, rips, or see through material above the fingertips when standing.

2. Students may carry a small bag or purse as long as it does not disrupt the learning environment or pose a safety threat. Purses or a small bag must be able to fit into an 8"x12"x5" box.
3. PE uniforms may NOT be altered in any way (for example, cut-off sleeves or shortening of shorts).
4. Students are allowed to wear costumes on days approved by administration. Students that need to wear a costume for an activity in class, are expected to remove the costume when the class is over.

Any student not in accordance with the above-mentioned dress expectations during school hours (7:00am to 2:46pm) may be subject to disciplinary consequences, including changing into appropriate clothes or making immediate arrangements for appropriate clothing before returning to class. If appropriate clothing is not available, the high school will lend the student a uniform from the physical education department.

TELEPHONES

In case of emergency, students will be allowed to use the office telephones. If needed, a message can be delivered to students at the end of the school day.

VISITORS

CHS has a responsibility to maintain a learning environment that is safe. All visitors must initially report to the Main Office upon entering the school. Any person wishing to confer with a staff member should contact the staff member ahead of time to schedule an appointment.

All visitors must:

- Sign in and out.
- Wear a visitor name tag.
- Provide a reason for their visit.

NOTE: During school hours (7:00am – 3:05pm) access to the building will be limited. Students are not permitted to allow anyone from the outside to enter the building. Former CHS students will not be permitted to visit teachers during school hours, unless prior permission has been granted.

ATTENDANCE AND TRUANCY POLICY

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

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

2. Students are expected to attend every class

The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Parents/guardians are to follow proper procedures to inform the school when their child is absent and to provide a reason for the absences.

ATTENDANCE PROCEDURES

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

It is the parent/guardian's responsibility to call the attendance clerk and give the reason for the absence. The parent/guardian is requested to call **prior to 7:25am** the day of the absence. The attendance clerk's phone number is 224-990-7101.

Parents/guardians who cannot call must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed. The note can be scanned and emailed to the attendance secretary or turned in at the main office.

Refer to the Categories of Absences to determine if the absence is excused or unexcused. If there is a question about the type of absence contact the Assistant Principal for Student Behavior and Environment.

LEAVING SCHOOL EARLY

Students who need to leave school early must bring a note to the Attendance Office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent/guardian signature.
Parents/guardians will pick up the student at door 8. Parents/guardians will need to present photo identification to pick up a student without prior notification.

If a student is ill during the day, the student must check out in the Nurse's Office before leaving the building. Students should not arrange for parents/guardians to pick them up, or to leave school using their own car, without first having been seen by the Nurse. When the Nurse is not in the building, a student who is ill should report to the Main Office.

Students will sign out with the dean assistant at door 8.

TECH PREP OR MIDDLE COLLEGE: Students who leave school early to participate in the work program should leave the building after their last academic class, unless given prior permission from Administration. All students participating in the Tech Prep or Middle College programs are required to check out with the dean assistant at door 8 prior to leaving the school. Attendance issues related to this program will be addressed on an individual basis.

REGIONAL PATHWAY STUDENTS: Students enrolled in classes through Regional Pathwaysare responsible for attending those classes and are expected to attend class daily. All students participating in the Regional Pathway program shall sign in upon arrival to Central High School with the dean assistant at door 8. Attendance issues related to this program will be addressed on an individual basis.

ABSENCES (BOARD POLICY 7:70)

THREE CATEGORIES OF ABSENCES

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

EXCUSED ABSENCE

Central High School will recognize an excused absence as:

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

A physician's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused."

Students who have 9 or more days of absences due to being sick may be required to provide a doctor's note to excuse the absences.

School work missed because of excused absences must be made up in accordance with the Make Up Work section below.

COLLEGE AND VOCATIONAL VISITS, AND MILITARY EXAMS

Central High School recognizes the importance of college visitations, job interviews, and military exams. Upperclassmen may be excused two school days per college visitation, job interviews, or military exams for up to three college visits during a school year. Whenever possible, these visits should be scheduled during non-school time; however, in the event they cannot be, students must complete the following:

- Students and parents are responsible for completing the "College and Vocational Visit, or Military Exams" Form prior to the absence. The form must be signed and completed by all of the student's teachers.
- Students are required to submit, on college/university /business/military letterhead, documentation of their visit for the absence to be considered excused.
- School work missed because of a college visit, job interview, or military exam must be made up in accordance with the Make Up Work section below.

UNEXCUSED ABSENCE

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

1. Working
2. Missing the bus
3. Car not starting
4. Cutting class
5. Vacations 6+ school days
6. Needed at home
7. Other avoidable absences

*School work missed because of unexcused absences must be made up in accordance with the MAKE-UP WORK DURING ABSENCES section.

TRUANT ABSENCES

Truancy is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. After the 9th school day (5% of regular

attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent-teacher/administrator conferences, student counseling, and/or involvement of the Kane County Truancy officers and/ or local law enforcement. No punitive action, including out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

VACATION ABSENCES

The District strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. However, it is up to the individual teacher to determine whether he/she can honor the request. School work missed because of unexcused absences must be made up in accordance with the Make Up Work section below.

CLASS CUT

A class cut is defined as an absence from part (15 minutes or more) or an entire class period, without permission from the student's parent/guardian or approval of school officials. A class cut is an unexcused absence and may result in disciplinary consequences.

Students who arrive after 8:13am and do not have an excused absence will be marked unexcused for the periods missed. This is considered a class cut for which the student may receive disciplinary consequences.

TARDINESS

Students are expected to be in class on time, so they may maximize their learning opportunities. Teachers and the Administration will monitor student's tardies. Students may be considered tardy if they arrive after the bell has rung. Students who arrive between 7:58am and 8:13am will be marked tardy to 1st period. On the 4th tardy per semester, students may receive disciplinary consequences for excessive tardies.

MAKE UP WORK

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

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

ACADEMICS

If students and/or parents/guardians have questions related to the policies or procedures of the instructional process at CHS, the student and/or parent/guardian should first contact the assigned classroom teacher. Many times this communication clarifies the situation. The second step is to arrange a conference with the student's counselor. A list of counselor assignments is included in the Student Services section of this Handbook. If, after such a conference, there is a need to talk to the Administration, please contact the Main Office.

GRADING

Parents and students are encouraged to monitor student progress throughout the semester by logging on to Skyward. All grades are available and viewable in the Skyward However, final semester grades are the only grades that will appear on a student's permanent record and transcript.

CHS GRADING POLICY: Grading practices at CHS will be consistent within each department by course. For example, all students enrolled in U.S. History will be assessed using the same grade categories and weights regardless of instructor.

1. Continuous Semester Method: Teachers will determine semester grades on the basis of grades earned on course work for the entire semester. Quarter grades are not final grades that will be used for averaging; but, rather, they are mid-semester grade reports to students and parents. Quarter 2 and Quarter 4 grades reflect final grades for the semester, in conjunction with the final semester exam. Final grades can be found via your student's Skyward Portfolio.

2. At the beginning of each course, each teacher will review the grading policy to inform the students in his/her class of the grading policy and its implementation within the course. With Administrative approval, teachers may incorporate an attendance requirement into their grading policy.

Student work will be evaluated using the following letter grades:

A – Superior
B – Excellent
C – Average
D – Below average
F – Fails to meet required standards

P – Pass
W – Withdrawn (no credit and no grade)

*A teacher may issue an incomplete grade to a student who has experienced prolonged periods of absence during the grading period. All incompletes must generally be cleared within two weeks of the end of the semester. At the conclusion of the two week extension, teachers will calculate the student's grade with a score of zero entered for any assignments/assessments not completed. The resulting grade will be recorded in place of the incomplete. (If extenuating circumstances exist, the Principal or designee may exercise discretion in extending the two week deadline.)

WEIGHTED GRADES

1. **ADVANCED PLACEMENT (AP):** AP courses approved by the College Board will be given weighted credit. Additionally, honors courses designated in the course catalog will be given weighted credit based on at least five of the seven characteristics listed below:
    a. The course includes college level content or syllabus.
    b. The quality of learning activities, projects, and assignments in the course is significantly more than in other courses.
    c. The ideas and concepts studied in the course are significantly more complex than in other courses.
    d. The pace is accelerated in comparison to standard courses.
    e. The course includes assessments in the areas of analysis, synthesis, and evaluation.
    f. The time required outside of regular class period is significantly more than in other classes.
    g. The course completes the sequence of classes/programs.

Grade	Unweighted Courses	Weighted Courses
A	4	5
B	3	4
C	2	3
D	1	1
F	0	0

2. **TRANSFER CREDITS:** Transfer students will receive weighted credit only for the courses that are given additional weight at Central High School. The weight given to each transfer grade will be the same as the weight given to courses at Central High School.

GPA / CLASS RANK

CHS will track both weighted and unweighted grade point averages and class ranks.

A student's grade point average (GPA) is calculated by dividing the total quality points earned by the number of credits attempted. Letter grades with "+" and "-"are recorded on quarter grade reports to provide additional information to students and parents/guardians; however, the letter grade with a "+" or "-" will not appear on transcripts. Quality points are not affected by a "+" or "-" to letter grades.

Class rank shall be based upon GPA computed to three decimal places. All course grades, except Pass/Fail courses, will be used to calculate each student's GPA. Only end of course semester grades will be used to compute GPA and class rank. Freshmen class rank will be computed at the end of freshmen year, not at the end of first semester.

REQUESTING TRANSCRIPTS: For college applications, transcripts must be requested through Naviance and will be sent by the Registrar.

REPEATING COURSES

1. The course must be labeled as a "repeatable course" in the course catalog.
2. The course must be repeated prior to the student taking any course for which it is a prerequisite.

Summative Assessment

1. All students must take Summative Assessments on the designated date and time established by the school unless an Alternate Exam Form has been completed and approved by Administration.
2. Students are expected to be in attendance for the entire length of their assessment time.

GRADUATION REQUIREMENTS

Graduation from Central High School is dependent upon completion of required courses and accumulation of credits. To be considered eligible for graduation, a student must have completed a minimum of the credits listed below, unless exempted, as determined by year of graduation.

MINIMUM CREDITS

4.0 English
3.0 Math
2.0 Science
2.5 Social Sciences
4.0 PE (unless on a waiver) and Health
1.0 Elective (art, music, foreign language, or vocational education) and Consumer Education

In addition, students must successfully complete/pass the following in order to graduate:

1. All district graduation requirements that are in addition to the State requirements.
2. All courses as provided in School Code, 105 ILCS 5/27-22
3. All minimum requirements for graduation as specified by Illinois State Board of Education rule.

CREDITS REQUIRED BY YEAR OF GRADUATION:

21 credits

Counselors will review credits of students in Regional Pathways Courses and Transfer students. The number of credits required for graduation may be adjusted if necessary.

PARTICIPATION IN THE GRADUATION CEREMONY POLICY

Participation in the graduation ceremony and other senior-related activities is a privilege. Seniors who demonstrate inappropriate behavior and conduct, or exhibit poor attendance may be denied the privilege of participating in graduation ceremonies and other senior related activities.

All requirements for graduation must be completed prior to graduation. If a student does not (1) complete all requirements prior to graduation, (2) attend the graduation practice, and (3) follow the dress code guidelines for the graduation ceremony, the student may not be able to participate in the graduation ceremony.

EARLY GRADUATION (BOARD POLICY 6:300)

1. Students must complete 7 semesters of high school.
2. A request for early graduation must be approved by the student's parents/guardians and Administration.

3. Students requesting early graduation must have the Early Graduation form completed and turned in to their assigned counselor by October 1 of their Senior Year.
4. All correspondence work must be completed and final grades must be reported to the school by December 1. If coursework is not completed by that date, the student will be ineligible for early graduation.
5. All school fines, fees, and materials must be paid and returned by the student's last day of school.
6. The student must have met all graduation requirements of Central High School and District requirements for early graduation.
7. As an early graduate of Central High School, the student relinquishes student privileges and assumes adult privileges. Early graduates may be invited to attend Prom, senior breakfast, and other such senior activities that might be scheduled.
8. Seniors graduating early will be permitted to participate in graduation events, provided they are in accordance with the District's graduation policy.

CORRESPONDENCE / ONLINE CLASSES

A student seeking graduation from Central High School may submit to the school a certificate of successful completion of an appropriate correspondence or online course as two Carnegie Units of credit toward graduation according the following conditions:

1. Courses must have prior approval of the school counselor and Assistant Principal of College and Career Readiness.
2. A student enrolled in any correspondence or online course may receive high school credit for work completed provided:
    a. The course is offered by an institution accredited by the North Central Association of Colleges and Secondary Schools, NCATE, or the equivalent approved by the Superintendent or designee.
    b. The student assumes responsibility for all fees, including tuition, textbooks, and other fees.
3. Grades earned in approved courses will count toward a student's grade point average, class rank, and eligibility for athletic and co-curricular activities.
4. All students are required to take the final exam for the correspondence or online course.

COURSE SELECTION AND SCHEDULE CHANGES

1. Students will be permitted to make changes to their schedule for the following school year until 30 days after registration for the following year has begun. (I.e. If registration opens on April 1st, students would have until May 1st to request changes to their schedule.) Students should contact their counselor by phone or e-mail to request such changes.
2. Unless a schedule change is necessary because a student either failed a course, or a student needs a course in a particular area to graduate, all other requests to change a student's schedule after 30 days after registration has begun will not be permitted.
3. Students may access a copy of their schedule during the summer by using Skyward.

SCHOLASTIC AWARDS

1. A valedictorian award is given each year to the graduate who has maintained the highest cumulative weighted grade point average upon his/her completion of high

school. To qualify for this valedictorian award, a student must have been in attendance at Central High School for two years or more.

2. A salutatorian award is given each year to the graduate with the second highest cumulative weighted grade point average. To qualify for this salutatorian award, a student must have been in attendance at Central High School for two years or more. In the event there is more than one valedictorian, no salutatorian will be named.
3. Students will graduate honors Cum Laude if they have earned at least a 3.40 G.P.A for their high school work. Students will graduate with high honors Magna Cum Laude if they have earned at least a 3.8 G.P.A. for their high school work. Students will graduate Summa Cum Laude if they have earned a 4.0 G.P.A. or higher for their high school work.

DRIVER'S EDUCATION

Classroom and behind-the-wheel driver training is offered to students at the high school level. To enroll in Driver Education, the student must have earned a cumulative GPA of at least a 2.0 or a 2.0 GPA or higher in the previous semester. Students may enroll in Driver's Education during their senior year, regardless of their GPA provided they have passed at least 8 courses during the two semesters immediately preceding enrollment. The student also must pay the applicable Driver Education fee. This course is offered in cooperation with the State of Illinois Driver's Education Program. Policies for the two areas of driver education instruction are as follows:

1. **CLASSROOM INSTRUCTION**
   a. Classroom instruction shall be open to all students who reach their 15th birthday on or before the first day of classroom instruction.
   b. Students will be enrolled in Driver Education according to their age in relation to others eligible to be enrolled. Students who are 16 years old during or shortly before 1st semester will be enrolled during the first semester.
   c. 30 hours of classroom instruction is required by law to pass.

2. **BEHIND-THE-WHEEL**
   a. No student may begin behind-the-wheel driving until he/she has been enrolled and started in the classroom portion of the program.
   b. Six (6) hours of behind-the-wheel experience is required by law. Due to the classroom and behind-the-wheel hour requirements for passing Driver Education, student attendance is important and students are expected to be present and be on time. An unexcused absence may result in disciplinary consequences, up to and including receiving an automatic fail.

In the event a student fails the Driver Education classroom or behind-the-wheel portion(s), the student will need to re-enroll and pay the Driver Education fee again.

DISCIPLINE

PHILOSOPHY OF DISCIPLINE

It is the sincere desire of the District that each student practices self-discipline, so that discipline actions by teachers, administrators, and the Board of Education may be avoided. It is the desire of CHS to promote positive citizenship and a constructive school environment. General rules of conduct have been formulated to ensure that all students have the opportunity to realize their potential through education, and to promote mutual respect and responsibility among students

and staff members. Adults at Central High School are expected to show care and respect towards young people. Students are expected to exhibit that same care and respect towards staff members and other students. In the event that a student violates the guidelines set forth in this Handbook, teachers, staff members, and administrators may take disciplinary measures as a means to address the student's behavior.

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

STUDENT BEHAVIOR POLICY (BOARD POLICY 7:190)

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

WHEN AND WHERE CONDUCT RULES APPLY

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

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

PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or

school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

    a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under Ashley's Law).

    b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.

    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.

    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis , even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law.*

    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

    f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

    g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

    h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer or cell phone flashlight unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:

    a. expression of gender or sexual orientation or preference, or

    b. display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on

school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

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

ADDITIONAL EXAMPLES OF PROHIBITED MISCONDUCT AND GROSS DISOBEDIENCE

Additional examples of prohibited misconduct and gross disobedience include but are not limited to: inappropriate drawings; insubordination; parking violations; profanity or obscenity; transportation violation; the inappropriate use of the district's network or district's devices.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

DISCIPLINARY MEASURES

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

1. Notifying parent(s)/guardian(s).

2. Disciplinary conference.

3. Withholding of privileges.

4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.

6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.

7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

WEAPONS

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the *Firearm Owners Identification Card Act* (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

RE-ENGAGEMENT OF RETURNING STUDENTS

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

REQUIRED NOTICES

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

DELEGATION OF AUTHORITY

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

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

STUDENT HANDBOOK

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

MISCONDUCT BY STUDENTS WITH DISABILITIES (BOARD POLICY 7:230)

BEHAVIORAL INTERVENTIONS

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

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

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

ADDITIONAL DEFINITIONS

DETENTIONS

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

ALTERNATIVE LEARNING ENVIRONMENT

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

SATURDAY SCHOOL

Saturday School will be held periodically throughout the school year to serve as a disciplinary consequence for a student's gross disobedience or misconduct. Saturday school half sessions run from 8:00 am to 10:00 am, and full sessions run from 8:00 am to 12:00 pm. Students who fail to attend, arrive late, or are removed from Saturday School due to gross disobedience or misconduct will be considered to have missed the session and may be subject to further disciplinary consequences.

SCHOOL/COMMUNITY SERVICE PROGRAM

The school/community service program is an alternative disciplinary agreement between a student, his/her parent/guardian, and the Administration. Administrators retain the discretion to determine whether the school/community service program will be offered as an alternative disciplinary consequence and, if so, the nature of the school/community service program. Students who participate in the school/community service program may be assigned a service for the school or community.

OUT OF SCHOOL SUSPENSION (BOARD POLICY 7:200)

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

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

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

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

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

EXPULSION BY THE BOARD OF EDUCATION (BOARD POLICY 7:210)

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

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

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

STUDENT SEARCH & SEIZURE (BOARD POLICY 7:140)

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

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

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

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

STUDENTS

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

When feasible, the search should be conducted as follows:

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

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

SEIZURE OF PROPERTY

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

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

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

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

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

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

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

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

report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

DEFINITIONS FROM SECTION 27-23.7 OF THE SCHOOL CODE (105 ILCS 5/27-23.7)

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

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school,and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and deans assistants.

BULLYING PREVENTION AND RESPONSE PLAN

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

UNIFORM GRIEVANCE PROCEDURE (Board Policy 2:260)

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

1. Title II of the Americans with Disabilities Act, 42U.S.C.§12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C.§1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. Title IX sexual harassment complaints are addressed under policy 2:265, Title IX Sexual Harassment Grievance Procedure.
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs

11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

Exhibit – Title IX Sexual Harassment Glossary of Terms

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

Glossary of Terms

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

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

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

Consent – Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (1) the person is incapacitated due to the use or influence of alcohol or drugs; (2) the person is asleep or unconscious; (3) the person is under age; or (4) the person is incapacitated due to a mental disability. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Coercion, force, or the threat of either invalidates consent.

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

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

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

and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in, the District's operations. Id. at 30202. Consult the Board Attorney for further guidance.

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

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

Initial Decision-Maker – An individual designated by the Title IX Coordinator to reach an initial determination regarding responsibility in a Formal Title IX Sexual Harassment Complaint (defined above) by applying the standard of proof set forth in 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process. See 85 Fed. Reg. 30054. The Title IX Coordinator cannot be the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(i). The Initial Decision-Maker must be free from conflicts of interest or bias against complainants and respondents generally or against an individual Complainant or Respondent, and must be trained to serve impartially. 34 C.F.R. §106.45(b)(1)(iii).

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

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

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

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

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

- 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
- 5:20, Workplace Harassment Prohibited. This policy prohibits employees from engaging in sexual harassment.
- 5:90, Abused and Neglected Child Reporting. This policy requires employees who suspect or receive knowledge that a student may be an abused or neglected child to immediately report their suspicion to the Ill. Dept. of Children and Family Services (DCFS). If an employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, it further requires the District to coordinate with the local Children's Advocacy Center.
- 5:120, Employee Ethics; Conduct; and Conflict of Interest. This policy sets forth high standards for employee ethics and conduct, and incorporates by reference the Code of Ethics for Illinois Educators.
- 7:20, Harassment of Students Prohibited. This policy prohibits all sexual harassment of students.
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes stalking, sexual harassment, sexual violence, or retaliation for asserting or alleging an act of bullying.
- 7:185, Teen Dating Violence Prohibited. This policy prohibits students 13-19 years of age from using or threatening to use physical, mental, or emotional abuse to control an individual in the dating relationship, and from using or threatening to use sexual violence in the dating relationship.
- 7:190, Student Behavior. This policy sets forth student conduct rules, prohibited student conduct, and behavioral interventions and disciplinary measures designed to address the causes of misbehavior and teach students positive behavioral skills.

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

A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Sexual assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system (UCR Program) of the Federal Bureau of Investigation (FBI), and includes rape, fondling, incest, and statutory rape. 20 U.S.C. §1092(f)(6)(A)(v); 34 C.F.R. Part 668, Appendix A to Subpart D. For more information regarding the FBI UCR Program, see www.fbi.gov/services/cjis/ucr/.

Dating violence means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim, and (2) where the existence of such

a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 34 U.S.C. §12291(a)(10).

Domestic violence includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. 34 U.S.C. §12291(a)(8).

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others, or (2) suffer substantial emotional distress. 34 U.S.C. §12291(a)(30).

Administrative Procedure – Formal Title IX Sexual Harassment Complaint Grievance Process

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

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

Table of Contents

A. Overview of 34 C.F.R. §106.45 Grievance Process
B. Notice of Allegations
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G. Determination Regarding Responsibility; Remedies
H. Appeals
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Sections

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

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

1. Presumption of Non-Responsibility. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process. 34 C.F.R. §106.45(b)(1)(iv).
2. Grievance Process Required Before Imposing Sanctions. The District complies with this Grievance Process before imposing any disciplinary sanctions or other actions against a Respondent. 34 C.F.R. §106.45(b)(1)(i).
3. Supportive Measures. The District may provide counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the

campus, and other similar measures to Complainants and/or Respondents. 34 C.F.R. §106.45(b)(1)(ix). See 2:265-E, *Title IX Sexual Harassment Glossary of Terms*, for the definition of *supportive measures*.

4. Evidence Considered. All relevant evidence – including both inculpatory and exculpatory evidence – is objectively evaluated. Credibility determinations are not based on a person's status as a Complainant, Respondent, or witness. The District does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, e.g., attorney-client privilege, doctor-patient privilege, or spousal privilege, unless the person holding such privilege has waived the privilege. 34 C.F.R. §106.45(b)(1)(ii) and (x).
5. Standard of Proof. All determinations are based upon the *preponderance of evidence* standard. 34 C.F.R. §106.45(b)(1)(vii).
6. Right to Appeal. Each party may appeal any determination as described in **Section H. Appeals**, below. 34 C.F.R. §106.45(b)(1)(viii); 34 C.F.R. §106.45(b)(8)(i).
7. Timeline. This Grievance Process is concluded within 90 school business days after receipt of a Formal Title IX Sexual Harassment Complaint. As used in this Grievance Process, *school business days* means days on which the District's main office is open. For good cause, this Grievance Process may be temporarily delayed or extended for a limited time only if the Complainant and the Respondent are provided written notice of the delay/extension and the reasons for it. Good cause may include: the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. 34 C.F.R. §106.45(b)(1)(v).
8. Disciplinary Sanctions and Remedies. Following a determination of responsibility, the District may implement recommended disciplinary sanctions, up to and including: discharge, for a Respondent-employee; expulsion, for a Respondent-student; and termination of any existing contracts and/or prohibition from District property and activities, for a third-party Respondent. 34 C.F.R. §106.45(b)(1)(vi).

   Where a determination of responsibility for sexual harassment is made against a Respondent, remedies designed to restore or preserve equal access to the District's education program or activities are provided to a Complainant. Remedies may include the same individualized services described in Supportive Measures, above. Unlike Supportive Measures, however, remedies may be disciplinary or punitive, and they may burden the Respondent. 34 C.F.R. §106.45(b)(1)(i). The District may implement remedies up to and including the recommended disciplinary sanctions described above. 34 C.F.R. §106.45(b)(1)(vi).
9. Training Requirements. The District ensures certain training requirements are met. At a minimum, any individual designated by the District as a Title IX Coordinator, investigator, decision-maker (including the Initial Decision-Maker and Appellate Decision-Maker), or any person designated by the District to facilitate an informal resolution process will:

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

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

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

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

B. Notice of Allegations

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

1. Provides written notice to all known parties of the following information:
   a. This procedure 2:265-AP2, *Formal Title IX Sexual Harassment Complaint Grievance Process*, including any available informal resolution process.
   b. The allegations of sexual harassment potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment, and the date and location of the alleged incident, if known.
   c. That the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Grievance Process.
   d. That all parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
   e. That all parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Title IX Sexual Harassment Complaint (including evidence the District does not intend to rely on in determining responsibility, and inculpatory or exculpatory evidence) so that each party can meaningfully respond to the evidence before the investigation concludes.
   f. That the District's behavior policies prohibit knowingly making false statements or knowingly submitting false information during the Grievance Process.
2. Provides a second written notice to all known parties if, during the investigation, the District decides to investigate allegations not included in the first written notice.
3. Decides whether to personally conduct the investigation or appoint a qualified investigator. If the Title IX Coordinator appoints a qualified investigator, provides written notice of the appointment to the Investigator.

When the Complainant's Identity Is Unknown

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

When the Respondent's Identity is Unknown

If the Respondent's identity is unknown, e.g. where a Complainant does not know the Respondent's identity, the Grievance Process shall proceed because an investigation might reveal the Respondent's identity, even though the written notice provided in **Section B.1**,

above, will not include the Respondent's identity. If the Respondent's identity is later discovered, the Title IX Coordinator provides another written notice to the parties. 85 Fed. Reg. 30138.

C. Consolidation of Formal Title IX Sexual Harassment Complaints

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

D. Dismissal of Formal Title IX Sexual Harassment Complaint

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

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

1. The Complainant notifies the Title IX Coordinator in writing that he or she wants to withdraw the Formal Title IX Sexual Harassment Complaint or any allegations contained in it;
2. The Respondent is no longer enrolled or employed by the District; or
3. Specific circumstances prevent the District from gathering enough evidence to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations in it.

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

E. Informal Resolution of Formal Title IX Sexual Harassment Complaint

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

1. Provides the parties written notice disclosing:
    a. The allegations;
    b. Informal resolution process requirements, including the circumstances where parties are precluded from resuming a Formal Title IX Sexual Harassment Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Grievance Process for the Formal Title IX Sexual Harassment Complaint; and
    c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. Obtains the parties' voluntary, written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

F. Investigation of Formal Title IX Sexual Harassment Complaint

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

Actor	Action
Investigator or Title IX Coordinator	During an investigation and throughout the Grievance Process (34 C.F.R. §106.45(b)(5)): 1. Ensures that the burden of proof and burden of gathering evidence rest on the District and not the parties involved. 34 C.F.R. §106.45(b)(5)(i). 2. Provides an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. 34 C.F.R. §106.45(b)(5)(ii). 3. Refrains from restricting the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. 34 C.F.R. §106.45(b)(5)(iii). 4. Provides the parties the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice (who may, but is not required to, be an attorney). 34 C.F.R. §106.45(b)(5)(iv). 5. Provides, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate. 34 C.F.R. §106.45(b)(5)(v). 6. Provides the parties an equal opportunity to inspect and review any evidence obtained during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence). 34 C.F.R. §106.45(b)(5)(vi). 7. Prior to the completion of the investigative report, sends to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy and provides each party with 10 school business days to submit a written response. Id. 8. Upon receipt of a party's written response to the evidence, reviews the response and sends a copy to the other party in an electronic format or a hard copy. Prepares an investigative report summarizing all relevant evidence. 34 C.F.R. §106.45(b)(5)(vii). Sends to each party and the party's advisor, if any, the investigative report in an electronic format or hard copy, for their review and written response. Id.

Actor	Action
	Note: This step must occur at least 10 school business days before the Initial Decision-Maker's determination regarding responsibility. Id. At the conclusion of the investigation, sends to the Initial Decision-Maker in an electronic format or hard copy: 1. The Formal Title IX Sexual Harassment Complaint; 2. All evidence gathered during the investigation that is directly related to the Formal Title IX Sexual Harassment Complaint's allegations (including evidence the District does not intend to rely on in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence); and 3. The investigative report.

G. Determination Regarding Responsibility; Remedies

Initial Decision-Maker	The Superintendent or designee acts as the Initial Decision-Maker for all Formal Title IX Sexual Harassment Complaints, unless it involves allegations against the Superintendent or designee or against a Board Member. In such cases, an outside consultant, e.g., an attorney or retired school administrator, acts as the Initial Decision-Maker. **Reviews Investigative Report and Corresponding Materials; Opportunity for Parties to Submit Questions** Reviews all materials received from the Investigator. Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, written, relevant questions that a party wants asked of any party or witness. 34 C.F.R. §106.45(b)(6)(ii). In the written notice, informs the parties that: 1. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless they: are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant; or concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Id. 2. Any questions must be submitted to the Initial Decision-Maker within five (5) school business days. Reviews any questions received from each party for submission to any party or witness. Determines which questions to forward to any party or witness for answers. If any proposed questions are excluded as not relevant, provides the proposing party with a written explanation of the decision to exclude a question as not relevant. Id. Forwards relevant questions to any party or witness with instructions to submit answers to the Initial Decision-Maker within five (5) school business days.

	Upon receipt of answers to questions, provides each party with copies of them. Id. Provides the parties with written notice of the opportunity to submit, through the Initial Decision-Maker, additional, limited follow-up written, questions that a party wants asked of any party or witness. Id. Informs the parties that any questions must be submitted to the Initial Decision-Maker within five (5) school business days. Upon receipt of answers to the additional questions, provides each party with copies of them. Id. **Determination and Written Notice of Determination** Basing all decisions on the *preponderance of evidence* standard, simultaneously issues to the parties a written determination regarding responsibility that (34 C.F.R. §106.45(b)(7)(ii)): 1. Identifies the allegations potentially constituting Title IX sexual harassment; 2. Describes the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; 3. Contains findings of fact supporting the determination; 4. Contains conclusions regarding the application of the District's policies and procedures to the facts; 5. Contains a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any recommended disciplinary sanctions for the District to impose on the Respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the Complainant; and 6. Outlines the District's procedures and permissible bases for the Complainant and Respondent to appeal.
Title IX Coordinator	Implements any remedies for the Complainant as ordered by the Initial Decision-Maker. 34 C.F.R. §106.45(b)(7)(iv).

H. Appeals

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

Actor	Action
Complainant or Respondent	Within 10 school business days after receiving the either the Initial Decision-Maker's written determination regarding responsibility or the notice of dismissal of Formal Title IX Sexual Harassment Complaint, makes a written request to the

Actor	Action
	Title IX Coordinator appealing the determination/dismissal based on: 1. Procedural irregularity that affected the outcome. 2. New evidence now available that could affect the outcome but that was not reasonably available at the time of the determination. 3. The Title IX Coordinator, Investigator, or Initial Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome. 34 C.F.R. §106.45(b)(8)(i). **Note:** The District may offer appeals on additional bases, so long as they are offered equally to both parties. 34 C.F.R. §106.45(b)(8)(ii). Consult the board attorney before offering additional appeal bases, as they may overlap with or impact related proceedings that occur separately from this Grievance Process, e.g., a student expulsion hearing or teacher dismissal hearing to impose recommended disciplinary sanctions as a result of this Grievance Process.
Title IX Coordinator	Upon receiving an appeal from one party: 1. Notifies the other party in writing that an appeal has been filed. 2. Provides both parties five (5) school business days to submit a written statement in support of, or challenging, the outcome. 3. Promptly forwards all materials relative to the appeal to the Appellate Decision-Maker. **Note:** The District must ensure that the Appellate Decision-Maker is not the same person as the Initial Decision-Maker, the Investigator, or the Title IX Coordinator. 34 C.F.R. §106.45(b)(8)(iii)(B). The Board may, but is not required to, hear and decide the appeal; it is a suggestion that aligns with the appeal provisions in policy 2:260, *Uniform Grievance Procedure*, and with Ill. State Board of Education sex equity regulations requiring districts to "provide for final appeal of grievance decisions made at the system level to the system's governing board." 23 Ill.Admin.Code §200.40(c)(1). **If the Board acts as the Appellate Decision-Maker, the Board must receive the training in Section A.9, above.** **Note:** Some school attorneys recommend that the appeal not go to the Board, so that the Board's objectivity is not called into question if it needs to conduct a hearing related to recommended disciplinary sanctions resulting from the Grievance Process. **Districts should discuss their options with their board attorney.**

Actor	Action
Appellate Decision-Maker	Within 30 school business days, affirms, reverses, or amends the written determination regarding responsibility or the notice of dismissal. Within five (5) school business days after its decision, simultaneously issues a written decision to both parties that describes the result of the appeal and the rationale for the result. 34 C.F.R. §106.45(b)(8)(iii)(E), (F).

I. Recordkeeping

Actor	Action
Title IX Coordinator	Creates and maintains, for a period of at least seven (7) years, records of (34 C.F.R. §106.45(b)(10)(i)): 1. The sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore/preserve equal access to the District's education program or activity; 2. Any appeal and its result; 3. Any informal resolution and its result; and 4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution. See 5:150, *Personnel Records*, and 5:150-AP, *Personnel Records*, addressing the identification, storage, and access to personnel records. See 7:340, *Student Records*, along with 7:340-AP1, *School Student Records*, and 7:340-AP2, *Storage and Destruction of School Student Records,* addressing the District's legal obligations regarding the identification, confidentiality, safeguarding, access, and disposal of school student records.

TITLE IX SEXUAL HARASSMENT POLICY – It is the policy of the District to maintain an environment for learning and working that is free from Title IX sexual harassment, as defined herein, and such conduct is prohibited. It is also the policy of the District to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Additionally, the District does not discriminate in any manner, including Title IX sexual harassment, in any District education program or activity. Inquiries regarding the application of Title IX to the District may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

THE DISTRICT'S TITLE IX COORDINATOR AND COMPLAINT MANGER IS:

Esther Mongan, Assistant Superintendent for Teaching and Learning, Grades K-12
CCUSD 301, 275 South St., P.O. Box 396, Burlington, IL 60109
esther.mongan@central301.net
847-464-6005

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
    c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
    d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

    The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other

policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation

    The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

    1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
    2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
    3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

    The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement 2:260, including without limitation, the following:
    a. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.

    b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
    c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
    d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

ATHLETICS & ACTIVITIES

GENERAL INFORMATION REGARDING SCHOOL EVENTS
ATTENDANCE AT EVENTS

1. Students will not be readmitted to school events, including but not limited to school dances and athletic events, if they exit the building or designated area without the permission of a staff member.

2. **CHS DANCES**
   a. No student will be admitted more than 1 hour after a CHS dance begins. Exceptions will be made for extenuating circumstances as determined by the Administration.

   b. CHS students are not permitted to invite non-CHS students to a CHS dance unless the guest is approved by the Administration prior to the student purchasing a ticket to the dance. To request approval, the CHS student must complete the Guest Pass form.

   c. Students who are in middle school are not allowed to attend CHS dances. Conversely, CHS students are not allowed to attend dances at the District's middle schools.

   d. No persons over the age of 20 are permitted to attend CHS dances.

3. Students may be prohibited from attending or participating in a school event for violating any policies and procedures of CHS and as established by the Board of Education.

FUNDAMENTALS OF "GOOD SPORTSMANSHIP"

The Board of Education recognizes the importance of emphasizing "good sportsmanship" in all aspects of District-related activities. With this in mind, the following fundamentals of good sportsmanship are expected of all attendees before, during, and after school events, including but not limited to all students, staff members, coaches/sponsors, parents/guardians, and any other visitors:

1. Develop an understanding and appreciation for the rules of the event/contest.
2. Exercise positive behavior at all times.
3. Recognize and appreciate skilled performances regardless of affiliation.
4. Exhibit respect for all spectators, participants, coaches/sponsors, and officials.
5. Openly display respect for the opponents at all times.

Unacceptable behavior includes that which is disrespectful to others or disruptive to the event, including but not limited to the following types of conduct:

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

Concerns regarding good sportsmanship should be reported to the Athletic & Activities Director or other designated administrator present at the school event.

An individual who engages in any of the above-listed types of conduct, or any other conduct deemed to be in violation of the "good sportsmanship" expectation or in violation of school rules or Board Policy, may be immediately removed from the event and subject to additional consequences. Students may be subject to disciplinary consequences consistent with the policies and procedures of CHS and as established by the Board of Education. Visitors may be denied admission to future school events consistent with Board Policy 8:30, *Visitors to and Conduct on School Property*.

ATHLETICS, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES

More information regarding CHS athletics, extra-curricular, and co-curricular activities is available on the CHS Rocket website at *http://il.8to18.com/bchs*, and in the CHS Code of Conduct

Concussions

The District takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. Please see Board Policy 7:305 for the District's concussion policy. The District's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available at http://il.8to18.com/bchs. Please contact the Athletic & Activities Director or school nurse with any questions regarding concussions or the District's concussion management program.

APPENDIX A – STUDENT DEVICE HANDBOOK

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

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

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

A. USING THE DEVICE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

    f. Keep food and beverages away from the Device.

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

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

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

B. RESPONSIBILITIES OF STUDENTS AND PARENTS

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

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

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

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

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

    c. If, at the end of the Device loan period, your child's technology fee has been paid in full, you will own your child's Device. The District's technical support staff will reset the Device to factory settings, and all District filters and software will be removed.

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

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

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

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

C. DEVICE DATA AND SOFTWARE

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

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

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

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

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

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

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

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

D. REPAIR OF, LOSS OF, OR DAMAGE TO DEVICE

1. **Technical Support & Device Loaners.**

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

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

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

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

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

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

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

E. WAIVER AND INDEMNIFICATION

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

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

APPENDIX B – COMMUNITY RESOURCES

ALCOHOL AND DRUG ABUSE COUNSELING

Renz Addiction Center	2 American Way Elgin, IL	(847) 742-3545 ext. 1
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192
Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

BEHAVIORAL HEALTH HOSPITALS

Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(800) 432-5005
Linden Oaks Hospital at Edwards	801 S. Washington Naperville, IL	(630) 305-5500
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000

SUICIDE ASSESSMENT RESOURCES

All of the above Behavioral Health Hospitals complete suicide assessments and have resources available.

TriCity Family Services	1120 Randall Court Geneva, IL	(630) 232-1073
24-hour Hotline Numbers	Depression Hotline National Crisis Lines	(630) 482-9696 (800) 784-2433 (800) 273-8255
Suicide Prevention Services	528 S. Batavia Ave (Rte. 31) Batavia, IL	(630) 482-9699

COMMUNITY CONTACT

Elgin Police (non-emergency)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2700
St. Charles (non-emergency)	211 North Riverside Avenue St. Charles, IL 60174	(630) 377-4435
Kane County (non-emergency)	37W755 IL Rt 38 St Charles IL 60175	(630) 232-6840
Kane County Sheriff's Tip Line	Text KANE and your message to 847411 (tip411)	
Crisis Text Line	Text 741-741 with your message	

OUTPATIENT THERAPISTS

Dr. David Goodman & Associates	405 Illinois Ave, Ste, 2C St. Charles, Il 60174	(630) 377-3535
The Prairie Clinic	1541 East Fabyan Pkwy. Suite 121 Geneva,IL 60134	(630) 845-9644
Counseling and Diagnostic Center of Woodfield, Ltd.	1325 Wiley Road Suite 165 Schaumburg, IL 60173	(847) 884-0210
Leahy and Associates	475 Dunham Rd. Suite G St. Charles, IL 60174	(630) 849-3711
Village counseling Center	460 Briargate Dr. Suite 700 South Elgin, IL 60123	(847) 488-1999

Dr. Karen Lynn Falk, Psy.D. Clinical Psychology	1595 Weld Rd. Suite 5 Elgin, IL 60123	(847) 269-2350
Centennial Counseling Services (Cedar Crossings Building)	1120E Main Street Suite 201 St. Charles, IL	(630) 377-6613
Clear Waters Counseling Services	1497 N Lafox (Rte. 31) South Elgin, IL 60177	(847) 903-1156
Christine Hibbard – Counseling	1121 East Main Street Suite 320 St. Charles, IL	(630) 584-0642
Center of Traumatic Stress	1220 Hobson Road Suite 232 Naperville, IL	(630) 637-4002
Counseling Associates Professional LTD	870 E Higgins Suite 138 Schaumburg, IL 60173	(630) 945-6000
Williams and Associates	895 Geneva Road St. Charles, IL 60174	(630) 377-5105
Creekwood Associates	240 S 5th Avenue, Suite A St. Charles, IL 60174	(630) 377-1414
Living Rite	2401 W US Highway 20 Suite 205 Pingree Grove, IL 60140	(815) 758-8400
Genesis Clinical Services	1725 South Naperville Road suite 206 Wheaton, IL 60187	630-653-6441
Intermission Therapies	22 Crissey Ave Suite 200 Geneva, IL 60134	630-232-7770
Legacy Clinical Consultants	321 Hamilton Street, Suite E Geneva, IL 60134	630-527-1664
McKane and Associates	1121 E Main Street #210 St. Charles, IL 60174	630-377-7226
Peter Temple and Associates	12 West Wilson Street Batavia, IL 60510	630-879-1026
Riverview Counseling Services	111 E Main St. Saint Charles, IL 60174	(630) 587-3777
TriCity Family Services	1120 Randall Court Geneva, IL 60134	630-232-1070
Plum Tree Child and Adolescent Psychology	240 S. Fifth Avenue, Suite B, St Charles, IL 60174	(630) 549-6245

FACILITIES FOR PSYCHOLOGICAL EVALUATION

TriCity Family Services *takes Medicaid & a variety of insurance plans*	1120 Randall Court Geneva, IL	630-232-1070
Cadence Behavioral Health (Northwestern Medicine) - St Charles *appointment required, takes Medicaid*	964 N 5th Ave St Charles, IL	630-933-4000
Cadence Behavioral Health (Northwestern Medicine) - Winfield *appointment required, takes Medicaid*	27W350 High Lake Rd Winfield, IL	630-933-4000
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd Hoffman Estates, IL	800-432-5005
Streamwood Behavioral Health	1400 East Irving Park Rd Streamwood, IL	630-837-9000
Emergency Room: Presence St Joseph Hospital	77 N Airlite St Elgin IL	847-695-3200
Emergency Room: Advocate Sherman Hospital	1425 N Randall Rd Elgin IL	847-742-9800
CARES Hotline		800-345-9049
Family Service Association of Greater Elgin Area	1140 N McLean Blvd Suite 1 Elgin IL	847-695-3680

COMMUNITY AGENCIES

Heartland Counseling	40W131 Campton Crossings Dr St. Charles, Il 60175	(630) 443-9100
Kairos Family Center, Inc	240 Standish St. Elgin, IL 60123	(847) 742-5717
Lutheran Social Services – Elgin	675 Varsity Dr. Elgin, IL	(847) 741-2600
Family Service Association of Greater Elgin Area	22 Spring St. Elgin, IL	(847) 695-3680

TriCity Family Services – Association of Counselors	1120 Randall Ct. Geneva, IL 60134	(630) 232-1070
Echer Center	1845 Grandstand Pl. Elgin, IL	(847) 695-0484
DCFS – Elgin Office	595 State Street Elgin, IL	(847) 888-7620
Easter Seals	799 S McLean Blvd. Elgin, IL	(847) 742-3264
Youth Services (Elgin Police Department)	151 Douglas Ave. Elgin, IL 60120	(847) 289-2625
Little Friends, Inc	140 N Wright St. Naperville, IL 60540	(630) 355-6533

CRISIS CENTERS/ HOTLINE NUMBERS/ EMERGENCY

ABUSE

Domestic Violence, Sexual Assault, Women's Shelter	Elgin, IL 60120	(847) 697-2380
DCFS	http://www.state.il.us/dcfs/index.shtml	(800) 25-ABUSE

SUICIDE

National Suicide Prevention Hotline		(800) 273-8255
Suicide Prevention Services	Batavia, IL	(630) 482-9699
National Runaway Switchboard	3080 N Lincoln Ave. Chicago, IL 60657	(800) RUNAWAY
S.A.S.S. HotLine		(800) 345-9049
Crisis Line of Fox Valley	Aurora, IL	(630) 906-0516
Trevor Project	crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender and questioning (LGBTQ) young people ages 13-24.	866-488-7386

RAPE/SA/DV

Mutual Ground, Inc. – Domestic Violence	Aurora, IL	(630) 897-0080

Mutual Ground, Inc. – Sexual Assault	Aurora, IL	(630) 897-8383

HOUSING

Lazarus House	214 Walnut St. St. Charles, IL 60174	(630) 587-2144
Community Crisis Center	37 S Geneva St. Elgin, IL	(847) 697*2380
PADS of Elgin	1730 Berkley St. Elgin, IL 60123	(847) 608-9744
WIC Center	620 Wing St. Elgin, IL 60123-2088	(630) 741-1176

DRUGS/ADDICTION

Renz Addiction and Counseling Center	American Way #C Elgin, Il 60120	(847) 742-3545
BHS Center of Lutheran Social Services of Illinois	675 Varsity Dr. Elgin, IL 60120	(847) 741-2600
New Hope Recovery Center	3098 Hamilton St. Geneva, IL 60134	(630) 402-0144
DUI and Addiction Counseling	2210 Dean St. St. Charles, IL 60175-1066	(630) 443-2241
Alexian Brothers Behavioral Health Hospital	1650 Moon Lake Blvd. Hoffman Estates, IL	(847) 882-1600 (800) 432-5005
Provena St. Joseph Hospital	77 Airlite Street Elgin, IL	(847) 695-3200
Northwest Community Hospital	800 W. Central Road Arlington Heights, IL	(847) 618-1000
Linden Oaks Hospital	801 S. Washington Naperville, IL	(630) 305-5500
Rosecrance	1021 N. Mulford Road Rockford, IL	(800) 383-5351
F.A.I.R.	2010 E. Algonquin Road Schaumburg, IL	(847) 356-5192

Breaking Free	250 W. Downer Place Aurora, IL	(630) 355-2585

DEATH/ LOSS OF LOVED ONE

Rainbows	http://www.rainbows.org/programs.asp	(630) 361-9904
Willow Creek Community Church	South Barrington	(224) 512-1502
Provena St. Joseph Hospital – "Herbie's Friends"		(630) 232-2233
Streamwood Behavioral Healthcare	1400 E Irving Park Rd. Streamwood, IL 60107	(630) 837-9000

DAYCARE

Little Saints Preschool	43W301 Plank Rd Hampshire, IL 60140	(847) 464-5134
YWCA Elgin – After School Care	220 E Chicago St. Elgin, IL 60120	(847) 724-7930
Elgin Park District	100 Symphony Way Elgin, IL 60123	(847) 531-3037
Learning Tree	2325 Royal Blvd. Elgin, IL 60123	(847) 888-4220
KinderCare	2485 South St. Elgin, IL 60124	(847) 888-4288
WIC Program	620 Wing St. Elgin, IL 60123-2800	(847) 741-1176

TRANSPORTATION

A #1 Cab Service 24 Hours		(847) 8883990
Pace Suburban Bus	100 W Chicago St. Elgin, IL	(847) 931-6750
001 Choice Cab Inc.	P.O. Box 324 Geneva, IL 60134	(630) 377-7067
A #1 Cab – St. Charles		(847) 888-3990

Fox Cab	440 S Third St. St. Charles, IL 60174	(630) 587-8822

Appendix C – College Disability Services

DIFFERENCES BETWEEN HIGH SCHOOL AND COLLEGE DISABILITY SERVICES

There is no Special Education at the college level. Educational rights covered by IDEA (Individuals with Disabilities Act) do not apply to postsecondary education. Colleges must comply with ADA (Americans with Disabilities Act), Section 504 of the Rehabilitation Act and the civil Rights Restoration Act. College students have civil rights, but no "education" rights.

Postsecondary institutions are **required** to:

- *Make all programs and services physically accessible to all students*
- *Provide auxiliary aids, notetakers, and appropriate equipment to ensure the participation of students with disabilities in college classes and activities*
- *Accommodate the academic participation of qualified students with disabilities in college classes and activities*

ECC Disability Services office
847-214-7417
Pietrina Probst, Director of ADA and Student Disabilities Services

Postsecondary institutions are **not required** to:

- *Provide specific auxiliary aids as long as the college provides a method of assistance that allows equal opportunity*
- *Provide academic modifications if these modifications would fundamentally alter the nature of the course or program or place undue burden on the institution*
- *Lower admission criteria for applicants with disabilities*
- *Diagnose a disability or conduct testing and assessment of learning difficulties, physical, or mental impairments*
- *Provide personal attendants*
- *Provide personal or private tutors*
- *Prepare "Individualized Education Programs" (IEP's)*

Differences in Policies and Procedures	
High School	**College**
• The school is responsible for identifying students with disabilities	• The student must self identify or disclose his/her disability
• The school must provide the assessment of disability, classify disability, and involve parents	• The student must provide documentation of his/her disability to the designated office
• School staff will discuss academic progress with parents or legal guardians	• The student is considered an adult with privacy and confidentiality protections. Staff cannot talk with parents or legal guardians about the student's academic progress
• The school must develop an Individualized Educational Program	• The student must request specific accommodations and provide supporting evidence through documentation
• The school must provide a free and appropriate education including modified program and appropriate related services	• The student must act as independent adults to activate and obtain accommodations and structure weekly schedules
• The school must coordinate the provision of all services, monitor progress, and evaluate results	• The college must provide reasonable accommodations for students who qualify

Differences in Courses	
High School	**College**
• Class attendance is mandatory and monitored carefully	• Students are expected to follow the instructors attendance policy as stated in the syllabus
• Teachers will usually approach students who are having academic difficulties	• Students are responsible to ask the instructor for help
• Teachers remind students of assignment due dates	• Students are responsible for keeping track of their projects, assignments, and tests dates
• Teachers will provide students with missed information when they are absent	• Students must approach their instructors for information they missed when absent
• Teachers many times will provide extra credit assignments to help students raise their grades	• Extra credit assignments are not usually given
• Make up tests are usually available	• Make up tests may not be an option
• Teachers present information to help the student understand the textbook	• Instructors may not follow the textbook, but lectures enhance the topic

Differences in Accommodations	
High School	**College**
• Services include individually designed instruction, modifications, and accommodations based on the IEP	• Reasonable accommodations may be made to provide equal access and participation
• Modifications that change course outcomes may be offered based on the IEP	• The college is not required to lower or effect substantial modifications to essential requirements.
• Appropriate accommodations are determined by the student's Individualized Educational Plan (IEP)	• Appropriate accommodations must be determined based on the student's disability documentation, and individual need

Differences in Parent's or Legal Guardian's Role	
High School	**College**
• Legal guidance is provided by IDEA	• Legal guidance is provided by Section 504 and ADA
• Parents must ensure that their child attends school until the age of 16	• Parents are not required to send child to college
• Periodic progress reports are given to parents	• No progress reports will be given to parents
• Teachers are free to approach parents without consent from student to discuss student's progress	• Without a release of information signed by the student the teacher legally cannot include the parents in any part of the educational process
• The parent is the student's legal guardian	• In college the student is considered to be his/her own legal guardian unless there is a court order to the contrary
• The parent is expected to advocate for the student	• The student is expected to advocate on his/her own behalf

CENTRAL
UNIT SCHOOL DISTRICT 301

MEMORANDUM

FROM: Dr. Todd Stirn, Superintendent

TO: Central 301 Board of Education

DATE: July 18, 2022

RE: Review of Executive Session Minutes from January - June 2022

Issues addressed in executive session from January – June, 2022 included items related to personnel, student records, negotiations, and litigation. Personnel reports are subject to release but issues pertaining to student records and other matters related to individual students along with ongoing negotiations information will not be released. The agendas and personnel reports are included in the board packet.

Central Community Unit School District 301
BOARD OF EDUCATION
Agenda

Date: January 18, 2022

Place: **Central District Office**
275 South St. Burlington, IL 60109

Time: **6:00 p.m.**

The December Board of Education meeting will be conducted in person, but public seating is limited to approximately 35 spots. Seating is on a first-come basis with chairs set at 3 feet center to center. The CDC continues to recommend masking and physical distancing as key prevention strategies. Public comment will occur in person. This meeting will be streamed and members of the public will be able to view the meeting at the 301 Board of Education YouTube Channel stream starting at 6:00 p.m. This meeting will be recorded as a podcast and will be posted later in the week on the website.

1. MEETING CALL TO ORDER – President Gorman
   1.1 Roll Call
   1.2 Approval of Agenda

2. Pledge of Allegiance

3. PUBLIC OPEN FORUM
   3.1 Recognition of Visitors
   3.2 Public Comments

4. ACTION REPORTS
   4.1 Consent Agenda
      a. Minutes:
         Regular Meeting November 15, 2021
      b. Treasurer's Reports
      c. Payment of Bills
      d. Payment of Bills - Northern Kane County Regional Vocational System
      e. Board Policy Updates 1:10 School District Legal Status.1:20 District Organization, 1:30 School District Philosophy, 2:20 Powers and Duties of the School Board, 2:105 Ethics and Gift Ban, 2:110 Qualifications, Term, and Duties of Board Officers, 2:120 Board Member Development, 2:150 Committees, 2:220 School Board Meeting Procedure, 2:260 Uniform Grievance Procedure, 2:265 Title IX Sexual Harassment Grievance Procedure, 3:40 Superintendent, 3:60 Building Level Administration, 4:60 Purchases and Contracts, 4:80 Operational Services, 4:90 Student Activity Funds, 4:110 Transportation, 4:120 Food Service, 4:150 Facility Management and Building Programs, 4:160 Environmental Quality of Building Programs, 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, 4:170 Safety, 4:175 Convicted Child Sex Offender; Screening Notifications, 5:10 Equal Employment Opportunity and Minority Recruitment, 5:20 Workplace Harassment Prohibited, 5:30 Hiring Process and Criteria, 5:50 Drug-

and Alcohol- Free Workplace; e-Cigarette, Tobacco and Cannabis Prohibition, 5:90 Abused and Neglected Child Reporting, 5:100 Staff Development Program, 5:120 Employee Ethics; Conduct; and Conflict of Interest, 5:150 Personnel Records, 5:185 Family and Medical Leave, 5:200 Terms and Conditions of Employment and Dismissal, 5:210 Resignations, 5:220 Substitute Teachers, 5:250 Leaves of Absence, 5:260 Student Teachers, 5:330 Sick Days, Vacation, Holidays and Leaves, 6:15 School Accountability, 6:20 School Year Calendar and Day, 6:50 School Wellness, 6:60 Curriculum Content, 6:120 Education of Children with Disabilities, 6:130 Program for the Gifted, 6:135 Accelerated Placement Program, 6:180 Extended Instructional Programs, 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct, 6:300 Graduation Requirements, 6:310 Credit for Non-District Experiences, 6:320 High School Credit for Proficiency, 6:340 Student Testing and Assessment Program 7:10 Equal Educational Opportunities, 7:20 Harassment of Students Prohibited, 7:30 Student Assignment, 7:50 School Admissions and Student Transfers to and from Non-District Schools, 7:60 Residency, 7:70 Attendance and Truancy, 7:80 Release Time for Religious Instruction/Observance, 7:150 Agency and Police Interviews, 7:160 Student Appearance, 7:165 School Uniforms, 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment, 7:190 Student Behavior, 7:200 Suspension Procedures, 7:210 Expulsion Procedures, 7:240 Conduct Code for Participants in Extracurricular Activities, 7:240 Conduct Code for Participants in Extracurriculars, 7:250 Student Support Services, 7:260 Exemption from Physical Activity, 7:290 Suicide and Depression Awareness and Prevention, 7:310 Restrictions on Publications, 7:315 Restrictions on Publications; High School, 7:340 Student Records, 7:345 Use of Educational Technologies Student Data Privacy and Security, 8:70 Accommodating Individuals with Disabilities, 8:100 Relations with other Organizations and Agencies

4.2 Approve the Resolution for the 2021 Tax Levy

4.3 Approve an Affiliation Agreements between Northern Kane County Region 110 and Animal Clinic of Randall Point, Animal Eye Consultants – Elgin, and Army Trail Animal Hospital for Student Veterinary Assistant Clinical Experience

4.4 Approve the 10 Year Life Health Safety Plan

5. INFORMATION ITEMS
   - 5.1 Enrollment Update
   - 5.2 Mobile Unit Installation and Capital Project Update
   - 5.3 Bus Bid 2022-2023
   - 5.4 Draft School Calendar 2022-2023

6. FREEDOM OF INFORMATION ACT (FOIA)
   - 6.1 Karen Garcia – Smartprocure, requested current employee contact information

7. EXECUTIVE SESSION
   - 7.1 Adjourn to Closed Session to hear information regarding:
     The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal

counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)]

7.2 Open Session
7.3 Action Items from Closed Session
7.3.1 Approve the Personnel Report
7.3.2 Ratify Settlement Agreement with Student #12677

8. BOARD OPEN FORUM
9. ADJOURN

Next Meeting: January 18, 2022

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
January 18, 2022

New-Hire – Non-Certified

Name	School	Position	Other
Le'Roya Campbell	CHS	Physical Education Teacher	

New-Hire – Non-Certified

Name	School	Position	Other
Jasmine Meza	CT	Administrative Assistant	

Re-Hire - Certified

Name	School	Position	Other
Purvi Parikh	Country Trails	School Psychologist	

Re-Hire – Non-Certified

Name	School	Position	Other
Mary Micele - Carrigan	Transportation	Utility Driver	

Voluntary Transfer

Name	School	Position
Bridget Meltesen	LL	Certified School Nurse .7426 FTE

Resignation – Certified

Name	School	Position	Effective Date
Sean Meyer	CHS	Special Education Teacher	1/22/2022

Resignation – Non-Certified

Name	School	Position	Effective Date
Anastasia Morales	Transportation	Bus Driver	1/19/2022

Leave of Absence – Certified

Name	School	Position	Effective Dates
Patricia Brummel	PKMS	Ag Teacher	2/9/2022 through 2/28/2022

Leave of Absence – Non-Certified

Name	School	Position	Effective Dates
Patrick Blackburn	BGM	Custodian	1/25/2022 through 1/28/2022

Central Community Unit School District 301
BOARD OF EDUCATION
Agenda

Date: February 22, 2022

Place: **Central District Office**
275 South St. Burlington, IL 60109

Time: **6:00 p.m.**

The meeting will be held in public and streamed. Members of the public will be able to view the meeting at the 301 Board of Education YouTube Channel stream starting at 6:00 p.m. This meeting will be recorded as a podcast and will be posted later in the week on the website.

1. MEETING CALL TO ORDER – President Gorman
   1.1 Roll Call
   1.2 Approval of Agenda

2. Pledge of Allegiance

3. PUBLIC OPEN FORUM
   3.1 Recognition of Visitors
   3.2 Public Comments

4. ACTION REPORTS
   4.1 Consent Agenda
      a. Minutes:
         Regular Meeting January 18, 2022
      b. Treasurer's Reports
      c. Payment of Bills
      d. Payment of Bills - Northern Kane County Regional Vocational System
   4.2 Kindergarten - Grade 5 English Language Arts (Into Reading) Textbook Adoption
   4.3 Approve the Overnight trip for Wrestling to attend the IHSA State Competition
   4.4 Approve the Overnight trip for the Dance team to attend the IHSA State Competition
   4.5 Approve the Overnight trip for the Cheer team to attend the IHSA State Competition

5. INFORMATION ITEMS
   5.1 Enrollment Update
   5.2 Athletics/Activities Update
   5.3 Capital Projects Update

6. Freedom of Information Act (FOIA)
   6.1 Nathan Mihleich – Illinois Retired Teachers Association – requested the list of retirees this year.
   6.2 Steff Andrew Perez, Iowa Council for Fair Contracting – requested the bid tabulations for the CT and PKMS cafeteria expansion
   6.3 Smartprocure – requested last 6 months purchase orders

6.4 J. Caldwell – requested information regarding employees covered by surety bonds
6.5 Larry Trainor – requested video/audio of bus
6.6 Ron Mika, Smart 265 – requested information on any new construction, renovation or maintenance work on district 301 buildings.
6.7 Tracy Morley – requested employee bond documents
6.8 Tracy Morley – requested district liability insurance information
6.9 Zain Shahzada – requested employee bond documents
6.10 Anna Hallock McEvilly – requested documents related to her student

7. EXECUTIVE SESSION
   7.1 Adjourn to Closed Session to hear information regarding:
   The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)]
   7.2 Open Session
   7.3 Action Items from Closed Session
   7.3.1 Approve the Personnel Report
   7.3.2 Approve Agreement

8. BOARD OPEN FORUM
9. ADJOURN

Next Meeting: March 21, 2022

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
February 22, 2022

New-Hire – Non-Certified

Name	School	Position	Other
Lisa Almgren	HBT	Temp Admin. Asst/Lunch Sup	
Joanne Brazas	CMS	Admin. Asst.	
John Kinlen	CHS	2nd Shift Custodian	
Luis Nieto	CHS	2nd Shift Custodian	
Dylan Smith	PKMS	2nd Shift Custodian	

Re-Hire – Non-Certified

Name	School	Position	Other
Daniel Bookman	Trans	Shop Manager	
Debra Mianowski	CHS	Temp Admin Asst	

Voluntary Transfer - Certified

Name	School	Position
Marisa Helfers	CT	Social Worker
Kristen Nowicki	CHS	Special Ed Teacher
Purvi Parikh	CHS/CMS	School Psychologist
Rachel Rhodes	PV	Special Education Teacher

Voluntary Transfer – Non-Certified

Name	School	Position
Kevin Duffy	CHS	2nd Shift Custodian

Resignation – Non-Certified

Name	School	Position	Effective Date
Sara Arnold	CMS	Admin. Asst.	2/10/2022
Daniel Bookman	Trans	Bus Driver	12/10/2021
Michelle Zimmerman	PV	Nurse	2/22/2022

Retirement – Non-Certified

Name	School	Position	Effective Date
Janis Beckford	Trans	Bus Driver	1/25/2022

Leave of Absence – Certified

Name	School	Position	Effective Dates
Michelle Bellenie	CHS	ELA Teacher	3/9/2022 - ???
David Brannstrom	DO	Inst. Coach	Intermittent
Taylor DiPietro	CHS/CMS	Art Teacher	1/21/2022 - 1/26/2022
Vivian Eskridge	CMS	ELA Teacher	8/12/2022 – 11/4/2022
Alaina Madonia	HBT	Kindergarten Teacher	1/21/2022 – 2/18/2022 (half days 2/17 & 2/18, 2022)
Jonathan Piel	PKMS	Music Teacher	2/9/2022 – 3/8/2022
Taylor Pfeifer	CT	1st Grade Teacher	1/31/2022 – 2/4/2022
Gracie Sewell	HBT	1st Grade Teacher	Intermittent
Hannah Zimmerman	CMS	Science Teacher	2/14/2022 – 2/18/2022

Leave of Absence – Non-Certified

Name	School	Position	Effective Dates
Janet Clark	Trans	Bus Driver	2/1/2022 – 2/21/2022
Barbara Kay	LL	Head Cook	3/7/2022 – EOY
Daniel Lutz	BGM	Custodian	2/17/2022 - 2/28/2022
Alfredo Meza	BGM	Custodian	2/8/2022 – 2/15/2022

Central Community Unit School District 301
BOARD OF EDUCATION
Agenda

Date: March 21, 2022

Place: **Central District Office**
275 South St. Burlington, IL 60109

Time: **6:00 p.m.**

The meeting will be held in public and streamed. Members of the public will be able to view the meeting at the 301 Board of Education YouTube Channel stream starting at 6:00 p.m. This meeting will be recorded as a podcast and will be posted later in the week on the website.

1. MEETING CALL TO ORDER – President Gorman
   1.1 Roll Call
   1.2 Approval of Agenda

2. Pledge of Allegiance

3. PUBLIC OPEN FORUM
   3.1 Recognition of Visitors
   3.2 Public Comments

4. ACTION REPORTS
   4.1 Consent Agenda
      a. Minutes:
         Regular Meeting February 22, 2022
         Special Minutes March 16, 2022
      b. Treasurer's Reports
      c. Payment of Bills
      d. Payment of Bills - Northern Kane County Regional Vocational System
   4.2 Resolution to Dismiss Part-Time Teachers
   4.3 Dismissal of First, Second, or Third-Year Probationary Teachers
   4.4 Resolution to Approve TRS-SSP
   4.5 Approve to Renew the IHSA Agreement for the 2022-2023 School Year
   4.6 Approve the Overnight trip for Girls Wrestling to attend the IHSA State Competition
   4.7 Approve the Board-Certified Delegated Authority
   4.8 Approve Fox Valley Vocational Cooperative Joint Agreement

5. INFORMATION ITEMS
   5.1 Instructional Coach Presentation
   5.2 Recognition of Illinois State Scholars
   5.3 Enrollment Update
   5.4 Central High School Schedule 2022-2023
   5.5 Athletics/Activities Update
   5.6 Capital Projects Update

6. EXECUTIVE SESSION

6.1 Adjourn to Closed Session to hear information regarding:
The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)]

6.2 Open Session

6.3 Action Items from Closed Session

6.3.1 Approve the Personnel Report

7. BOARD OPEN FORUM

8. ADJOURN

Next Meeting: April 18, 2022

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
March 21, 2022

New-Hire – Certified

Name	School	Position	Other
Filka Keele	LL	School Psychologist	
Samantha Paniagua	CHS	Special Ed Teacher	

New-Hire – Non-Certified

Name	School	Position	Other
Jennifer Dorn	B & G	Administrative Asst.	
Stefani Stone	HBT	2nd Shift Custodian	

Voluntary Transfer - Certified

Name	School	Position
Jennifer Johnson	LL	.5 EL Teacher/.5 Special Ed Teacher
Sarah Nolan	DO	MTSS Coordinator
Rachel Rhodes	CT	Special Ed Teacher

Voluntary Transfer – Non-Certified

Name	School	Position
Michael McClintock	CHS	2nd Shift Custodian
John O'Brien	PV	2nd Shift Custodian

Resignation – Certified

Name	School	Position	Effective Date
Johnathan Grosvenor	HBT	5th Grade Teacher	End of 2021-2022 School Year
Sarah Nelson	CT	5th Grade Teacher	End of 2021-2022 School Year
Jill Schreiber-Speca	PV	Principal	June 30, 2022
Ashley Vial	HBT	STAR Teacher	End of 2021-2022 School Year

Resignation – Non-Certified

Name	School	Position	Effective Date
John Kinlen	B & G	2nd Shift Custodian	March 3, 2022
Patti Lossau	CMS	Cook	March 8, 2022
Debra Mianowski	CHS	Temporary Secretary	March 25, 2022
Jennifer Phillips	CHS	Cook	March 15, 2022
Nikole Rajcevich	CT	Cook	March 4, 2022
Courtney Rubio	PKMS	2nd Shift Custodian	February 11, 2022

Retirement – Certified

Name	School	Position	Effective Date
Cindy Copeland	PV	5th Grade Teacher	End of 2021-2022 School Year

Leave of Absence – Certified

Name	School	Position	Effective Dates
Koriann Morrissy	PV	Special Ed Teacher	The 2022-2023 School Year
Sara Buetow	HBT	Kindergarten Teacher	March 25, 2022
Angela Cipriano	PKMS	Social Studies Teacher	*March 4, 2022, through End of 2021-2022 School Year
Ashley Dettlo	CT	2nd Grade Teacher	March 3, 2022, through May 10, 2022
Kristie Dillon	CMS	Math Teacher	August 15, 2022, through December 21, 2022
Jennifer Johnson	PKMS	EL Teacher	*March 2, 2022, through End of 2021-2022 School Year
Kristina Tinsley	LL	5th Grade Teacher	February 28, 2022, through March 4, 2022, then intermittent

*Dates are Revised

CENTRAL
UNIT SCHOOL DISTRICT 301

Leave of Absence – Non-Certified

Name	School	Position	Effective Dates
David Matison	B & G	Custodian	March 1, 2022, through March 3, 2022

Central Community Unit School District 301
BOARD OF EDUCATION
Agenda

Date: April 18, 2022

Place: **Central District Office**
275 South St. Burlington, IL 60109

Time: **6:00 p.m.**

The meeting will be held in public and streamed. Members of the public will be able to view the meeting at the 301 Board of Education YouTube Channel stream starting at 6:00 p.m. This meeting will be recorded as a podcast and will be posted later in the week on the website.

1. MEETING CALL TO ORDER – President Gorman
   1.1 Roll Call
   1.2 Approval of Agenda

2. Pledge of Allegiance

3. PUBLIC OPEN FORUM
   3.1 Recognition of Visitors
   3.2 Public Comments

4. ACTION REPORTS
   4.1 Consent Agenda
      a. Minutes:
         Regular Meeting March 21, 2022
         Retreat Minutes April 9, 2022
      b. Treasurer's Reports
      c. Payment of Bills
      d. Payment of Bills - Northern Kane County Regional Vocational System
   4.2 Approve High School Graduation Requirements
   4.3 Approve Affiliation Agreements between Northern Kane County Region 110 and Anderson Humane, Animal Care Clinic of Randall Pointe, Animal Clinic of South Elgin, Army Trail Animal Hospital, Autumn Green Animal Hospital, Bartlett Animal Hospital, Companion Animal Specialty and Emergency, Critters Pet Shop, Elgin Animal Clinic, Lombard Veterinary Hospital, Loyal Companions Animal Hospital and Pet Resort, Pet Vet Animal Clinic Mobile Practice, South Town Animal Hospital, Spring Hill Veterinary Clinic, Tails Humane Society for Student Veterinary Assistant Clinical Experiences
   4.4 Approve the FFA Overnight Trip to Attend the State Convention
   4.5 Approve the Girls Basketball Team Overnight Trip to the Purdue Women's Basketball Team Camp
   4.6 Consolidated District Plan (Grants)

5. INFORMATION ITEMS
   5.1 Enrollment Discussion & Boundary Shift
   5.2 Capital Projects Update & Reconfiguration of District Office
   5.3 Athletics and Activities Update

6. FREEDOM OF INFORMATION ACT (FOIA)
   6.1 Jonathan Fagg WLS-TV – requested information on books that have been challenged in district libraries.

7. EXECUTIVE SESSION
   7.1 Adjourn to Closed Session to hear information regarding:
   The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)]
   7.2 Open Session
   7.3 Action Items from Closed Session
   7.3.1 Approve the Personnel Report

8. BOARD OPEN FORUM
9. ADJOURN

Next Meeting: May 16, 2022

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
April 18, 2022

New-Hire – Certified

Name	School	Position	Other
Lisa Cavallari	PKMS	Special Ed Teacher	

New-Hire – Non-Certified

Name	School	Position	Other
Sydni Castillo	B&G	Second Shift Custodian	

Re-Hire – Certified

Name	School	Position	Other
Le'Royia Campbell	CHS	Physical Education	
KatharineCullum	LL/CMS	Part-Time Music	.71 FTE
Sandra Guerrieri	CMS	Part-Time CTE Teacher	.70666 FTE
Samantha Paniagua	CHS	Special Education Teacher	

Voluntary Transfer - Certified

Name	School	Position
Amanda Lamz	CT	Second Grade
Michelle Vaughn	DO	Facilitator of Extended Programs for Student Support Services

Resignation – Certified

Name	School	Position	Effective Date
Julie Newquist	CT	Kindergarten Teacher	End of the 21-22 School Year

Resignation – Non-Certified

Name	School	Position	Effective Date
Sydni Castillo	B&G	Second Shift Custodian	April 1, 2022
Kylie Gard	CHS	Athletic & Activities Secretary	April 14, 2022

Leave of Absence – Certified

Name	School	Position	Effective Dates
Michelle Bellenie	CHS	ELA Teacher	March 9, 2022, through April 14, 2022*
Amanda Hayward	HBT	Kindergarten Teacher	March 22, 2022, through End of the 21-22 School Year*

Leave of Absence – Non-Certified

Name	School	Position	Effective Dates
Isaul Castillo	DO	Work Based Learning Specialist	June 6, 2022, through July 8, 2022

* - Revised

Central Community Unit School District 301
BOARD OF EDUCATION
Agenda

Date: May 16, 2022

Place: **Central District Office**
275 South St. Burlington, IL 60109

Time: **6:00 p.m.**

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1. MEETING CALL TO ORDER – President Gorman
   1.1 Roll Call
   1.2 Approval of Agenda

2. Pledge of Allegiance

3. PUBLIC OPEN FORUM
   3.1 Recognition of Visitors
   3.2 Public Comments

4. ACTION REPORTS
   4.1 Consent Agenda
      a. Minutes:
         Regular Meeting April 18, 2022
      b. Treasurer's Reports
      c. Payment of Bills
      d. Payment of Bills - Northern Kane County Regional Vocational System
   4.2 Approve the Howard B. Thomas Boundary Shift
   4.3 Approve the Fuel Bid
   4.4 Approve the Paper Bid
   4.5 Resolution of Honorable Dismissal of Temporary Education Support Personnel
   4.6 Approve Audit Firm Renewal
   4.7 Approve Food Service Prices for SY 2022-2023
   4.8 Approve the Mid-Valley Classroom Agreement
   4.9 Approve Affiliation Agreements between Northern Kane County Region 110 and Animal Eye Consultants and Hampshire Animal Hospital for Student Veterinary Assistant Clinical Experiences

5. INFORMATION ITEMS
   5.1 Middle School Parent/Student Handbook Revisions
   5.2 Enrollment Report
   5.3 High School Graduation May 19, 2022
   5.4 Capital Projects Update
   5.5 Athletics and Activities Update
   5.5 Board of Education Meeting Dates for 2022-2023

6. FREEDOM OF INFORMATION ACT (FOIA)
   6.1 Smartprocure – Requested purchasing information for the last 6 months
   6.2 Samantha Cook – Requested information related to the See Saw Daycare Lease

7. EXECUTIVE SESSION
   7.1 Adjourn to Closed Session to hear information regarding:
   The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)]
   7.2 Open Session
   7.3 Action Items from Closed Session
   7.3.1 Approve the Personnel Report

8. BOARD OPEN FORUM
9. ADJOURN

Next Meeting: June 20, 2022

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
May 16, 2022

New Hire- Certified

Name	School	Position	Other
Jamie Daniel	PKMS	Special Education Teacher	
Sean Meyer	CHS	Special Education Teacher	
Kathryn Strohm	PV	Special Education Teacher	

New-Hire – Non-Certified

Name	School	Position	Other
Nellie Pittman	BGM	2nd Shift Custodian	

Re-Hire – Certified

Name	School	Position	Other
Christine Heckman	CHS	Part Time English/Theater	.75 FTE
Heidi Williams	PKMS	Math Teacher	

Voluntary Transfer - Certified

Name	School	Position
Christine Barr	PV	Principal
Jenell Genardo	CHS	ALOP Teacher

Voluntary Transfer – Non-Certified

Name	School	Position
Kevin Duffy	BGM	2nd Shift Custodian
Mike McClintock	BGM	2nd Shift Custodian
Stefani Stone	BGM	2nd Shift Utility

Resignation – Certified

Name	School	Position	Effective Date
Taylor DiPietro	CHS/CMS	Art	May 20, 2022
Steve Diversey	CHS	Athletic/Activities Director	June 30, 2022
Buddy Haas	CHS	CTE Vet Tech	May 20, 2022
Karina Hernandez	CT	Bilingual EL Teacher	May 20, 2022
Kristen Miller	PV	Special Education Teacher	May 20, 2022
Megan Moretti	HBT	Assistant Principal	June 30, 2022

Resignation – Non-Certified

Name	School	Position	Effective Date
Emily Haring	DO	L2 IT Support	May 30, 2022
Alexa Panagakos	PV	School Nurse	May 13, 2022
Deanna Ricker	PV	Admin. Assistant	May 30, 2022
Lauren Spitznas	HBT	School Nurse	May 20, 2022

Retirements – Certified

Name	School	Position	Effective Date
Debra Leberecht	CT	5th Grade Teacher	May 20, 2022
Becky Mengel	HBT	2nd Grade Teacher	May 20, 2022
Joanne Miller	LL	4th Grade Teacher	May 20, 2022

CENTRAL
UNIT SCHOOL DISTRICT 301

Retirements – Non-Certified

Name	School	Position	Effective Date
Jerry Hattendorf	Transportaton	Bus Driver	May 20, 2022
Charles Hoke	Transportation	Bus Driver	May 20, 2022
Janet Washburn	CHS	Food Service Cook	May 20, 2022
Jeff Winter	Transporation	Bus Driver	May 20, 2022

Leave of Absence – Certified

Name	School	Position	Effective Dates
Amy Bender	PKMS	ELA Teacher	April 29, 2022 – May 20, 2022
Joseph O'Donnell	PKMS	7th Grade Science	May 16, 2022 – May 20, 2022
Brenda Strach	CMS	8th Grade Math	October 29, 2022 – February 14, 2023

Leave of Absence – Non-Certified

Name	School	Position	Effective Dates
Cheryl Berg	DO	Exec.Admin Assistant	April 28, 2022 – May 10. 2022
Beth Doty	Trans	Admin. Assistant	April 12 – April 19, 2022 & intermittent
Kevin Sensor	BGM	Custodian	May 3 – June 15, 2022
Shawn Simmons	BGM	Custodian	April 20, 2022 - ?

Central Community Unit School District 301
BOARD OF EDUCATION
Agenda

Date: June 20, 2022

Place: **Central District Office**
275 South St. Burlington, IL 60109

Time: **6:00 p.m.**

The meeting will be held in public and streamed. Members of the public will be able to view the meeting at the 301 Board of Education YouTube Channel stream starting at 6:00 p.m. This meeting will be recorded as a podcast and will be posted later in the week on the website.

1. MEETING CALL TO ORDER – President Gorman
   1.1 Roll Call
   1.2 Approval of Agenda

2. Pledge of Allegiance

3. PUBLIC OPEN FORUM
   3.1 Recognition of Visitors
   3.2 Public Comments

4. ACTION REPORTS
   4.1 Consent Agenda
      a. Minutes:
         Regular Meeting May 16, 2022
      b. Treasurer's Reports
      c. Payment of Bills
      d. Payment of Bills - Northern Kane County Regional Vocational System
   4.2 Approve Middle School Parent/Student Handbook Revisions
   4.3 Approve Financial Depositories
   4.4 Approve Student Activity Fund Treasurer
   4.5 Appoint Audit Committee
   4.6 Appoint Persons to Prepare Tentative Budget
   4.7 Approve Resolution Designating Interest in the Education, Operations and Maintenance Fund, Transportation, and Working Cash Funds
   4.8 Approve Resolution Authorizing Payment of Custodial/Maintenance Salaries and Utilities in Operations and Maintenance Fund
   4.9 Approve Contracts with Public Vendors that Exceed $1000 Net Revenue
   4.10 Approve Bid for Prairie View Asphalt Paving
   4.11 Approve Overnight Trip for the Boys State Track Meet
   4.12 Approve Overnight Trip for the IESA Middle School State Track Meet
   4.13 Approve the Contract with the Q Center for Prom 2023

5. INFORMATION ITEMS
   - 5.1 Elementary Parent/School Handbook Revisions
   - 5.2 High School Parent/Student Handbook Revisions
   - 5.3 Capital Projects Update

6. FREEDOM OF INFORMATION ACT (FOIA)
   - 6.1 Nancy Holstein, Canon Copiers requested the lease agreements and list of current copiers in the district.

7. EXECUTIVE SESSION
   - 7.1 Adjourn to Closed Session to hear information regarding:
     The appointment, employment, resignation, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee or against legal counsel for the public body to determine its validity [5 ILCS 120/2(c)(1)]. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning the salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]. To consider the placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)]. Litigation, when an action against, affecting, or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. [5 ILCS 120/2(c)(11)]. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2(c)(6)]
   - 7.2 Open Session
   - 7.3 Action Items from Closed Session
   - 7.3.1 Approve the Personnel Report

8. BOARD OPEN FORUM
9. ADJOURN

Next Meeting: July 18, 2022

CENTRAL
UNIT SCHOOL DISTRICT 301

CCUSD #301 Personnel Report
June 20, 2022

New Hire- Certified

Name	School	Position	Other
Kaitlyn Ayala	CT	School Psychologist	
Garrett Connor	PKMS	Special Ed Teacher	
Cambron Culpepper	CHS	Asst. Athletics & Activities Director	
Erin Danz	HBT	Art	
Paige Gilson	HBT/PV	Social Worker	
Brian Iossi	CHS	PE Health Teacher	
Ted Juske	CHS	Athletics & Activities Director	
Karen Kim	DO	Asst. Director of Student Services	
Kayla Kopetsky	PKMS	Social Worker	
Darius Lugo	CT	EL/TBE Teacher	
Janet Moeller	PV	Special Education Teacher	
Ashley Palese	HBT	STAR Teacher	
Edgar Pereda	PV	Asst. Principal	
Aimee Riddle	CHS	Social Worker	
Matthew Rodewald	DO	Director of Communications	
Melissa Rourke	HBT	Asst. Principal	

New-Hire – Non-Certified

Name	School	Position	Other
Gerald Buttice	B&G	First Shift Custodian	
Stephanie Dorain	LL	Paraprofessional	
Dominique Shea	PV	School Nurse	

Re-Hire – Certified

Name	School	Position	Other
Valerie Cocks	LL	Art	Part-time .40 FTE
Stephenie Haehnel	CMS	Science	Part-time .70666 FTE

Voluntary Transfer - Certified

Name	School	Position
Alicia Baczek	CT	Fifth Grade Teacher
Angela Bavaro	CT	EL Teacher
Stephen Buchs	DO	Director of Curriculum 6-12
Matthew Haug	DO	Asst. Supt. of Human Resources
Amanda Hayward	CT	Second Grade Teacher
Amanda Lamz	CT	First Grade Teacher
Matthew Newquist	PKMS	Principal
Kristen Rasmussen	PKMS	Social Studies Teacher
Ashley Schremser	CT	Kindergarten Teacher
Hannah Turk	LL	First Grade Teacher

CENTRAL
UNIT SCHOOL DISTRICT 301

Voluntary Transfer – Non-Certified

Name	School	Position
Cathy Pankow	CMS	Paraprofessional
Amy Rodriguez	CHS	Admin. Asst. Athletics & Activities
Brianna Varacalli	CHS	Paraprofessional

Resignation – Certified

Name	School	Position	Effective Date
Valerie Cocks	HBT	Art Teacher	May 20, 2022
Tanja Dietrich	PV	Fourth Grade Teacher	May 20, 2022
Nathan Garmatz	PV	Fourth Grade Teacher	May 20, 2022
Megan King	CHS	English Teacher	May 20, 2022
Kelsey Kobit	PKMS	Math Teacher	May 20, 2022
Samantha Mainzer	CHS	PE Teacher	May 20, 2022
Dana Mumford-Nowling	CHS	Special Ed Teacher	May 20, 2022
Dan Palmiter	CHS	Math Teacher	May 20, 2022
Lindsay Sharp	DO	Exec. Director Curriculum 6-12	May 20, 2022

Resignation – Non-Certified

Name	School	Position	Effective Date
Sandra Acevedo	B&G	Custodian	June 10, 2022
Joanna Heidlauf	HBT	Paraprofessional	May 20, 2022
Erin Hollingsworth	HBT	Paraprofessional	May 20, 2022
Kristine Kanwischer	CMS	Paraprofessional	May 20, 2022
Kelly Marting	HBT	Paraprofessional	May 20, 2022
John Wisz	Trans	Bus Driver	May 20, 2022

Retirements – Non-Certified

Name	School	Position	Effective Date
Deborah Luker	CHS	Head Cook	May 20, 2022

Leave of Absence – Certified

Name	School	Position	Effective Date
Carrie Ahlstedt	PKMS	Asst. Principal	June 21, 2022 - June 26, 2022
Rachel Madrid	CHS	Math Teacher	November 23, 2022 – January 18, 2023
Kristen Mesik	CMS	Math Teacher	September 15, 2022 - December 21, 2022

Leave of Absence – Non-Certified

Name	School	Position	Effective Dates
Mark Hespel	B&G	Custodian	Beginning June 15, 2022 for 3-5 months
Pamela Mirenda	PKMS	Director of Food Svcs.	Intermittent
Wayne Stover	CHS	Custodian	June 30, 2022 – August 11, 2022

CENTRAL UNIT SCHOOL DISTRICT 301

Pam Israelson <pam.israelson@central301.net>

Re: FOIA Request

1 message

Pam Israelson <pam.israelson@central301.net> Tue, Jul 12, 2022 at 8:20 AM
To: Michelle Diversey <smdiversey@yahoo.com>
Cc: Todd Stirn <todd.stirn@central301.net>

Good morning, Ms. Diversey

We replied to this FOIA on June 29, 2022.

Here is a copy of it

Diversey, Steven	
2021-22 Earnings	
Salary	$120,090.93
Vacation Days	$ 5,061.32
Total Compensation	**$125,152.25**

Please let me know if you have any questions.

Pam Israelson
Secretary to the Superintendent
Central CUSD 301
275 South St.
P.O. Box 396
Burlington, IL 60109
847-464-6005
847-464-6021 fax

On Mon, Jul 11, 2022 at 10:14 PM Michelle Diversey <smdiversey@yahoo.com> wrote:

> Good Morning Ms. Israelson-
>
> I have attached a written FOIA request for the current 2021-2022 school year earnings record for Steven R. Diversey – Athletics and Activities Director. How long do these requests take to process? Should you need anything additional from me, please let me know.
>
> Sincerely,
>
> Michelle Diversey
>
> 630-854-6914
>
> Sent from Mail for Windows